



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, February 9, 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**
- **Proclamations**
 - **MS Awareness Month (Denise Ellis)**
 - **Black History Month**

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 Chamber of Commerce

5. CONSENT AGENDA

- A: Approval the minutes of the January 12th Regular Meeting and the January 26th Work Session**
- B: Acceptance of Monthly Financial Reports**
- C: Approval to proceed with the bidding phase of the McMinnis Water Line Replacement Project**
- D: Approval to proceed with the bidding phase of the VDEM Generator Project**
- E: Adoption of Regional Hazard Mitigation Plan**
- F: Approval of Town of Hurt's request regarding modified connection at the Water Treatment Plant**
- G: Approval to amend Avoca's security camera system project**

6. PUBLIC HEARING(S)

None Scheduled

7. NEW BUSINESS

- A. Delivery of the FY2022 Draft Budget and FY2022-2026 Capital Improvement Plan**
- B. Special Event Request – AAU Softball Team Fundraiser – English Park**

8. UNFINISHED BUSINESS

- A. English Park Trail Surface follow up**
- B. Booker Building floor surfacing follow up**

9. REPORTS AND COMMUNICATIONS

- A. Town Manager's Report**
- B. Annual Reports**
 - Planning Commission
 - Board of Zoning Appeals
 - Recreation Committee
- C. Departmental Reports**
- D. Calendars**

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

Section 2.2-3711 (A)(1) regarding discussion of the annual performance evaluation of the Town Manager and discussion, consideration, or interviews of prospective candidates for appointment to the Recreation Committee and Board of Zoning Appeals.

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.

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: Proclamations and Personnel Milestones/Changes

Staff Resource: Waverly Coggsdale, Town Clerk

PROCLAMATIONS

1) Proclamation: Recognizing February as “Black History Month”

- Tywana Whorley, Staunton River Memorial Librarian

2) Proclamation: Recognizing March as “Multiple Sclerosis Awareness Month”

- Denise Ellis, Multiple Sclerosis Alliance of Virginia

Action(s):

- Approval of Proclamation – February “Black History Month”
- Approval of Proclamation – March “Multiple Sclerosis Awareness Month”

PERSONNEL UPDATES

MILESTONES

- Andy Wyatt WWTP Superintendent Retiring on March 1, 2021
 - *Employed by the Town on 10/22/1990 – 30+ years of service!*

Congratulations and Appreciation to Andy!

New Hires

George Sandridge	AOT/Comm. Dev.	Main Street Coordinator	2/1/2021
------------------	----------------	-------------------------	----------

Departures

Graham Petrie	Public Works	Maintenance Worker	1/20/2021
---------------	--------------	--------------------	-----------



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

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

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

WHEREAS, March of 2021 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying lives – to benefit themselves, their caregivers and families, and the overall community; and

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

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

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

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2021 as

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

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

Adopted this 9th day of February 2021 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

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



PROCLAMATION DECLARING FEBRUARY “BLACK HISTORY MONTH”

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

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

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

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

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

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim February 2021 as

BLACK HISTORY MONTH

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

Adopted this 9th day of February 2021 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

Consent Agenda

Title: Approve minutes of the January 12th Regular Meeting and January 26th Work Session

Staff Resource: Waverly Coggsdale, Town Clerk

Action(s):

Approve the minutes of the Council's Regular Meeting held on January 12th and the Work Session held on January 26th.

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. 1.12.21 minutes – draft [\(LINK\)](#)
2. 1.26.21 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

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: McMinnis Water Line Replacement Project Bidding Phase Approval

Staff Resource: Tom Fore, Director of Utilities

Action(s):

Approve the bidding phase of the McMinnis Water Line Replacement Project.

Explanation:

- The McMinnis Water Line Replacement Project is ready for the bidding phase.

Background:

- Town Council approved the survey/design contract with Hurt and Proffitt in October 2019 in the amount of \$ 104,940, which included the bidding and construction administration for the project.
- The project is part of the Town's Capital Improvement Plan (2019).
- The project consists of replacing the existing 18,000 +/- feet of 8" water line between McMinnis Spring and the Bedford Avenue Water Tank.
- The revised engineer's estimate for this project is \$2,150,000, which includes a 10% contingency.
- The project is slated to be bid for construction in April 2021.

Funding Source(s):

Bond Proceeds (2020B)

Attachment(s):

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5D

Consent Agenda

Title: VDEM Generator Project Bidding Phase Approval

Staff Resource: Tom Fore, Director of Utilities

Action(s):

Approve the bidding phase of the VDEM Generator Project.

Explanation:

- The VDEM Generator Project is ready for the bidding phase.

Background:

- Town Council approved staff to execute the FEMA/VDEM grant agreement on August 11, 2020. This grant totals \$523,005, which includes the Town match of \$24,905. Peed & Bortz was approved as the engineer for the Design/Bidding Construction Administration services for this project in the amount of \$43,600.
- The project is part of the Town's Capital Improvement Plan (FY2022), with the project being originally being funded with Bond proceeds.
- The project consists of placement of generators at the Staunton River raw water pump station, Bedford Avenue tank booster station, McMinnis Spring, and Reynolds Spring.
- The project is slated to be bid for construction in March 2021.

Funding Source(s):

VDEM Grant with Town Match of \$24,905.

Attachment(s):

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5E

Consent Agenda

Title: Regional Hazard Mitigation Plan Adoption

Staff Resource: Sharon Williams, Community Development Director

Action(s):

Approve the attached resolution adopting the Regional Hazard Mitigation Plan.

Explanation:

- The Central Virginia Planning District Hazard Mitigation Plan 2020 is a revision to the Region 2000 Hazard Mitigation Plan. The Town Council will need to adopt the attached resolution approving the Central Virginia Planning District Hazard Mitigation Plan 2020 to assure continuing entitlement for FEMA and other federally funded grant assistance through various programs.

Background:

- The Plan fulfills the requirements of Sections 201.6(a) (3) and 201.6(c) (5) of the Disaster Mitigation Act of 2000 as administered by the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA), for multi-jurisdictional planning participation and adoption.
- Town staff participated in the creation of this plan.

Funding Source(s):

N/A

Attachment(s):

- 1) Resolution
- 2) CVPDC HMP Executive Summary



**A Resolution of the Town of Altavista
Authorizing the Adoption of the
Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update**

WHEREAS, Altavista and the entire Central Virginia Planning District region have exposure to natural hazards that can affect the safety to life, property, businesses, and local economy; and

WHEREAS, pro-active mitigation, or actions, before a disaster even can lessen or eliminate long-term risk and impacts of hazards to life and property; and

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-228, as amended), Title 44 of the Code of Federal Regulations (CFR), as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390), requires development of pre-disaster mitigation plan as a requirement for eligibility for federal pre- and post-disaster hazard mitigation funding; and

WHEREAS, the Central Virginia Planning District Hazard Mitigation Technical Advisory Committee, comprised of a coalition of local, regional, state, business, and citizen stakeholders, that included dedicated Town of Altavista representation and representation of each of the ten (10) Central Virginia Planning District localities, lead a pre-disaster planning process according to FEMA regulations; and

WHEREAS, the planning team completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed mitigation strategies consistent with a set of uniform goals and objectives, and includes an evaluation, maintenance, and revision process; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has reviewed, and on January 22, 2021 approved adoption of the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update;

NOW, THEREFORE, BE IT RESOLVED by the Altavista Town Council that the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update, approved by FEMA January 2021, is hereby Approved Pending Adoption (APA) and adopted for the Town of Altavista.

Passed and adopted on this 9th day of February 2021.

Michael E. Mattox, Mayor

Waverly Coggsdale, III, Town Manager



EXECUTIVE SUMMARY



Executive Summary

Executive Summary

The Central Virginia Planning District Hazard Mitigation Plan 2020 is a revision to the Region 2000 Hazard Mitigation Plan, completed and adopted by FEMA in 2013. The original Hazard Mitigation Plan (HMP) was developed for the Central Virginia Planning District Commission (CVPDC), then the Region 2000 Local Government Council, was written in 2006. While this HMP represents an update to the 2013 plan, it has been developed and designed such that it looks, feels, and reads differently than the previous version. As such, this regional hazard mitigation document has been developed as though it is the first regional plan and does not directly build upon or maintain past mitigation strategies. This is due to several factors including: availability of new hazard information and data that drives new considerations of risk, the region has matured and new capabilities are now available, this plan was developed with expanded stakeholder participation, and uses a new format to allow readers to more easily understand the content. In addition, the previous Hazard Mitigation Plan included several action items that have been completed, creating an opportunity for developing new mitigation strategies. Finally, the CVPDC HMP 2020 incorporates a corresponding interactive website that allows for real-time review of hazard data, a detailed plan and mitigation strategy oversight program, and a format for continued public engagement and participation.

Mitigation is defined as “*the action of lessening in severity or intensity*”. Hazard mitigation focuses on lessening the severity and intensity of identified hazards as well as protecting life and property. An HMP identifies specific measures to be taken by a

community to reduce their vulnerability from future hazard events and shorten the recovery time. The HMP is created through a planning process with input from citizens, business owners, public safety officials, and other stakeholders.

In 2006 and 2012, the Center for Geospatial Information Technology (CGIT) at Virginia Tech was contracted by Virginia Region 2000 Local Government Council to carry out the original and first update of Hazard Mitigation Plan. This 2020 update was also contracted with the CGIT, with contribution by Sobis, Inc. Funding for the project was provided through a grant from the Virginia Department of Emergency Management (VDEM) and Federal Emergency Management Agency (FEMA) with the appropriate match made by each locality in CVPDC.

This HMP update includes an updated list of identified natural, technological, and man-made hazards that are a threat to the CVPDC area; an update to the evaluation and analysis of the risks to each jurisdiction in CVPDC; a strategy for long and short-term mitigation of identified natural hazards; and a process for ongoing review and maintenance of the HMP. With these updated items, the plan follows the requirements for local mitigation planning as required under Section 322 of the Robert T. Stafford Act (42U.S.C. 5165) and 44 CFR Part 201 as the necessary components of a local hazard mitigation plan and the new regulations for the program per 2019.¹

The Project Management Team, defined in Table 1, reviewed each section of the plan to ensure that each section adequately served their communities.

¹ Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities as

of June 2019. <https://www.fema.gov/media-library/assets/documents/15271>



Executive Summary

The adoption of the CVPDC HMP 2020 by the participating jurisdictions assures continuing entitlement for FEMA and other federally-funded grant assistance through the Hazard Mitigation Grant Program (HMGP), the Building Resilient Infrastructure and Communities (BRIC) Program, the Flood Mitigation Assistance (FMA) Program, and Rehabilitation of High Hazard Potential Dam Grant Program.

Jurisdictions

The CVPDC HMP covers the following jurisdictions:

COUNTIES	TOWNS
Amherst County	Town of Altavista
Appomattox County	Town of Appomattox
Bedford County	Town of Amherst
Campbell County	Town of Bedford
CITIES	Town of Brookneal
City of Lynchburg	

The CVPDC HMP and the 2020 update fulfills the requirements of Sections 201.6(a)(3) and 201.6(c)(5) of the Disaster Mitigation Act of 2000 as administered by the VDEM and FEMA, for multi-jurisdictional planning participation and adoption.

This plan is awaiting evaluation and approval from FEMA before it can be evaluated and adopted by the eleven participating local governments. Resolutions will be added to this HMP as Appendix A: Adoption Resolutions upon approval by FEMA.

Participation

All jurisdictions listed in the above section of the CVPDC HMP participated in the creation of the original plan and the two updates to the plan. The project management team was made up of local officials from each jurisdiction, State agencies, universities and colleges, and non-profits.

Participation in the update included a series of project management team meetings to review and update the plan. In addition, a public survey was administered, and two public meetings held to provide the public information and the opportunity to provide input into the mitigation plan.

Each of the jurisdictions in this plan was represented elected officials and/or staff from the locality with knowledge of planning, public works, and emergency response. The membership of the project management team is in accordance with the requirements of Section 44 CFR 201.6(b)(2) for a multi-jurisdictional plan and the members are listed in the table below.



Executive Summary

Project Management Team Members

Representative	Title	Jurisdiction / Organization
Kelly Hitchcock	Planning and Development Coordinator	CVPDC
Sharon Williams	Community Development Director	Altavista, Town of
Thomas Fore	Director of Public Utilities	Altavista, Town of
Samuel Bryant	Director, Fire Chief - Marshal	Amherst County Public Safety
Robert "Bob" Hopkins	Director of Public Utilities	Amherst County Service Authority
Sara Carter	Town Manager	Amherst, Town of
Johnnie Roark	Director of Community Development	Appomattox County
Bobby Wingfield	Public Safety Director, Emergency Manager Coordinator	Appomattox County
Jeff Elder	Director of Operations	Appomattox, Town of
Gary Shanaberger	Town Manager	Appomattox, Town of
Jack Jones	Chief of Department, Dept. of Fire & Rescue	Bedford County
Jeff Johnson	Director of Emergency Communications	Bedford County
Mary Zirkle	Economic Development Coordinator	Bedford, Town of
Mike Crews	Public Works Director	Brookneal, Town of
Jonaaron Evans	Communications Technician	Campbell County
Tracy Fairchild	Director/Emergency Coordinator, CC Public Safety	Campbell County
Myra Simpson	Deputy-Director of Public Safety	Campbell County
Melissa Foster	Director, Dept. of Emergency Services	Lynchburg City
Erin Hawkins	Water Quality Manager, Water Resources Dept.	Lynchburg City
Jeff Martin	Assistant Director, Water Resources Dept.	Lynchburg City
Piper VanDePerre	Emergency Programs Specialist, Dept. of Emergency Services	Lynchburg City
Curt Whitlock	Managing Director Accreditation, Safety & Security	Centra Health
Brittany Powell	Local Health Emergency Coordinator	VDH - Central Virginia Health District
Christopher Bruce	All-Hazards Emergency Planner	VDEM Region 3
Jonathan Simmons	All-Hazards Emergency Planner	VDEM Region 6
Lauren Pillow	Hazardous Waste Inspector	VA DEQ
Gregory Bennett	Director Health & Environmental Safety	Liberty University
Ralph Lawson	Disaster Program Manager	Red Cross - Virginia Region
Bob Driskill	Director, Office of Campus Safety	University of Lynchburg

Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to:

1. Identify and profile the hazards that could affect the jurisdictions in the CVPDC area,

2. Determine which community assets are the most vulnerable to damage from these hazards, and
3. Estimate social, economic, and environmental losses from these hazards and prioritize the potential risks to the community.

All jurisdictions in the CVPDC area are vulnerable to natural, technological, and man-made hazards



Executive Summary

that threaten the safety of residents, and have the potential to damage or destroy both public and private property, cause environmental degradation, or disrupt the local economy and overall quality of life. While many disasters are possible for any given area in the United States, the most likely hazards to potentially affect the communities in the CVPDC area generally include the hazards in the 2020 plan update. A ranking analysis was used to help identify which hazards should be considered a priority in the

region. The results of this analysis can be found below.

Drought, flooding, and urban fire hazards were ranked highest hazard risk, although it should be noted that the urban fire hazard may not be a priority for non-urban jurisdictions. The extreme temperatures, hailstorm, hurricane, severe thunderstorm, severe winter storm, tornado, wildfire, dam failure, and hazmat incident all ranked as moderate. Earthquake, fog, land subsidence/karst, and landslide hazards are ranked as low.

Final Hazard Ranking of Hazards for the CVPDC Region

Hazards	Probability	Impact	Spatial Extent	Warning Time	Duration	Value	Rank
Drought	3	3	4	1	4	3.1	High
Earthquake	1	1	4	4	1	1.9	Low
Extreme Cold	3	2	4	1	3	2.7	Mod.
Extreme Heat	4	2	4	1	3	3	Mod.
Flooding	4	4	2	4	2	3.4	High
Fog	4	1	1	2	1	2	Low
Hailstorm	4	2	4	3	1	3	Mod.
Hurricane	2	3	4	1	1	2.5	Mod.
Land Subsidence/ Karst	1	1	1	4	1	1.3	Low
Landslide	2	2	1	4	1	1.9	Low
Severe Thunderstorm	4	2	4	2	1	2.9	Mod.
Sever Winter Storm	4	2	4	1	3	3	Mod.
Tornado	3	3	1	4	1	2.5	Mod.
Wildfire	4	2	1	4	3	2.7	Mod.
Dam Failure	2	3	1	4	2	2.3	Mod.
Hazmat Incident	3	2	1	4	2	2.3	Mod.
Urban Fire*	4	4	1	4	1	3.1	High

*For CVPDC urban areas.



Executive Summary

Capabilities

The capability assessment serves as a guide to the communities on their existing capacity and limitations to implement policy and programmatic mitigation actions. Local capabilities analysis serves as the foundation for designing an effective hazard mitigation plan,

that builds on measures already in place, detects capacity gaps, and provides a foundation for effective mitigation strategy implementation.

Part of this section involves the jurisdictions conducting their own self-assessment. A general summary of the self-assessment is provided in the table below.

Jurisdiction	Planning Capabilities	Legal Capabilities	Technical Capabilities	Administrative Capabilities	Fiscal Capabilities
Amherst County	Few Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$50M Budget (2020)
Town of Amherst	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$3.4M Budget (2020)
Appomattox County	Some Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$41.9M Budget (2020)
Town of Appomattox	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$2.7M Budget (2020)
Bedford County	Few Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate Staffing and Expertise	\$110M Budget (2020)
Town of Bedford	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate Staffing and Expertise	\$30.2M Budget (2020)
Campbell County	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate Staffing and Expertise	\$81M Budget (2020)
Town of Altavista	Some Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate Staffing and Expertise	\$4.1M Budget (2020)
Brookneal	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate Staffing and Expertise	\$1.4M Budget (2020)
Lynchburg City	Few Planning Gaps	Legal Authority	Several Programs and Certifications	Robust Staffing and Expertise	\$179M Budget (2020)



Executive Summary

Mitigation

The Mitigation Strategy section presents goals, objectives, and specific actions that assist in minimizing the vulnerability and impact of natural and man-made hazards. The mitigation strategies are meant to be comprehensive with both regional and location-specific actions while at the same time being feasible based on the regional and jurisdictional capabilities.

CVPDC set up working group meetings with the Program Management Team to identify regional mitigation goals, objectives, and actions. A goal for each type of mitigation strategy and supporting objectives, based on regional needs and capabilities is presented. Recognizing that each jurisdiction has specific needs, jurisdiction-specific mitigation actions were developed and are presented in Jurisdiction-Specific Mitigation Actions Section of this Plan. The following regional goals were identified. Regional mitigation actions are identified in the table below.

Information & Outreach Goal: Increase hazard awareness and preparedness activity participation by area individuals, property owners, and businesses.

Prevention Capacity Goal: Through governmental operations, business and private sector partnerships, advance planning initiatives, voluntary and regulatory programs (e.g. code enforcement), and maintenance practices to lessen hazard impacts.

Property Protection Goal: Support property and infrastructure fortification programs and projects to lessen hazard impacts to lives, property, and infrastructure.

Structural Projects Goal: Execute measures that significantly lessen the impact of natural hazard impact to lives, communities, property, and infrastructure in the region.

Natural System Resiliency Goal: Preserve the function and resiliency of the region's natural resources and sensitive landscapes.

Goal	Mitigation Action Description	Hazard(s)
Information & Outreach	Develop hazard preparedness outreach/education best practices, resources, and program activity within the CVPDC website.	All Hazards
Information & Outreach	Expand outreach and education about the National Flood Insurance Program (NFIP), including inclusion within CVPDC website.	Flood
Information & Outreach	Develop public hazard communication campaign with emphasis on increasing number of residents joining area public information systems.	All Hazards
Information & Outreach	Establish regular hazard mitigation feature, where best practices for readiness, safe sheltering, public announcements, are incorporated within agency newsletter, social media feeds, and general scheduled agency outreach. Include property maintenance, business best practices - features for preparedness.	All Hazards
Capacity	Ensure the regional Hazard Mitigation Plan and mitigation planning are included as integral components of all regional planning initiatives including transportation, mobility, watershed, community development, emergency, and CEDS agency programs.	All Hazards



Executive Summary

Goal	Mitigation Action Description	Hazard(s)
Capacity	Establish HMP Technical Advisory Committee, include locality, citizen, business, agency representation, that meets at least twice per year to review HMP mitigation strategy progress, evaluate changes, review regional projects.	All hazards
Capacity	Seek opportunities to host regional mitigation, program skills training for area locality, business and agency partner staff.	All Hazards
Capacity	Seek opportunity to expand regional Comprehensive Economic Development Strategy (CEDS) to incorporate community resiliency or develop regional resiliency plan in coordination with locality partners.	All Hazards
Capacity	Coordinate an emergency communication and verification protocol with VDOT to ensure emergency critical staff access.	All Hazards
Capacity	Evaluate and seek opportunity to execute (to include regional participation agreement and equipment purchase) regional Public Safety Answering Point (PSAP) generator(s) to facilitate rapid and efficient emergency communication and response capabilities between the region's emergency response departments.	All Hazards
Capacity	Encourage develop of local or regional Resiliency Plans	All Hazards
Capacity, Property Protection	Seek opportunities to evaluate and improve corridors, especially those with recurring stormwater impacts, essential for access to public transit or other multimodal access by vulnerable populations.	Flood
Property Protection, Structure	Seek opportunities to study condition of or improve drainage along rural roadways to reduce stormwater and flood impacts that impact roadway movement safety or impact emergency access/movement.	Flood
Property Protection, Natural System Resiliency	Support initiatives that expand use of green infrastructure in the region through education, workshops, training initiatives to expand expertise and local knowledge for green infrastructure use and implementation in area projects.	Flood, Dam
Property Protection, Structure, Natural System Resiliency	Seek opportunities to evaluate and execute streambank stabilization or other practices, to restore or protect the natural function of area streams to lessen flood impact to essential regional infrastructure (e.g. roadways, rail lines, communication towers).	Flood

Implementation and Maintenance

The success and value of the CVPDC HMP as mitigation tool and resource relies on Plan integration, monitoring, evaluation and, when necessary, amendments.

Plan adoption is essential, however, fundamental to implementation success is the structural integration of the HMP within

foundational community and regional plans, regulatory systems, departmental procedures, and funding structure.

The primary tool for implementing land use goals is within each locality's zoning ordinance. The regional mitigation plan goals, objectives, and strategies should be evaluated and considered within review and zoning regulation updates, especially site improvements within flood zones.



Executive Summary

Emergency managers should capitalize on local and regional disaster operations and recovery plans to execute elements of the Plan mitigation strategies, especially those directly applicable to emergency response operations and efficiency, including training, equipment, and facility improvement needs.

Many of the mitigation strategies, especially those property protection, structural, or natural system resiliency projects, will require considerable planning and large financial investment. Execution will require continuously seeking funding opportunities including federal and state grant programs, incorporation and dual benefits across departments and agencies to capitalize on funding efficiency, integration within capital improvement plans.

The CVPDC will be responsible for convening the CVPDC Mitigation Plan Advisory Committee (MPAC), similarly comprised of locality and agency stakeholder representatives. The CVPDC will facilitate twice-yearly MPAC meetings, where mitigation strategy implementation

including regional, locality-specific, and stakeholder summaries will be reported. The meetings will also be used to coordinate regional projects, with focus on information and outreach strategies, and incorporate a staff educational component such as information on state, federal or non-profit funding information, overview of success program execution by local partner, discussion of challenges, recordation of anticipated future changes or Plan integration, and outline agenda and actions for future meetings. Integral to the Plan maintenance program, will be the yearly submittal of a Virginia Hazard Mitigation Plan Annual Report Form to VDEM. The CVPDC Hazard Mitigation Annual Report, as well as regular program features throughout the year, will be made available for public comment and housed on the CVPDC Mitigation Plan website.

To ensure that the regional hazard plan does not exceed the FEMA five-year program eligibility an update process will be initiated, by beginning to seek FEMA funding and plan development preparation three years from the FEMA adoption.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5F

Consent Agenda

Title: Town of Hurt Modified Connection at WTP Approval

Staff Resource: Tom Fore, Director of Utilities

Action(s):

Approve the Town of Hurt to modify their connection at the Altavista Water Treatment Plant as indicated.

Explanation:

- The Town of Hurt is connected to the Altavista Water Treatment Plant and in an effort to address a recent Notice of Violation (Consent Order) from the VDH, they are seeking to modify their connection at the WTP.
- Mr. Fore, Altavista Director of Utilities concurs with the work with the following stipulations/conditions: 1) Town of Altavista will allow this line until the Town of Altavista needs to relocate the line due to any future expansion. If the line needs to be relocated, the Town of Hurt will pay the relocation expense; 2) Install meter at the connection at the Town of Hurt's expense; 3) Town of Hurt to maintain the lines from the end of the meter to the Town of Hurt Pump Station; and 4) Restore the site to its original condition once the connection is made.

Background:

- The Town of Hurt was cited by the VDH for a violation of the Disinfection By Products requirement.
- The Town of Hurt has worked with Peed & Bortz to develop a plan to modify their connection to the Altavista Water Treatment Plant to address this issue.
- The Town of Hurt has requested our authorization to proceed; with the project being fully funded by the Town of Hurt.

Funding Source(s):

None, Town of Hurt responsible for all costs associated with this project.

Attachment(s):

- 1) Letter - Town of Hurt Request



Town of Hurt

Web townofhurtva.gov

Office (434) 608-0554

Fax (434) 205-1177

533 Pocket Road
PO Box 760
Hurt, VA 24563

Town Council 2020

E. Collin Adams, Jr.

Shirley M. Barksdale-Hill, Vice Mayor

Jeffery Bowling

Lorraine L. "Rainy" Clay

Gary K. Hodnett, Mayor

Kathy Keesee

Steven W. "Steve" Watson

Mr. Waverly Coggsdale III
Town Manager
510 Seventh Street
P.O Box 420
Altavista, VA 24517

1-18-2021

Re: DBP Remediation and Water Improvements
Town of Hurt

Dear Mr. Coggsdale III,

The Town of Hurt requests permission to make revisions to the Town of Hurt piping connection between the Altavista water treatment plant and the Hurt pump station. This work will be on the Town of Altavista's property and will connect to the Altavista's water transmission system outside the water plant. A sketch is attached showing this proposed piping work.

The Town of Hurt has received a Consent Order from the Virginia Department of Health regarding non-compliance with the disinfection by-products regulations. The requested piping revision will allow Hurt to obtain water from outside the Altavista water plant clearwell enabling the Town of Altavista to modify its chlorine application point later in the treatment process. This modification should reduce the disinfection by-products formation and help the Town of Hurt regain regulatory compliance. This design and construction will be coordinated with the Town of Altavista's WTP staff. All work shown on the sketch outside the water plant will be paid for by the Town of Hurt.

Please contact Peed & Bortz if the Town needs any additional information regarding this request.

Sincerely,

Gary Hodnett,
Mayor, Town of Hurt

Cc: Tom Fore
Peed & Bortz, Elvan Peed



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5G

Consent Agenda

Title: Amendment to Avoca's security camera system project approval

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Approve the request by the Avoca Board of Directors to amend the security camera system project by adding two additional cameras and utilizing "Reserve Maintenance Funds" for the increased cost.

Explanation:

- The Avoca Board of Directors decided to add two cameras to the recently installed security camera system that was completed. This will bring the total number of cameras to five (5).
- The Avoca Board of Directors is also requesting that the costs be funded through the Reserve Maintenance Funds held by the Town of Altavista.

Background:

- Avoca is a town-owned facility that is managed by an Executive Director and the Board of Directors serves in an oversight/advisory role.
- The Town holds funds from the sale of the former Life Saving Crew Building, which are designated for maintenance use of Avoca.

Funding Source(s):

Reserve Maintenance Funds (proceeds from the sale of the former EMS building).

Attachment(s):

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7A

New Business

Title: Delivery of FY2022 Draft Budget and FY2022-2026 Draft Capital Improvement Plan (CIP)

Staff Resource: Waverly Coggsdale, Town Manager & Tobie Shelton, Finance Director

Action(s):

No action at this time.

Explanation:

- Tonight Town Council will receive the draft FY2022 Budget and the draft FY2022-2026 Capital Improvement Plan (CIP).
- The first scheduled budget discussion is scheduled for the Tuesday, February 23, 2021 Town Council Work Session. This will be the first opportunity for Council to go over the budget and capital improvement plan with staff and provide input and direction.

Background:

- Annually staff provides Town Council a draft budget and capital improvements plan.
- Town Council adopts a budget schedule, which is attached. Town Council has set aside time at their monthly Work Sessions in February and March (as well as the potential for meeting on the next evening if deemed necessary) for budget discussions.
- The schedule calls for the “First Reading” of the budget at the Tuesday, April 13, 2021 Regular Town Council meeting; a Public Hearing at the Tuesday, May 11th Regular Town Council meeting; and adoption of the budget at the Tuesday, June 8th Regular Town Council meeting. (Dates subject to change per any Town Council action.)
- The draft budget covers the period of July 1, 2021 through June 30, 2022, which is Fiscal Year 2022-2023.

Funding Source(s):

The budget is the process by which Town Council allocates funds for operations and capital items. Once adopted the budget directs the expenditures of staff.

Attachment(s):

- 1) FY2022-23 Budget Calendar



ADOPTED BUDGET CALENDAR FY 2022 BUDGET PREPARATION

<u>November</u>		Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of budget work papers
<u>November 24</u> (Tuesday)	5:00 p.m.	Council Input Session for FY 2022 Budget
<u>December 18</u> (Friday)		Department CIP requests due
<u>January 8</u> (Friday)		Department Operating Budget requests due
<u>January 11</u> (Monday)		Written requests from outside agencies and non-profits due
<u>January 26</u> (Tuesday)	5:00 p.m.	Outside agencies/non-profits requesting funding should attend Council Work Session.
<u>February 9</u> (Tuesday)		Council receives Draft Budget document
<u>February 23</u> (Tuesday)	5:00 p.m.	Council Budget Work Session / CIP Discussion
<u>February 24</u> (Wednesday)	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
<u>March 23</u> (Tuesday)	5:00 p.m.	Council Budget Work Session
<u>March 24</u> (Wednesday)	5:00 p.m.	Continuation of Council Budget Work Session (if needed)
<u>April 13</u> (Tuesday)	6:00 p.m.	First Reading of Budget/Designate Public Hearing for May 11th
<u>April 21</u> (Wednesday)		First Public Hearing Advertisement
<u>April 28</u> (Wednesday)		Second Public Hearing Advertisement
<u>May 11</u> (Tuesday)	6:00 p.m.	Public Hearing on the FY2022 Budget
<u>June 8</u> (Tuesday)	6:00 p.m.	Council Meeting to approve FY2022 Budget



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7B

New Business

Title: Special Event – Above the Rim Tournament

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Request permission to hold basketball tournament at English Park on May 8, 2021 for fundraiser for softball uniforms and equipment for girl's team from Altavista.

Explanation:

This is a fundraiser for an AAU Girls Softball Team to purchase their uniforms. The idea is to do a 4-on-4 basketball tournament for ages 18 to 40. The charge would be \$15.00 per player (\$60.00 per team). Does not need the use of the Booker Building, only the basketball courts and the softball field. The softball field would be used as a “tryout” day for the team and a chance for parents to meet the coach. The hours proposed is from 11 am to 5 p.m. on May 8th with a rain date of May 22nd. Waivers would be required for all participants.

In accordance with the Commonwealth's regulations – the following COVID-19 safety measures will be required:

1. No more than 250 participants
2. All Coaches, referees or officials must wear masks
3. Spectators and those not actively participating in the event (those on the bench or waiting to play) must wear masks
4. Social distancing should be practiced when possible
5. Use of hand sanitizer, wiping down equipment (basketballs) and rotating them out to be sanitized.

Mr. Pannell will be in attendance to answer any questions.

Funding Source(s):

N/A – this will be a fundraiser

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

- 1) *Special Event Application with submittals* [\(LINK\)](#)



SPECIAL EVENT PERMIT APPLICATION

Town of Altavista, VA

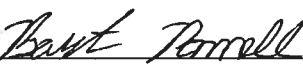
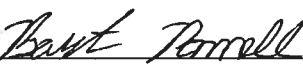
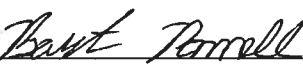
OFFICE USE ONLY

APPLICATION #:

PERMIT #:

Thank you for your interest in hosting a special event in the Town of Altavista. Special events include outdoor gatherings or entertainment open to the public (or through donations or ticket sales) such as outdoor dances, concerts, festivals, fairs, carnivals, circuses, exhibitions, races, events, rides, shows, fund-raisers, parades, fireworks displays, block parties, rallies, etc. Events that take place under the jurisdiction of the Town of Altavista require a "Special Events Permit". This application is your first step in the process of obtaining your permit. Applications are due no later than 60 days prior to the planned event. A fee of \$25.00 per event is due at application. Additional fees may be required for the cost of Town Services needed for the event.

APPLICANT	APPLICANT NAME (INDIVIDUAL, COMPANY OR ORGANIZATION): <u>Bart Pannell</u>		APPLICANT PHONE #: <u>434-229-7472</u>	
	APPLICANT MAILING ADDRESS (STREET NUMBER & NAME): <u>15 dogwood lane</u>		APPLICANT FAX #:	
	CITY, STATE, ZIP: <u>Altavista VA, 24517</u>		APPLICANT EMAIL: <u>pannellbart700@gmail.com</u>	
	APPLICANT PHYSICAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS):			
OWNER	PROPERTY OWNER'S NAME:		OWNER'S OFFICE PHONE #:	
	PROPERTY OWNER'S EMAIL:		OWNER'S CELL #:	
	PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT FROM EVENT ADDRESS):			
EVENT INFORMATION	EVENT NAME: <u>Pretty Real LLC.</u> <u>Above the rim tournament</u>		EXPECTED TOTAL NUMBER OF EVENT ATTENDEES: <u>80</u>	
	PROPOSED EVENT ADDRESS: <u>206 Pittsylvania Ave, Altavista VA, 24517</u>			
	BUILDING/FACILITY NAME AND TENANT NAME (IF APPLICABLE): <u>English Park</u>			
	PRIMARY EVENT COORDINATOR NAME: <u>Bart Pannell</u>		COORDINATOR EMAIL: <u>pannellbart700@gmail.com</u>	
	COORDINATOR CELL #: <u>434-229-7472</u>			
	THE EVENT WILL OCCUR ON: <u>5/8/21 (saturday)</u>		DATE: <u>05-08-21</u>	
	BEGIN TIME: <u>11 am</u>		END TIME: <u>6 pm</u>	
	DETAILED DESCRIPTION OF EVENT (USE ADDITIONAL SHEETS IF NECESSARY) <u>A basketball tournament to raise money to pay for a 11-13 year old all girls softball teams uniforms and equipment. Four on four teams that will pay \$60.00 to enter with a chance to win \$400.00 on trophy. Money will also be used to pay referees and two off duty police. Waivers will be ^{given} to every player who attend.</u>			

ATTACHMENTS	<p><u>PLEASE ATTACH COPIES OF ITEMS LISTED BELOW WHEN APPLICATION IS SUBMITTED. IF YOUR EVENT WILL NOT REQUIRE ANY OF THESE ITEMS, PLEASE ATTACH A BRIEF EXPLANATION FOR DEPARTMENTAL REVIEW:</u></p> <ul style="list-style-type: none"> ➤ A list that includes the name, address, and phone number of each promoter of the event, each financial sponsor of the event and every person or group who will perform at the event. ➤ If applicable, a copy of the ticket or badge of admission to event, together with total number of tickets to be offered for sale and applicant's best estimate of persons expected to attend the event. ➤ A description of sanitation facilities and a plan for disposal of garbage, trash and sewage generated by the persons who will attend the event. Such plan shall include provisions for removal of garbage and trash at the end of the event and shall include the contact information of the persons responsible for the work. (i.e., dumpsters/receptacles provided, trash removal company hired, etc.) ➤ A description of medical facilities to be available for persons who will attend the event. (i.e., first aid kits, trained medical professional present, etc.) ➤ A description of fire protection for the event. (i.e., fire extinguishers present, fire truck(s) present, etc.) ➤ A description of security to prevent personal injury to event attendees and damage to property. Such plan shall specify the amounts and types of insurance and who will obtain insurance to insure against injury or damage. If the event will be held on public property, each insurance policy shall name the Town as co-insured and certificates of insurance shall be delivered to the Town Manager at least 14 days prior to the event. <ul style="list-style-type: none"> ○ NOTE: If you would like to request Town of Altavista Police officers for security and/or traffic control assistance, please include under the section for parking/traffic control ➤ A description of the location of outdoor lights, and the location and types of equipment intended to shield the lights to prevent unreasonable impact beyond the property on which event will be located. ➤ A plan to ensure that the event will comply with the Town noise ordinance and to ensure that the special event will not constitute a nuisance to adjacent property owners. ➤ Do not announce or advertise or promote your event until you have received an approved and signed permit. 					
APPLICANT AFFIDAVIT	<p>By my signature below, the applicant and property owners authorize the Town and its lawful agents, employees, designees or law enforcement officers to enter the property upon which the event will be held at any time prior to or during the event for the purpose for determining compliance with the provisions of this article or any state and local statutes, ordinances and regulations. I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application, and for the specific date(s) and time(s) for which it is issued; and If approved to proceed, I acknowledge that a copy of this application and all its attachments will be available on-site during the date and times noted on this application, and constitute approval to proceed with the activity applied for. I attest the information provided is complete and accurate.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">SIGNATURE OF APPLICANT:</td> <td style="width: 30%;">DATE:</td> </tr> <tr> <td style="height: 40px; vertical-align: bottom;"></td> <td style="height: 40px; vertical-align: bottom; text-align: center;">01-21-21</td> </tr> </table>		SIGNATURE OF APPLICANT:	DATE:		01-21-21
SIGNATURE OF APPLICANT:	DATE:					
	01-21-21					
OWNER	<p>I am the owner of the property where the special event will take place and by signing below, I certify that I give permission for the company listed on this application to apply for a permit as described in the application.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">SIGNATURE OF PROPERTY OWNER:</td> <td style="width: 30%;">DATE:</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>		SIGNATURE OF PROPERTY OWNER:	DATE:		
SIGNATURE OF PROPERTY OWNER:	DATE:					

OFFICE USE ONLY

APPLICATION #:	PERMIT FEE AMOUNT:	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT
DATE:	CHECK #:	

Pretty Real LLC.

Bart Pennell, 15 dogwood lane Altavista VA, 24517

No tickets or badges will be used, Event
is free for all spectators that want to come.

A small group including myself will do
trash.

Waivers for liability will be signed by
all participants in the event. First aid
kits and a nurse will be ~~also~~ available if
needed.

Two off duty police officers will
be in attendance for security along
with referees and friends.



DO I NEED A PERMIT FOR MY EVENT?

A permit must be obtained prior to having a "Special Event" in Altavista. This form is designed to assist in determining if a particular event qualifies as a Special Event. The Town Code defines a Special Event as follows:

Special Event- a gathering of persons to be held in open space not within a permanently enclosed structure for the purpose of listening to or participating in music, or listening to or participating in entertainment that is open to the public or which results in revenue through donations or ticket sales. "**Entertainment**" includes but is not limited to fairs, carnivals, circuses, fund raisers, exhibitions, performances, rides, races, parades, marches, events, concerts, celebrations, tours, shows, outdoor dances and fireworks displays.

The following is a list of some events that are not considered Special Events and **DO NOT** require a permit:

Yard sales; flea markets; family reunions; private parties; athletic tournaments; outdoor weddings/receptions; pep rallies; business grand openings; indoor events (in buildings designed for assembly purposes)

Please answer the following questions to determine if your event qualifies as a "Special Event":

1. Is the event held in open space (outdoors; not within a permanent enclosed structure)?
☒ YES or ☐ NO (If NO, the event does not require a permit) (If YES, continue to #2)
2. Does the event include "Music or Entertainment" (See above for examples of "Entertainment")?
☐ YES or ☒ NO (If NO, the event does not require a permit) (If YES, continue to #3 and #4)
3. Is the event open to the public?
☒ YES or ☐ NO
4. Will the event result in revenue through donations or ticket sales?
☒ YES or ☐ NO

If you answered YES to question #3 **OR** #4, your event is a "Special Event" and will require a permit. Please complete the "Town of Altavista Special Event Permit Application". Submit the application and payment for the \$25.00 permit fee to Town Hall at least **60 days** prior to the event date.

A Special Event Permit (if requested) may be issued for up to three (consecutive) years for a recurring event so long as there are no material changes in the event. Coordination of the dates of the event should be done annually with Town Hall.

The permit fee for a "Special Event Permit" is \$25.00 per event per year. Events for the purpose of raising funds to assist an Altavista or Campbell County charitable cause may qualify for a fee waiver at the discretion of the Altavista Town Council.

If you have questions related to Special Event requirements, please contact Town Hall at (434) 369-5001 or the Altavista Police Department at (434) 369-7425.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8A

Unfinished Business

Title: English Park Trail Surface Follow Up

Staff Resource: David Garrett, Public Works Director

Action(s):

Seek approval from Town Council on the preferred option for this project.

Explanation:

- Staff provided information relative to several options for the trail surface for the proposed new trail in the “passive section” of English Park at the January 12, 2021 Regular Meeting.
- Council directed staff to evaluate two options: 1) Crushed Stone (21A); and 2) Recycled Crushed Concrete and indicated staff could proceed if the cost did not exceed the budget of \$80,000.
- A Council member brought up the Recycled Crushed Concrete option at the January Regular Meeting.
- David Garret, Director of Public Works, has provided a comparison of costs and would like to update Council on his recommendation to utilize the Crushed Stone rather than the Recycled Crushed Concrete.

Background:

- This project is included in the FY2021 Budget/CIP, as a “mowed” trail. The project also includes a bridge and several stream crossings.
- The project budget totaled \$150,000; with \$10,000 being allocated to planning/design and the remaining \$140,000 for the improvements. Approximately \$60,000 has been earmarked for the bridge and stream crossings, leaving approximately \$80,000 for the trail portion of the projects. A small amount would be needed for signage.

Funding Source(s):

FY2021 Budget (Total of \$150,000 for entire project)

Attachment(s):

- 1) PW Trail Options Analysis/Comparison

ENGLISH PARK (Passive Trail Surface)

Option #1 (Mowed Trail)

Initial Construction Cost:	\$5,800.00	10' wide trail (5,000 LF) at 2.5" grass height				
	\$5,800.00					
Annual Maintenance Cost:	\$1,200.00	Cut 10' wide trail (5,000LF) 2.5" (includes 32 cuttings)				
	\$700.00	Bush hog 30' on each side of trail (5,000 LF) (Includes 16 cuttings)				
	\$300.00	Fertilizing and Over seeding of 10' trail				
	\$2,200.00					

Option #2 (Millings Trail) (Millings Provided by Town from Milling & Paving Project)

Initial Construction Cost:	\$15,750.00	Excavation & Removal of 6" soil		
	\$26,000.00	Labor & Equipment to install 6" compacted millings provided by Town from milling & paving project		
	\$4,175.00	Contingency (10%)		
	\$45,925.00			
Annual Maintenance Cost:	\$700.00	Bush hog 30' on each side of trail (5,000 LF)		
	\$1,000.00	Weed Control & Milling replacement		
	\$1,700.00			

Option #3 (Millings Trail) (Purchased Millings Provided by Town)

Initial Construction Cost:			\$15,750.00	Excavation & Removal of 6" soil					
			\$26,000.00	Labor & Equipment to install 6" compacted millings provided by Town					
			\$40,700.00	Millings (1,850 tons) (Purchased by Town)					
			\$8,245.00	Contingency (10%)					
			\$90,695.00						
Annual Maintenance Cost:			\$700.00	Bush hog 30' on each side of trail (5,000 LF)					
			\$1,000.00	Weed Control & Milling replacement					
			\$1,700.00						

Option #4 (Stone Trail)

Initial Construction Cost:	\$15,750.00	Excavation & Removal of 6" soil
	\$14,250.00	Labor & Equipment to install 6" compacted #21-A Stone
	\$49,919.00	#21-A Stone (1,850 tons)
	<u>\$7,991.00</u>	Contingency (10%)
	\$87,910.00	
Annual Maintenance Cost:	\$700.00	Bush hog 30' on each side of trail (5,000 LF)
	<u>\$1,000.00</u>	Weed Control & Milling replacement
	\$1,700.00	

Option #5 (Crushed Concrete Trail)

Initial Construction Cost:	\$15,750.00	Excavation & Removal of 6" soil
	\$26,000.00	Labor & Equipment to install 6" compacted crushed concrete
	\$29,785.00	Crushed Concrete (1,850 tons) (Provided by Town)
	<u>\$7,153.00</u>	Contingency (10%)
	\$78,688.00	
Annual Maintenance Cost:	\$700.00	Bush hog 30' on each side of trail (5,000 LF)
	<u>\$1,000.00</u>	Weed Control & Milling replacement
	\$1,700.00	



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8B

Unfinished Business

Title: Booker Building floor resurfacing update

Staff Resource: David Garrett, Public Works Director

Action(s):

Seek approval from Town Council on the preferred option for this project.

Explanation:

- Staff provided information requested by Town Council about the cost of the “grind and polish” option for the Booker Building floor.
- After discussion, Town Council asked that a quote for a “metallic epoxy” covering be provided at a future meeting.

Background:

- Town Council has been evaluating improvements to the Booker Building for some time, staff was asked to provide costs for the “grind and polish” flooring option.
- Staff provided the cost information to Town Council; with an alternative to utilize a “metallic epoxy” covering on a section of the floor (former interior stage area) that consisted of a concrete patch. This alternative was presented after meeting with the contractor and being informed that this area would not match the rest of the floor.

Funding Source(s):

Funds for this project are not included in the FY2021 Budget. Funds could come from the General Fund Reserves.

Attachment(s):

- 1) Booker Building Floor Proposal Updated



Project: Booker Building

Polished Concrete

The price to polish the concrete would be \$22,250.

Scope of work:

- grind concrete with 50 & 80 grit metal bond diamonds
- polish concrete with 100, 400 grit resin diamonds
- apply dye
- apply densifier
- polish concrete with 800 & 1500 grit diamonds
- apply stain-guard

Since we are polishing the existing concrete with this process, any existing cracks or stains would likely be visible in the finished product.

We use Retroplate densifier and polish-guard in our polished concrete process: <http://retroplatesystem.com>

For more information, including photos of our polished concrete process, visit <https://www.decorativeconcreteofvirginia.com/polished-concrete>

Option 1: Apply epoxy patching to the entire floor. \$3000

Option 2: Apply metallic epoxy in a 15' section to the stage end of the building. \$5745



Thin-mil Epoxy Coating - Armorseal 8100

I also wanted to submit a more budget friendly option than a troweled concrete overlay.

The cost to install the Armorseal 8100 system would be \$16,485. This price includes the following

- Grind the concrete to prep it for epoxy
- Apply 2 coats of Armorseal 8100

Here is a link to the Armorseal 8100 tech data page:

<https://www.paintdocs.com/docs/webPDF.jsp?SITEID=SWPROTECT&doctype=PDS&lang=E&prodno=B70A08100>

This is a breathable thin-mil coating that would be a solid color. This would coat the entire floor with the same color, but you would be able to see any patchwork through the coating.

Option 1: Apply epoxy patching to the entire floor to fill holes. \$3000

Manager's Report for February 9, 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 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 7th 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 is presenting the quote for the metallic epoxy floor solution to Town Council at the February 9th 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 15th. 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 9th. Once it is, complete staff will inform Council so they can look at the result.

Dalton's Landing Canoe Launch

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 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) 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 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a 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 is working to procure the picnic tables and other amenities for the overlook pad. The overlook will be officially be open to the public when the weather allows.

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

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)

The engineer is reviewing final pay request including retainage.

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 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8th. VDOT is finalizing some documentation for the project. The fieldwork is complete.

Main Street Sidewalk Extension Project (VDOT TAP Grant)

Still awaiting official notification from VDOT.

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.

APD Firing Range Improvements (McMinnis Spring area)

Awaiting delivery of the building, the storage unit is in 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

Staff has reviewed the applications submitted; at this time, 28 customers are approved for the discount and 6 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)

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 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

John Moseley Memorial Park (formerly Avondale Park Improvements)

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 has been ordered and should be delivered in 60 days or so; PW is working on installing the other two stream crossings. Staff has presented additional information in regard to the trail surface.

Staff presented the bridge quotes to Town Council and this item is on the December 8th 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 has ordered the number of LED Heads that were budgeted in the FY2021 Budget.

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

Economic Development Plan

Steering Committee has met twice and is working on establishing the priorities.

Staff has assembled the steering committee; with the first meeting scheduled for Monday, December 14th. (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)

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 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.

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)

[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)

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)

7th 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

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



Date: January 21, 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. Railroad permit
 - a. Finalizing last comments and will submit back to consultant by 1-29-21
 - b. Town to pay fee and obtain insurance certificate after their approval
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

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

21 January 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.

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: \$4950

Balance to Complete: \$51,050

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

21 January 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: Signed Contracts have been distributed. Pre-construction conference was held on 11 November. Notice to Proceed issued with contract time start date on 1 December 2020. Generator was delivered and placed on Dec 2. DEQ reports that the taxation issue has been resolved with the entire project tax exempt. Pay app 1 has been signed and is being processed. Master Engineers met w/ Dominion and Contractor regarding electrical service issues. Engineer has sent shop dwgs for manholes to staff to discuss how to proceed with sump and sump pump in these manholes.

Anticipated work over the next two weeks: Continue reviewing shop dwgs.

Upcoming Tasks: Contractor anticipates working on the conduit as soon as the weather breaks in late winter/spring. Aiming for 1 February 2021.

Outstanding Issues: Waiting for VA Dept of Taxation tax exempt numbers to provide to the Contractor. Awaiting comments from Town staff regarding manhole sump design before responding to shop dwgs.

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)

Invoiced To Date: \$208,950

Balance to Complete: \$94,150

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

21 January 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.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

Town Input Required:

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

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

21 January 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: Progress set sent to VDH for courtesy review on 18 December. Town comments have been addressed. VDEM has notified Town that VDEM review of contract documents is not required prior to advertising for bids. Submit to Campbell County building inspector for review. Coordinate with Town staff to advertise the project. Present project to Town Council at 26 January Council meeting. Request permission to bid project on 30 January.

Anticipated work over the next two weeks:

Upcoming Tasks: Pre-bid meeting and general bidding support.

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
January 2020 Advertise for Bids
February 2021 Open Bids
March 2021 Award Contract
April 2021 Notice to Proceed
September 2021 Substantial Completion

Schedule Constraints:

Projected Completion:

Approved Budget: \$43,600
Invoiced To Date: \$16,256
Balance to Complete: \$26,744

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.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 9B

Reports & Communications

Title: Delivery of Annual Reports

Staff Resource: Sharon Williams, Community Development Director

Action(s):

Accept the attached Annual Reports

Explanation:

- Annually reports are provided to Town Council from advisory and support commissions/committees/boards.
- Enclosed please find the following Annual Reports:
 - Planning Commission
 - Board of Zoning Appeals
 - Recreation Committee
- Staff will be available should a Council member have a question about the reports. If it is Council's desire, we can have the chair of any of the bodies appear, at a future meeting, to address any item or issue.

Background:

- None at this time.
-

Funding Source(s):

N/A

Attachment(s):

- 1) CY2020 Planning Commission Annual Report
- 2) CY2020 Board of Zoning Appeals Annual Report
- 3) CY2020 Recreation Committee Annual Report



TOWN OF ALTAVISTA PLANNING COMMISSION ANNUAL REPORT - 2020

COMMISSIONERS

John Jordan, Chair
Marie Mitchell, Vice Chair
Marvin Clements
Tim George, Town Council
Jennifer Morton

OVERVIEW

The Altavista Planning Commission is comprised of five citizens appointed by Town Council. The Commission fulfills the duties identified in Section 15.2-2221 of the Code of Virginia. The Planning Commission is the official planning body for review of the future growth and development of the Town of Altavista pursuant to the adopted Comprehensive Plan and Town Ordinances. The Community Development Department is the lead department that supports the work of the Planning Commission by providing planning guidance and technical review. The Town Attorney serves a valuable role in advising the Planning Commission and staff – when needed – on land use matters. Town citizens also provide critical contributions through input and involvement during citizen comment periods and public hearings.

MEMBERSHIP

NAME	TERM EXPIRES
Marvin Clements	December 2022
Tim George (<i>Council Representative</i>)	December 2020
John Jordan, Chair	November 2022
Marie Mitchell, Vice Chair	April 2022
Jennifer Morton	October 2024

STAFF

NAME	POSITION
Sharon D. Williams, AICP	Community Development Director
Kirsten Aherron	Main Street Coordinator (departed October 2020)
George Sandridge	Community Coordinator (October - December 2020)

REGULATORY CASES

Rezoning

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	LOCATION	REQUEST
RZ-20-01	June 1, 2020	Approval (5-0)	Approval (6-1)	Altavista Area-Campbell County Habitat for Humanity	3 rd St & Hughes Ave	To conditionally rezone .077 acres ± from M, Industrial to R-2, Medium Density Residential

Ordinance Amendments

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	REQUEST
OA-20-01	November 7, 2020	Approval (5-0)	Approved (7-0)	Town of Altavista	Amendment to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.
OA-20-02	November 7, 2020	Approval (5-0)	Approved (6-1)	Town of Altavista	Amendment to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.
OA-20-03	November 7, 2020	Approval (5-0)	Approved (7-0)	Town of Altavista	Amendment to Sec. 86-6 of the Zoning Ordinance, "Zoning Permits" to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.
OA-20-04	November 7, 2020	Approval (5-0)	Approved (7-0)	Town of Altavista	Amendment to Sec. 86-913 of the Zoning Ordinance, "Penalties" to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.
OA-20-05	November 7, 2020	Approval (5-0)	Approved (5-2)	Town of Altavista	Amendment to Sec. 21-2(c) of town code "Derelict building; procedure; real estate tax abatement" to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

COMMUNITY DEVELOPMENT ADMINISTRATION

Applications

- **55 Zoning Permits were issued in 2020**

23 of the Zoning Permits were for new businesses or changes in ownership in 2020

Name	Location	Type of Business
Kirbyz Customs, LLC	912 5 th St	Auto repair service - minor
Samantha Mattox-Janiak	102 River Rd	Mobile DIY wood workshop company*
Shelton's Truck & Trailer Repair, LLC	203 Pittsylvania Ave	Truck terminal/auto repair-major
AIC Holdings, LLC	1510 Main St	Electrical engineering, drafting and project management
KDR Convenience, LLC	1205 Main St	Convenience store, gas, & laundromat
Curtis Thornhill	801 7 th St	Attorney's office
Blüm Skin Care	617 Broad St	Esthetician
Cousin Boogy's Burgers N Things	1040 Main St	Restaurant
Back Road Driving School, LLC	2144 Laurel Ln	Driving school*
Altavista Real Estate Holdings, LLC	1317 Lola Ave	Skilled nursing & assisted living facility
Cartika's Hair & Accessories	1203 5 th St	Accessories & clothing*
The Rhythm Company Dance Studio	519 Main St	Dance studio
Sarah Horrocks	319 Myrtle Ln	Counseling office*
Thomas Fore	1611 Melinda Dr	Water & Wastewater Consulting*
Gorman's**	1301 Main St	Retail
Sweet Izzy's Home Décor & More	823 Main St	Retail home furnishings
KDR Mini Mart, LLC	1308 Main St	Convenience store
Sew Savanna	615 Broad St	Alterations shop
Zakiya Monroe	1015 Main St	Esthetician
Sweet Spot Bakery	1011-B Main St	Bakery
Meditrans Solutions, LLC	621-C Broad St	Non-emergency medical transportation office
Heas Energy Services, LLC	1562 Main St	Convenience store
Keystone Novelties, LLC	1301 Main St	Fourth of July tent sale (seasonal)

* H. O. – Home Occupation

** A permit was approved for Gorman's to open at the Peebles location; however, the chain filed for bankruptcy in the response to the coronavirus pandemic in May 2020.

Three (3) new single-family dwellings were built or under construction in 2020

1304 3rd Street

220 Frazier Road

1106 Bedford Avenue

- **Plats Approved - 15**
- **Zoning Confirmation Letters requested – 4**
- **Real estate corrections sent to Campbell County – 6**

Violations

During 2020, staff received 65 confirmed code enforcement complaints. Fifty-nine (59) complaints were abated. In May, to reduce the number of inoperable vehicles, the town issued violation notices for 126 vehicles that were in violation of town code.

COMMUNITY DEVELOPMENT SPECIAL PROJECTS

Altavista partnered with Campbell County on the “Complete Count” for the 2020 Census. This year was the first time the Census had been offered online and in multiple languages. The national response rate was 99.4%. The Virginia response rate was 99.7%. The response rate for Campbell County was 77.0%. Locally, the Census is important because it is used to determine how federal funds are allocated for education, roads, grants, and public assistance programs.

The town began applying for grants to convert the vacant fire station next to Town Hall into an accelerator, incubator, and coworking space. The town received \$100,000 from the USDA Rural Business Development Grant to purchase furniture, fixtures, and equipment. Town Council allocated \$200,000 in its Fiscal Year 2021 Capital Improvement budget to use for the project. The town received a grant from the Tobacco Region Revitalization Commission in the amount of \$184,306 to be used towards construction.

Staff created the town’s Adopt-A-Street program. The entirety of Lynch Road has been adopted and a portion of West Road.

As part of its efforts to reduce littering and use of plastic bags, the town purchased recyclable canvas grocery bags and distributed them throughout town.

Staff worked with the Central Virginia Planning District Commission to update the Altavista portion of the Regional Hazard Mitigation Program. Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with state, tribal, and local governments identifying natural disaster risks and vulnerabilities that are common in their area. After identifying these risks, they develop long-term strategies for protecting people and property from similar events. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction.

ALTAVISTA ON TRACK SPECIAL PROJECTS

AOT updated the *Come find one-of-a-kind* brochure which is one tool the town uses as a business directory for goods and services.

AOT received a \$25,000 grant to use towards a feasibility study for the accelerator, incubator, and coworking space. They had \$5,000 remaining after the study was complete and \$5,000 will be used by the town to market the space. The Main Street Coordinator will have a dedicated office in the renovated building.

PLANNING COMMISSION 2021 WORK PLAN

- Update the Town of Altavista Subdivision Ordinance.
- Update the Floodplain Ordinance.
- Review allowable signage in the Downtown Revitalization Overlay (DRO) District.
- Begin update to the Comprehensive Plan.
- Review the zoning designation for 3rd Street – 5th Street.
- Study of renewable energy and consideration of updates to the Zoning Ordinance.
- Study on the feasibility of electrical vehicle charging stations in town.



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

Board of Zoning Appeals – Annual Report for 2020

Dear Council Members,

The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report to Town Council for activities during 2020. The BZA held its organizational meeting on June 16, 2020, which was the only meeting of the year. Wilson Dickerson was re-elected as Chairman and Charles Eubanks was elected Vice Chairman.

Following are the BZA members and their term:

Wilson Dickerson	(August 2023)
Charles Eubanks	(September 2022)
Johelen Martin	(August 2021)
Laney Thompson	(February 2025)
VACANT	

Terms are for five (5) years.

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

Wilson Dickerson
Board of Zoning Appeals Chairman

Sharon D. Williams
Board of Zoning Appeals Secretary



TOWN OF ALTAVISTA RECREATION COMMITTEE ANNUAL REPORT - 2020

COMMITTEE MEMBERS

Sarah Mattox Roach, Chair
Victoria Mattox, Vice Chair
Tim George, Town Council
Dr. Scott Lowman
Rev. Eduardo Soto

OVERVIEW

The Altavista Recreation Committee is comprised of four (4) representatives appointed by Town Council and one (1) representative from Town Council. The Committee acts as an advisory body to Town Council and staff regarding matters pertaining to the town parks, sports, recreation, and culture. The Departments of Public Works and Community Development are the lead departments that supports the work of the Recreation Committee by providing guidance, technical review, and project management. Town citizens also provide critical contributions through input and involvement during citizen comment periods and through public interactions with Town Council, Recreation Committee, and staff.

MEMBERSHIP

NAME	TERM EXPIRES
Sarah Mattox Roach, Chair	Mach 2022
Victoria Mattox, Vice Chair	December 2023
Tim George, Council Representative	December 2022
Dr. Scott Lowman	March 2024
Rev. Eduardo Soto	March 2021

Nonvoting Liaisons

NAME	POSITION
Sharon D. Williams, AICP	Community Development Director
David Garrett	Public Works Director
Steve Jester	Executive Director, YMCA

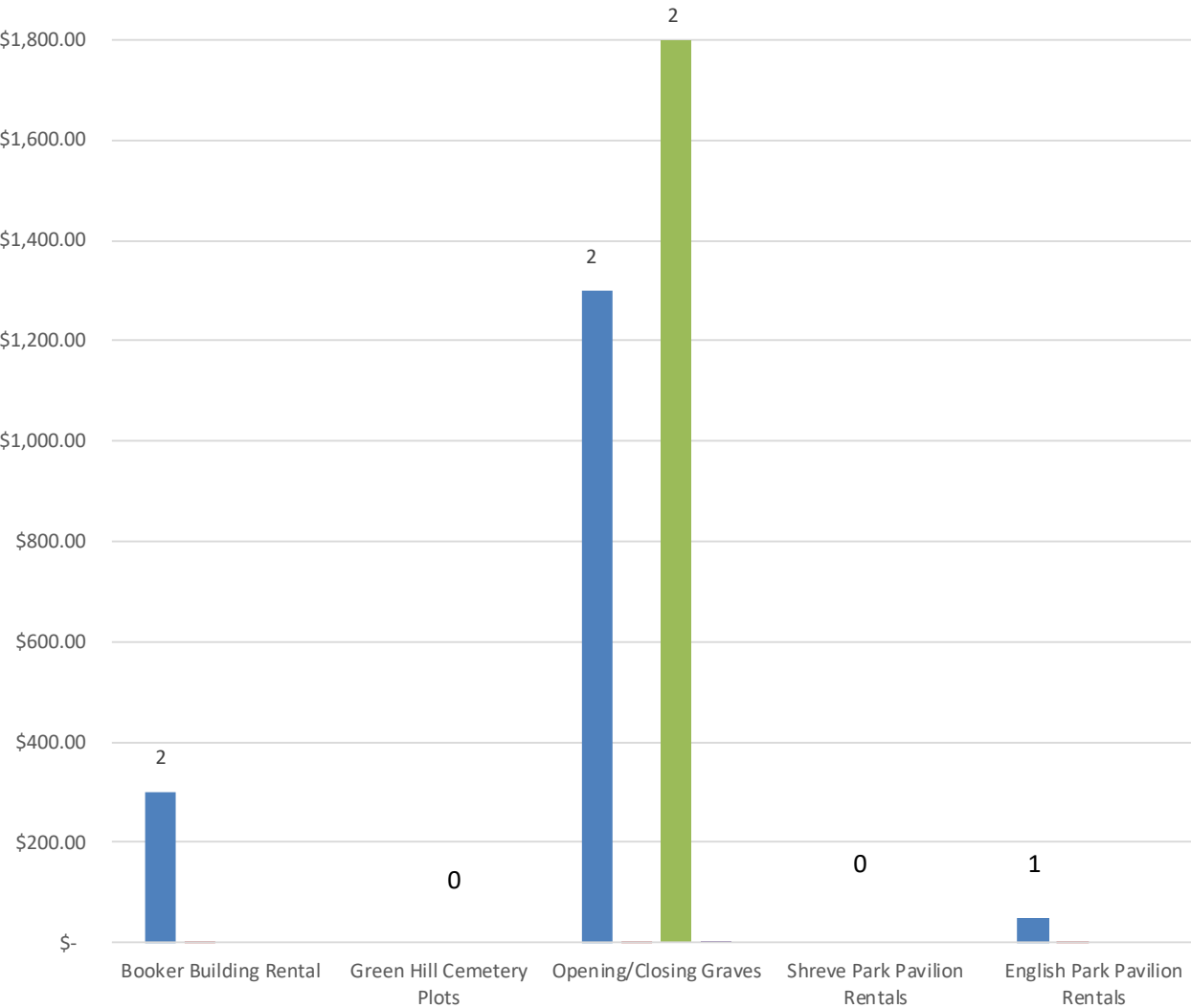
2020 COMPLETED RECREATION PROJECTS

- English Park Eagle Trail Overlook
- English Park large field improvements
- English Park paved parking lots
- Bedford Avenue Park landscaping and installation of three (3) trees
- English Park removal and/or pruning of 104 dead, diseased, or dying trees
- John H. Mosley Park pavilion pad has been installed
- English Park bicycle turnaround
- Installation of LOVE sign at English Park
- English Park installation of porta john
- Shreve Park replaced playground equipment and new shade sail
- English Park replacement of gazebo roof
- Gateway Park removed shade sail in preparation of new ones to be installed

2021 WORK PLAN

- English Park picnic tables
- English Park Entrance Improvements
- English Park boat ramp and circulation improvements
- John H. Mosley Memorial Park erect pavilion, mulch playground, install sidewalk
- Shreve Park bridge access
- English Park passive bridge and trail
- Dedication of Leonard Coleman and John Mosely Memorial Parks with signage
- English Park Shoreline Erosion
- English Park Improvements – sign to be installed
- Booker Building floor
- English Park bathrooms
- Dalton's Landing canoe launch

Administration



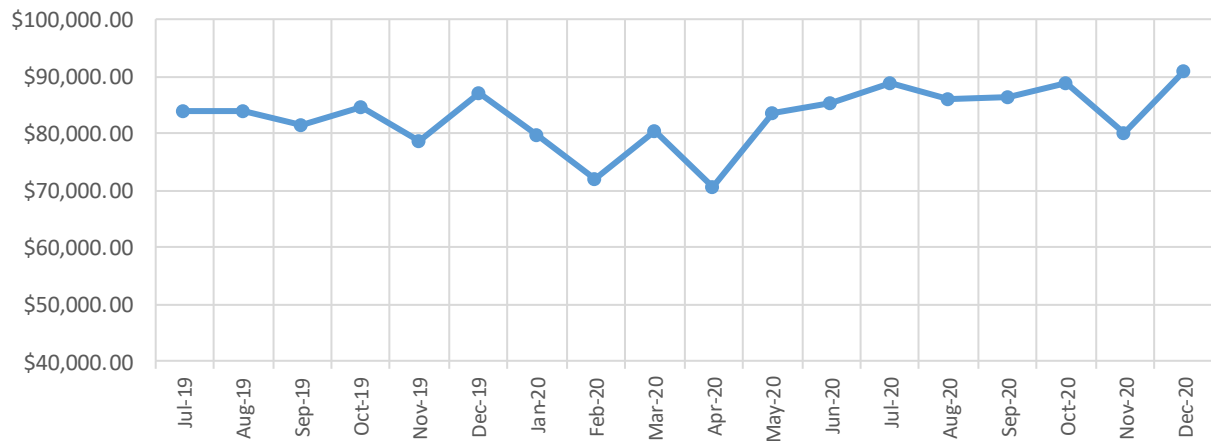
■ Dec-19

■ Dec-20

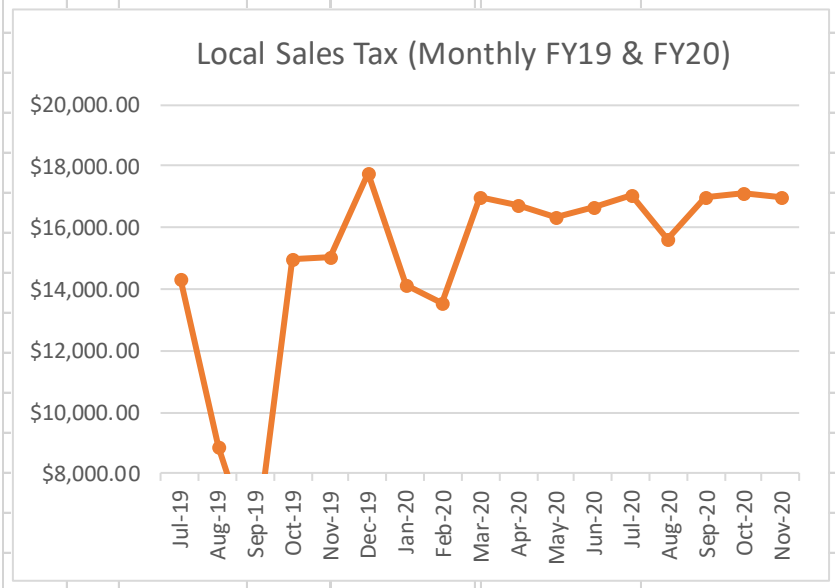
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

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	\$499,648.63
May-20	\$83,548.86	FY2021	\$521,090.01
Jun-20	\$85,413.70	+/-	\$21,441.38
Jul-20	\$88,787.18	Budgeted:	\$955,000
Aug-20	\$85,975.65	Remaining Revenue	-\$433,909.99
Sep-20	\$86,501.21	% of Budget to date	54.56%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		

Meals Tax Collections



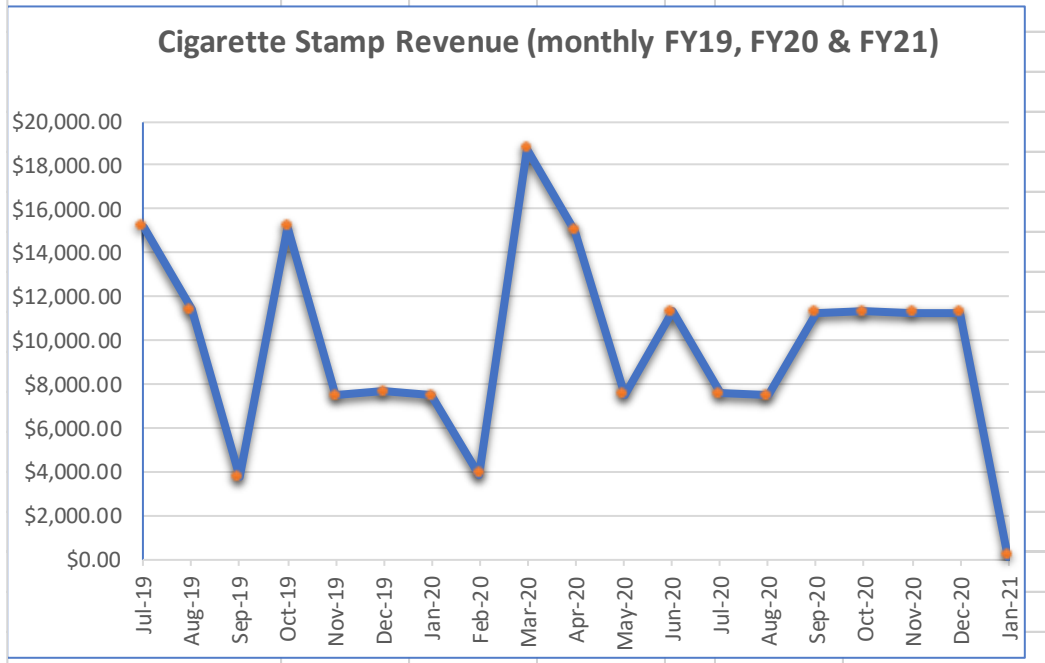
Town of Altavista			
Local Sales Tax			
Jul-19	\$14,308		YTD TOTAL (FY)
Aug-19	\$8,868	FY2017	\$166,834
Sep-19	\$5,261	FY2018	\$171,886
Oct-19	\$14,965	FY2019	\$169,649
Nov-19	\$15,058	FY2020	\$170,672
Dec-19	\$17,754		
Jan-20	\$14,151		MTD TOTAL (FY)
Feb-20	\$13,558	FY2020	\$58,460
Mar-20	\$17,023	FY2020	\$83,773
Apr-20	\$16,735	+/-	\$25,313
May-20	\$16,338		
Jun-20	\$16,653	Budgeted:	\$165,000
Jul-20	\$17,032	+/-	-\$81,227
Aug-20	\$15,648	% of Budget	50.77%
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		



Lodging (Occupancy) Tax Revenue (monthly FY20 & FY21)

Month	Revenue (\$)
Jul-19	6,500
Aug-19	8,300
Sep-19	10,200
Oct-19	8,000
Nov-19	7,900
Dec-19	5,300
Jan-20	6,200
Feb-20	5,600
Mar-20	8,000
Apr-20	7,000
May-20	6,300
Jun-20	8,600
Jul-20	11,100
Aug-20	12,200
Sep-20	7,300
Oct-20	5,500
Nov-20	14,500
Dec-20	4,800

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	\$68,209
Apr-20	\$15,000	FY2021	\$60,237
May-20	\$7,545	+/-	-\$7,972
Jun-20	\$11,299		
Jul-20	\$7,556	Budgeted:	\$130,000
Aug-20	\$7,500	+/-	-\$69,763
Sep-20	\$11,250	%/Budget	46.34%
Oct-20	\$11,306		
Nov-20	\$11,250		
Dec-20	\$11,250		
Jan-21	\$125		



2021

	January	Year to Date
Criminal Arrests "Felony"	2	2
Criminal Arrests "Misdemeandor"	1	1
Warrant Executed	6	6
Uniform Traffic Summons Issued	8	8
# Traffic Stops	41	41
BOLO'S (Be on Look Out)	9	9
DUI	1	1
IBR	15	15
MVA	10	10
Assist Motorist	4	4
Calls for Service	158	158
Alarm Responses	13	13
ECO/TDO	3	3
ECO/ TDO HOURS	6	6
Court Hours	6	6
Citizen Contacts	525	525
Businesses, Residences Check "Foot Patrols"	272	272
Follow Ups	7	7

Patrol on 29-January 2021				
2-Jan	29SB	0055-0103	Dogan	Assist Campbell County
21-Jan	29NB @ Main	0402-0404	Dogan	Road Hazard
22-Jan	29SB/Bedford Ave	0000-0045	Marenyi	Speed Enforcement
22-Jan	Rt 29	2000-2010	Yeaman	Patrol-Check Roadway
22-Jan	29SB		Pugh	BOL/Vehicle Not Located
23-Jan	Rt 29/Otterview Dr	2039-2116	Marenyi	MVC/VSP Investigating
23-Jan	Rt 29	2040-2330	Yeaman	MVC/Fatality
24-Jan	29NB		Pugh	Pursuit
24-Jan	29NB/Bedford		Marenyi	Radar/No Infractions
25-Jan	29SB/Pocket	2132-2135	Dogan	Traffic Stop
25-Jan	29NB/Clarion	2230-2234	Dogan	Traffic Stop
31-Jan	29SB/Main St	0052-0119	Dogan	Assist Motorist



MEMORANDUM

To: Waverly Coggsdale, III – Town Manager

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

Date: February 4, 2021

Re: January 2021 Community Development Report

Permits

There were (4) Zoning Permits issued during the month of January:

Home Occupations: 0
New Business: 1 (Personal Service 610 7th St)
Signs: 2
Accessory Structures: 0
New Homes or Additions: 0
Zoning Confirmation Letters: 0
Plats: 1

Violations

Staff is working on eight (8) active code enforcement complaints. One (1) new violation was reported in January.

With the assistance of the Police Department staff was finally able to serve a reissued Notice of Violation to the property owner of the derelict structure at 900 Park St, which was damaged by fire in 2017. The owner has been given until March 16, 2021 to submit a plan for rehabilitation or demolition. If the plan is not submitted, the town will begin charging a civil penalty of \$500 a month until compliance is gained. A lien will also be placed on the property and the town may exercise other options as it deems necessary to collect the money owed.

Planning Commission:

The Planning Commission met on January 4, 2021 and approved its 2020 Annual Report and 2021 Work Plan. John Jordan was re-elected as Chair and Marie Mitchell was re-elected as the Vice Chair.

Board of Zoning Appeals:

The Board of Zoning Appeals held its organization meeting on January 11, 2021. Wilson Dickerson was re-elected as Chair and Laney Thompson was elected as the Vice Chair. At the meeting, the BZA welcomed new member Bobby Hull.

Recreation Committee:

The Recreation Committee met on January 19, 2021 and welcomed new member Dr. Deidre L. Douglas. The Committee received a presentation on the proposed English Park Entrance Improvements from Hurt & Proffitt and Hill Studio. They were also shown conceptual designs for the boat ramp and parking/circulation improvements at English Park.

Staff updated the Committee on changes to town code increasing the number of members to five (5). An update was provided on the request to remove the teeter totter at Bedford Park, in which Town Council decided not to remove the equipment. Staff will provide updates of any additional incidents.

Assistant Town Manager Amie Owens provided an update on the Recreation Committee Capital Improvement requests.

Staff Projects/Meetings:

Staff executed the grant agreement with the Tobacco Region Revitalization Commission (TRRC) for the \$184,306 award for renovations for the Spark Innovation Center.

Staff continued its efforts to catalog all the vacant buildings downtown and collect information on if the properties are available for sale or rent.

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

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

The Town has received its reimbursement from the Department of Forestry for the removal of 11 ash trees at English Park.

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

The town received a request from Clean Footprint for a text amendment to the Zoning Ordinance to permit solar farms in Altavista. Legislation is pending before the General Assembly which will exempt these facilities for local taxes and propose ways for localities to recoup the losses.

The Community Development Director worked with Kelly Hitchcock, Planning Director at the Central Virginia Planning District Commission (CVPDC) on the finalized Regional Hazard Mitigation Plan (HMP) to present it to Town Council for its approval.

The Community Development Director participated in weekly legislative agenda conference calls hosted by the Virginia Chapter of the American Planning Association (APA) to discuss bills before the General Assembly.

The Main Street Coordinator and Community Development Director met with the Virginia Department of Housing and Community Development (CDBG) to discuss upcoming grant funding for Virginia Main Street communities.

Simply Branding began creating a website and social media platforms for Spark Innovation Center.

The Main Street Coordinator and Community Development Director participated in a workshop on how to apply for Community Development Block Grant (CDBG) funds. There have been minor changes made to the program for 2021.

Staff continues to research grants which might be available for housing, revitalization, and community development.

The Assistant Town Manager, Main Street Coordinator, and Community Development Director met with several partners to discuss programming in the Spark Innovation Center. Staff has been provided lunch and learn videos that can be used as a resource for small businesses and entrepreneurs prior to Spark opening.



Main Street Coordinator January 2021 Monthly Report

Businesses Visited/Contacted

- Blum Skincare
- Cyclin' Nutz
- Danny's Village Barber Shop
- Edward Jones Investments
- English Auto
- First National Bank
- General Store & Inn
- KB Bookkeeping
- Kent & Kent Law Firm
- Linda's Barber & Beauty Shop
- Main Street Café
- Main Street Shoppes
- Miller's Jewelry
- Rountrey Hardware
- Schewel's Furniture
- Scoops
- SPT Salon
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Vista Fitness
- Vital Edge Nutrition

AOT Activities

- Accounting Software: The Main Street Coordinator presented several accounting software solutions to the AOT Board at their monthly meeting on January 14th. Aplos Solutions was the program chosen to replace QuickBooks. However, after using the software for approximately one week, the MSC informed the Board that he would be proceeding with Publiq Software due to its ease of use, cost savings, and adherence to governmental accounting practices. The software will go live in February.
- AOT Boundary Expansion: At the January meeting, the AOT Board voted to proceed with a modified boundary expansion (*see attached map*). This expansion would encompass businesses from Pittsylvania Avenue to Charlotte Avenue and would add an additional 10-12 businesses to the AOT district. A completed application was submitted to VMS staff on January 29th, with a final decision expected prior to the end of February.
- Art on Main: The Main Street Coordinator met with the Community Development Director and Jordan Wellborn, Director of the Campbell County Library System, to discuss the upcoming Art on Main program. The MSC provided Mrs. Wellborn the measurements of several vacant downtown buildings to better assess the number of art displays that can be accommodated. The MSC began calling property owners on January 29th to explain the program and request permission to utilize the building. As of February 1st, four out of the six property owners have been contacted. One has provided permission and three have been left voicemails.
- CY2020 DHCD/VMS Data Bonanza: The Main Street Coordinator finalized and submitted the CY2020 Virginia Main Street Data Bonanza. After review by VMS staff, a program information sheet will be sent detailing the level of investment brought to Altavista by AOT.

- Distrx App: The Main Street Coordinator met with Ron Cook, a developer for Distrx, regarding a new app offered in partnership with the National Main Street Center. The app is free and allows accredited Main Street programs to build a mobile app that shows restaurants, businesses, landmarks, events, etc. The app also allows Main Street localities to program a walking tour of the district. It is estimated that the app will go live towards the end of February. The City of Danville, Gloucester County, Town of Tazewell, and Town of Luray are examples of VMS localities that currently use the app.
- Downtown Investment Grant: The Main Street Coordinator continued to research possible application ideas for the FY2022 Downtown Investment Grant offered by Virginia Main Street. At the January meeting, the AOT Board discussed possible funding ideas, including the Spark Innovation Center, the Pop-Up Program, or the façade loan. The deadline for the grant is March 15th, so a decision will be finalized at the February 11th board meeting.
- Pop-Up Program: The Main Street Coordinator presented a revised program at the January board meeting. Instead of focusing on one specific building, the program will now be open to any vacant building in the AOT district. The MSC will reach out to vacant building owners to discuss the program and finalize building details (square footage, rent, utilities, etc.). The AOT Board also voted to rename the program – “AOT Downtown Business Investment Grant.”
- VMS Program Manager’s Huddle: The Main Street Coordinator participated in the quarterly Virginia Main Street Program Manager’s huddle via Google Meet on January 28th. VMS staff provided updates on a variety of topics, including upcoming grant deadlines and training opportunities.

Town Activities

- Spark Innovation Center – Construction: The Town Manager, Assistant Town Manager, Community Development Director, and Main Street Coordinator met with staff from Hurt & Proffitt to begin discussions on engineering documents for the co-working space.
- Spark Innovation Center – Programming: Several meetings were conducted during the month with various programming partners, including Sandy Ratliff with Virginia Community Capital and Ben Bowman and Tim Saunders with Virginia Career Works. The Main Street Coordinator was joined by the Assistant Town Manager and the Community Development Director. Staff is continuing to explore various programming partners for the upcoming co-working space.
- Vacant Building Registry: The Main Street Coordinator completed the vacant building registry and provided the list to several individuals interested in opening businesses in downtown Altavista.
- Vista Theatre Façade Rendering: The Main Street Coordinator received the façade renderings performed by Frazier Associates on January 28th.

Town Social Media Activities

- **Page Likes:** 1,924 (+17 during January)
- **Page Followers:** 2,066 (+17 during January)
- **Post Reach:** 5,368 (-56% compared to December)
- **Total Posts:** 23 posts
- **Most Popular Post:** Spark Innovation Center – Name Reveal (January 19th) – 4,112 reached

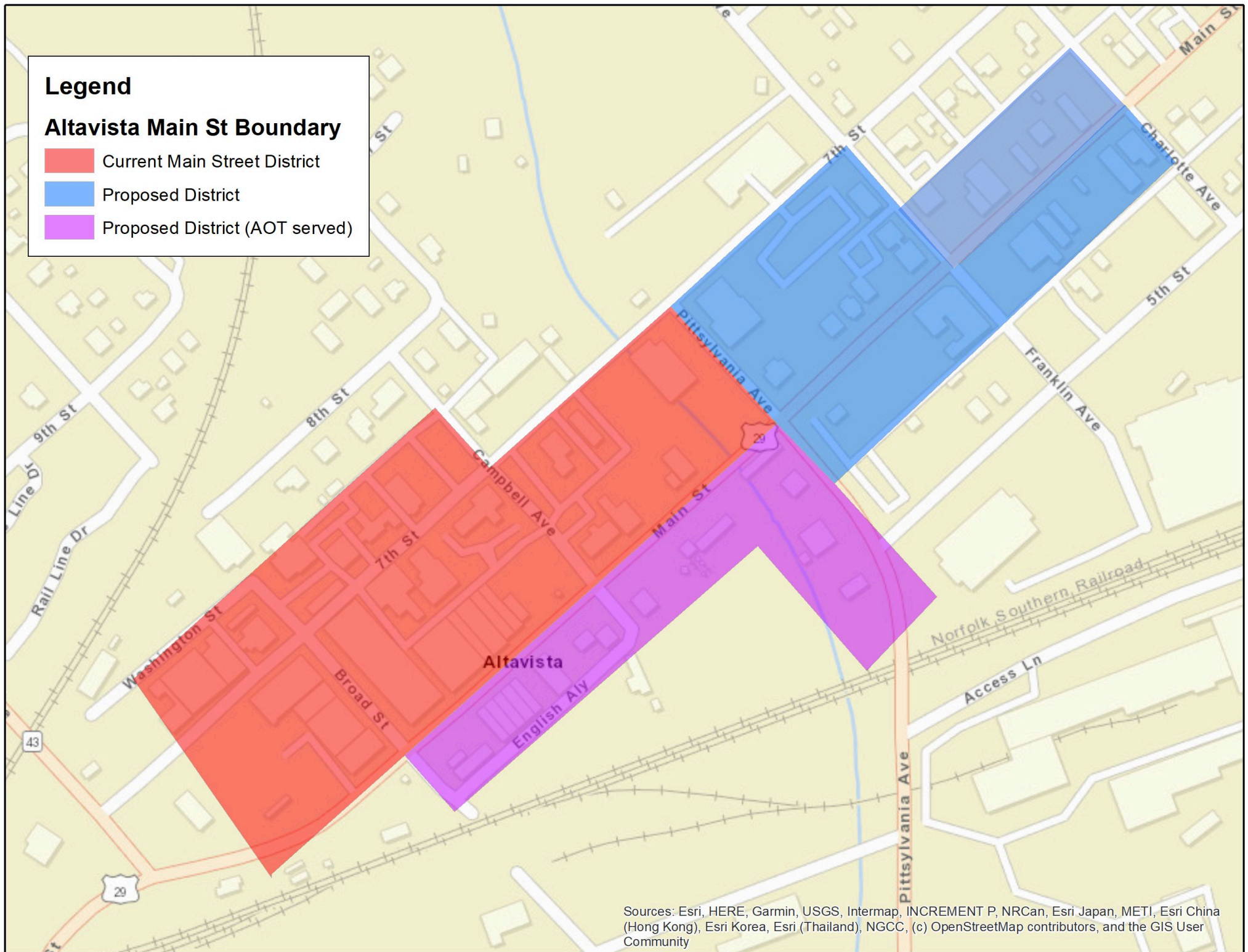
AOT Social Media Activities

- **Page Likes:** 1,649 (+5 during January)
- **Page Followers:** 1,750 (+5 during January)
- **Post Reach:** 546 (-56% compared to December)
- **Total Posts:** 7 posts
- **Most Popular Post:** 2020 AOT Christmas Ornament (January 7th) – 321 reached

Legend

Altavista Main St Boundary

- Current Main Street District
- Proposed District
- Proposed District (AOT served)



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

BUILDINGS AND GROUNDS

February 3, 2021

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: January 2021

Vacation / Comp. Time Used / Sick Leave Taken		13
Meetings / Data Entry / Work Planning / Training		155
# of Call Duty Hours		19
# of Assisting other Crews		28.25
Holiday		96
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	2	42.50
# of Cremations		
Cemetery Grounds Maintenance		35
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	88.75	106
Residential Garbage Collected (Tonnage) Town of Hurt	41.15	40
# of Curbside Brush Collected (Stops)	83	40
Loads of Brush Collected	11	
# of Curbside Bulk Collected (Stops)	90	37
Bulk Collection (Tonnage)	21.05	
# of Tires Collected	0	
# of Residential Garbage Citations Issued	0	
Seasonal		52
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		2
# of Building Maintenance Hours		31.25
# of Park Cleaning		96
# of Parks Ground Maintenance Hours		175.50
# of Acres Mowed by Town		7
# of Acres Mowed by Contractors ****		0
Special Projects / Special Events		20
# of Veh. Maintenance Hours		14
Snow/Ice Removal		110
*** HOURS NOT ADDED		
Total Labors Hours for the Month		1119.50

STREET DEPARTMENT MONTHLY REPORT

DATE: February 3, 2021

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: January 2020

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	98.50
Safety Meetings/Data Entry/ Planning Schedule	29.75
VDOT Education and Training	0
Weekend Trash Truck	0
Street Sweeping	10.50
Road Hazards	0
Litter Control	51.25
Assisting Other Crews	77.75
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0 Times
Sign Maintenance	1
Landscaping	0
Ditch & Drainage Pipe Maintenance	26.50
Sidewalks	0
Asphalt Paving And Patching	0
Dead Animal Removal	0
Decorative Street Light	0
Delivery / Pick Up	0
Leaf Collection	15
Trees/ Trimming/ Removal	0
Vehicle Maintenance	0
Shoulder Work and Stone	91
Snow Prep / Stand By	40.25
Snow Event	24
Snow Clean Up	17
Bags Of Litter	33
Storm Damage Clean-Up	0
Special Projects / Special Events	0
Total Labor Hours for the Month	482.50

FLEET MAINTENANCE DEPARTMENT

DATE: February 3, 2021

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: January 2021

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings	4
Holiday	16
Daily/ Weekly/ Planning & Scheduling	17
Sick Leave Used	0
CIP / Budgeting	0
Preventive Maintenance	77.50
Full Services	7.50
General Repair's	18
Troubleshoot and Diagnostic	6.50
Assisting Other Crew	0
Tire Changes & Repairs	7
Building & Grounds	1.50
Picking Up & Delivery	9
State Inspections	5.50
Snow Event	5
Total Labor Hours for the Month	174.50

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: January 2021

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 16.51 Hours per day which yielded approximately 1,545,481 gallons of water per day.

Rain	<u>3.075</u>	YTD Rain	<u>3.075</u>	Snow	<u>0</u>	YTD Snow	<u>0</u>	was measured at the water treatment plant.
-------------	--------------	-----------------	--------------	-------------	----------	-----------------	----------	--

Average Hours per day (week days)	<u>18.20</u>	hrs						
Average Hours per day (weekends)	<u>13.10</u>	hrs						
Average produced (week days)	<u>1,739,000</u>	gallons per day						
Average produced (weekends)	<u>1,139,000</u>	gallons per day						
Total Raw Water Pumped:	<u>49.988</u>	million gallons						
Total Drinking Water Produced:	<u>1.55</u>	million gallons						
Average Daily Production: (drinking)	<u>1,512,928</u>	gallons per day						
Average percent of Production Capacity:	<u>50.43</u>	%						
Plant Process Water:	<u>2,087,418</u>	(finished water used by the plant)						
Bulk Water Sold @ WTP:	<u>65,800</u>	gallons						
Flushing of Hydrants/Tanks/FD use/Town Use	<u>2,000</u>	gallons						
McMinnis Spring								
Total Water Pumped:	<u>9.087</u>	million gallons	average hours per day	<u>15.7</u>				
Average Daily Produced:	<u>293,129</u>	gallons per day	Rain at MC	<u>2.88</u>	YTD Rain	<u>2.88</u>		
Reynolds Spring			snow	<u>0.875</u>		<u>0.875</u>		
Total Water Pumped:	<u>8.118</u>	million gallons	average hours per day	<u>14.2</u>	Total Precip	<u>3.75</u>		
Average Daily Produced:	<u>300,667</u>	gallons per day	Rain at RE	<u>3.26</u>	YTD Rain	<u>3.26</u>		
Purchased Water from CCUSA	<u>137,632</u>	gallons	snow	<u>0.875</u>		<u>0.875</u>		
Sold to Hurt	<u>2,460,200</u>	gallons			Total Precip	<u>4.13</u>		
Industrial Use	<u>42,068,981</u>	gallons						
Water lost due to leaks				<u>11,560</u>				

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Cryptosporidium Sampling was completed for the month on January 5 , 2020 (Only one more sample to take)
 Melinda High Pressure Zone- working toward rebidding HPZ with Mattern and Craig
 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. 85% plans were reviewed by plant manager. Awaiting bid documents Plans to be submitted to VDH.
 McMinnis water line design underway. Plans at 100% and bid expected in March
 Emergency Response Plan for the water plant is completed and was reviewed by Campbell County Public Safety. Federally required by July 2021
 Risk and Resiliency Accesement is in the reviewing stage. Also Federally required by July 2021
 The Source Water Protection Plan, planning commision recommended approval to Town Council
 Generator project design continues and is about 99% complete with bid expected in March
 Standard Operating Procedures were updated for review and reviewed by all staff in January 2021
 Cross Connection Is complete and up-to-date for 2020

Utilities Distribution and Collection

# of Service Connections	2	201 Frazier Road	
		1113 Access Lane Road	
# of Service Taps	0	Addresses:	
# of Meters Read	103	Monthly	
	0	Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	18.00		
	148.05	Tons	
# of Location Marks made for Miss Utility	68		
# of Meters Replaced	1		
# of Water Lines Repaired	2	# of Sewer Lines Unstopped	1
Locations:		Locations:	
1210 Amherst Ave.		Intersection of Lynch Mill Road and Fauntleroy	
Adams Street			
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	275'	Sewer Main Cleaned	620'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	3
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	770'	Sewer Service Cleaned	0
Sewer Video Manholes	0	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	17	Water Right of Way Clearing Footage	0
		Sewer Manholes Inspected	5
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:

Sewer Vactor Truck Demo 1/14/2021

Assisting Boring Crew

Finishing up with sewer blockage 1205 Bedford Avenue

DEPARTMENT: Wasterwater Plant
 MONTH: Jan-21

Average Daily Flow	2.00 MGD	
TSS Reduction	97 %	
BOD Reduction	96 %	
VPDES Violations	0	
Sludge (Regional Land Fill)	165 tons	(estimated)
Rain Total	3.26 Inches	Snow Total 0 Inches

Other Wastewater Activities and CIP Projects:

Month: January 2021
 Week: 4th

- Continue Sanitizing procedures for commonly used areas
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- Replaced belts on return pumps #2 and #3
- Serviced Clarifier #3
- UV system Checks
- Changed oil in aerators for basin #2
- Submitted Industrial Monthly billing
- Submitted Monthly DMR
- Submitted Annual Groundwater DMR
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: January 2021
 Week: 11th

- Continue Sanitizing procedures for commonly used areas
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- Meeting with Utility Director (1/8/21) Staff
- Submitted Credit Card Statements
- UV system Checks
- Serviced UV system Bank B
- Compiling data for Annual Pretreatment Report
- Tele-meeting with Schrader-Bridgeport concerning 2020 sampling data
- Reviewing Applications for open position
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: January 2021
 Week: 18th

- Continue Sanitizing procedures for commonly used areas
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- Meeting with Utility Director (1/22/21) Staff
- Issued Schrader Pacific SNC notice for 2020 concerning Zinc
- Issued Schrader Pacific a Compliance Schedule to follow for Zinc compliance
- UV system Checks
- Continued working on Annual Pretreatment Report for DEQ
- Submitted Annual Industrial NOV notice for newspaper
- Repaired expansion joint on outflow line on Basin Blower #3
- Replaced Belts on Basin blowers 1,2,and 3
- Ran All Generators
- Reviewing Applications for open position
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: January 2021
 Week: 25th

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Meeting with Utility Director (1/25/21) Staff
- UV system Checks
- Completed and submitted Annual Pretreatment Report for DEQ
- Submitted Annual Industrial NOV notice for newspaper
- Replaced Belts on Wasting pump
- Recharged NPW system
- Interviewing applicants for open position
- Requisitioned and ordered press cloth for annual replacement
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

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

Printed 3-Feb-21

Customer Class		February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	Average
WATER	Residential Base-IT	18	6	1,265	16	12	1,329	7	12	1,245	16	11	1,240	431
	Commercial Base-IT	28	27	188	43	44	195	43	27	176	27	28	157	82
	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	30	30	31	31	30
	Dormant Accounts													-
	Industrial	5	5	4	4	4	4	5	5	5	5	5	5	5
	TOTAL	82	69	1,632	94	91	1,709	87	75	1,600	79	77	1,576	602
														Total
	Residential Use-IT	141,148	230	11,903,400	169,120	22,160	14,408,990	9,130	63,930	13,306,131	47,210	43,420	11,747,867	51,862,736
	Commercial Use-IT	4,168,430	4,107,816	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	44,045,199
	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	373,048	2,098,900	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	26,220,977
	Municipal	226,200	186,560	289,680	338,300	350,180	137,470	920,400	552,930	271,080	275,720	289,950	278,340	4,116,810
	Industrial	39,504,783	33,313,733	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	486,227,977
	TOTAL WATER SOLD	44,413,609	39,707,239	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	619,211,098
	NET DELIVERED	56,166,873	56,453,552	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	704,768,287
	FRACTION BILLED	79%	70%	117%	91%	70%	105%	128%	37%	113%	92%	82%	90%	88%
	Total (TOA,sold,hydmts, Leaks)	24,000	24,100	81,900	116,850	73,575	455,600	197,800	182,771	162,100	116,400	80,550	65,800	1,581,446
														Total
	Residential Base & Use-IT	815	256	57,244	830	397	65,103	219	482	60,626	546	373	56,503	243,394
	Commercial Base & Use-IT	14,583	15,236	20,129	8,427	19,750	19,375	22,409	5,824	27,423	3,085	14,277	12,259	182,777
	Residential Base & Use-OT	-	-	11,191	-	-	12,599	43	-	12,235	-	62	2,901	39,031
	Commercial Base & Use-OT	9,529	8,159	9,862	9,185	9,784	9,654	11,306	10,802	10,385	9,971	10,477	577	109,691
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	99,894	84,381	109,049	118,058	103,204	121,340	117,906	53,272	106,850	115,726	95,797	110,892	1,236,369
	TOTAL	124,821	108,033	207,474	136,500	133,135	228,071	151,883	70,380	217,519	129,328	120,986	183,132	1,811,262
SEWER	Residential Base-IT	13	6	1,129	16	11	1,150	4	12	1,085	16	9	1,079	378
	Commercial Base-IT	28	26	174	42	42	146	40	25	158	25	25	136	72
	Commercial Base-OT	1	1	8	8	1	8	1	-	1	1	7	6	4
	Municipal	8	8	8	8	8	7	8	8	8	8	9	8	-
	Dormant Accounts													-
	Industrial	3	3	3	3	3	4	4	4	4	4	4	4	4
	TOTAL	53	44	1,322	77	65	1,315	57	49	1,256	54	54	1,233	457
														Total
	Residential Use-IT	15,376	230	7,899,210	83,292	16,981	10,688,192	4,616	55,071	9,869,928	40,764	30,932	8,633,061	37,337,651
	Commercial Use-IT	3,568,751	1,298,831	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	21,418,995
	Commercial Use-OT	240,000	230,000	741,842	382,900	151,300	328,292	113,700	-	136,940	100,000	374,096	240,800	3,039,870
	Municipal	103,720	100,460	106,930	75,130	51,390	44,240	129,020	83,400	99,360	85,810	84,140	82,690	461,920,000
	Industrial	36,480,000	35,420,000	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	523,716,516
	TOTAL SEWER BILLED	40,407,847	37,049,521	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	770,758,600
	WWTP EFFLUENT	64,614,500	56,998,200	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	68%
	FRACTION BILLED	63%	65%	87%	59%	58%	98%	107%	35%	74%	59%	58%	79%	
														Total
	Residential Base & Use-IT	22	120	29,706	351	96	36,091	28	207	33,208	177	118	29,176	10,775
	Commercial Base & Use-IT	3,334	3,951	10,707	4,803	6,275	5,516	7,137	3,787	8,187	3,484	2,510	7,810	5,625
	Commercial Base & Use-OT	1,726	1,662	3,375	1,936	502	1,182	429	506	386	778	1,904	1,148	1,294
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	124,066	122,124	136,000	134,980	138,856	148,036	144,500	78,642	140,484	144,296	133,960	132,753	1,578,697
	TOTAL	129,147	127,857	179,788	142,070	145,730	190,825	152,095	83,142	182,265	148,734	138,492	170,887	1,596,392
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	71	72	304	260	241	221	148	95	226	166	72	83	155
	Curbside- BULK	43	107	89	119	118	39	93	102	111	126	85	90	85
	TOTAL	114	179	393	379	359	260	241	197	337	292	157	173	240
														Total
	Curbside-IT	79	92	101	93	95	101	102	112	100	112	116	89	1,096
CURBSIDE	Curbside-BULK	3	15	15	13	10	7	10	17	17	17	24	21	153
	TOTAL	82	107	116	107	105	109	112	129	117	129	140	110	1,249

February

Sun	Monday	Tues	Weds	Thurs	Friday	Sat
	1 Planning <u>Commission</u> 5pm	2	3	4	5	6
7	8	9 Council <u>Meeting</u> 6pm	10	11 AOT Meeting 5pm	12	13
14 Valentine's Day	15 President's Day	16 Recreation <u>Committee</u> 5:30	17	18	19	20
21	22	23 Council "Budget" <u>Work Session</u> 5pm	24	25	26	27
28			NOTES: <u>February 9th</u> Council receives Draft Budget	<u>February 23rd</u> AEDA Meeting 8:30 am	<u>February 24th</u> Budget Work Session continued (if needed)	

MARCH 2021

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
	1 Planning Commission 5:00pm	2	3	4	5	6
7	8	9 Council Meeting 6pm	10	11 AOT Meeting 5:15pm	12	13
14 Daylight Savings Time	15	16 Recreation Committee 5:30pm	17 St. Patrick's Day Town Offices Open	18	19	20
21	22	23 Council Work Session 5pm "Budget Work Session"	24 ...continuation of work session (if needed)	25	26	27
28	29	30	31	NOTES: March 23 rd – AEDA Mtg. @ 8:15am	NOTES: March = Black History Month And Multiple Sclerosis Awareness Month	NOTES: **Council Retreat: Tentatively scheduled for March – date and time to be determined

Town Council Regular Meeting January 12, 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 January 12, 2021 at 6:00 PM.

At six o'clock pm, Mayor Mattox called the meeting to order and presided.

Council Members

Present: Mr. Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

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, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. George Sandridge, Community Development Intern
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

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

Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

1. Agenda Adoption

Mayor Mattox stated there were no amendments to the January 12, 2021 agenda.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed January 12, 2021 Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to approve Council's January 12th Meeting Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Councilman Higginbotham entered the Council meeting at this time, 6:03 PM.

Town Council Regular Meeting January 12, 2021

2. Council Closed Session

DATE: Tuesday January 12, 2021

A motion was made by Councilman George for the Altavista Town Council to convene in closed session, in accordance with the provisions set out in the *Code of Virginia*, 1950;

Section 2.2-3711 (A)(1):
Discussion, consideration, and/or interviews of prospective candidates for Vice Mayor.

The motion was seconded by Councilman Emerson.

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

Councilman Mitchell stated he did not feel this matter needed to be discussed in closed session.

Motion carried.

VOTE:	Mr. Wayne Mitchell	No
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 6:05 PM.

Council returned to the regular meeting at 6:19 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Councilman George, 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;

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

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Town Council Regular Meeting January 12, 2021

3. Election of New Vice Mayor

Town Code: Sec. 10. - Vice-Mayor.

At the first meeting after the Mayor takes office following his/her election, Town Council shall elect from its membership, a Vice Mayor. The Vice Mayor shall act as Mayor during the absence or disability of the elected Mayor and, if a vacancy occurs, shall become Mayor until the next regular Councilmanic election.

(Amend. eff. 3-30-06)

Mayor Mattox opened the floor for nominations from Town Council for consideration of the vacant seat/position of Vice Mayor.

Councilman Higginbotham nominated Councilman Reggie Bennett for Vice Mayor.

There were no other nominations, therefore, Mayor Mattox closed the nomination period.

A motion was made by Councilman Higginbotham, seconded by Councilman Emerson, to nominate Councilman Reggie Bennett to the position of Vice Mayor.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked the newly elected Vice Mayor, Councilman Reggie Bennett, for his willingness to serve.

Councilman Bennett thanked his fellow Council members and took his new seat on the right-hand side of the Mayor as the Vice Mayor for the Town of Altavista.

4. Recognitions and Presentations

- Personnel Changes (since December 1st, of 2020)

New Hires:

Destinee Tompkins	Police Department Recruit *	12/21/2020
Kyle Haskins	Public Works-Maintenance Worker	12/21/2020
Emily Thurman	Police Department Recruit *	12/28/2020

(* = at police academy January – June 2021)

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the January 12, 2021 Council Meeting Agenda.

Ms. Debra Senga, 911 Bedford Avenue, Altavista, came before Council with her concerns in regard to the smell that occurs when Dominion Power Company burns their wood chips.

Town Council Regular Meeting January 12, 2021

Ms. Senga stated the smell was only occasional, but when it occurs, it was very strong and sometimes overpowering.

Ms. Senga stated she appreciated the town's diligent efforts to preserve the air and water quality for its citizens, and she wanted to bring this issue to Council as a concerned citizen.

Mayor Mattox thanked Ms. Senga for her time and for attending the meeting that evening.

Mayor Mattox reminded citizens that 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.

6. Partner Updates

Altavista On Track (AOT)

Representative: AOT Board President Reverend Ed Soto

Reverend Soto reminded Council the next AOT Board Meeting was scheduled for Thursday, January 12th at 5:15 PM. He then updated Town Council on a few items in AOT's 2021 agenda.

Reverend Soto stated, due to the COVID-19 pandemic, AOT would continue to focus on "relief, recovery, and revitalization initiatives" for downtown businesses and property owners.

Reverend Soto referenced the 2021 Downtown Investment Ideas Grant – Awarded to AOT in 2020. He stated the funds from the grant were used, in part, to supply "welcome packets/bags" to citizens and businesses new to the area; and also to fund Altavista's Pop-up Program.

Reverend Soto informed Council the Pop-up Program had been a success, along with utilizing the Henderson Building for the program. He stated AOT planned to submit an application for the grant/funding again in 2021 for use in CY2022, to hopefully expand the Pop-up Program.

Reverend Soto also referenced AOT's recent efforts to expand the Altavista Downtown District with their "boundary expansion" project. He stated, through conversations with representatives from the Virginia Main Street Program and DHCD, the boundary line expansion would tentatively be increased to include the Charlotte Avenue area of Altavista.

Reverend Soto stated he would be glad to answer any questions Council may have in regard to Altavista On Track and their upcoming 2021 yearly agenda/activities.

Councilman Emerson referenced the new downtown boundary line stopping at Charlotte Avenue. He asked if there was any reason why not to include or expand to Amherst Avenue.

Reverend Soto stated DHCD suggested not going that far "just yet". He stated, due to being in an interim period with AOT staff, it was more viable to start with a small expansion.

Reverend Soto stated it was AOT's long-term goal to expand the Altavista Downtown District all the way down Main Street to Wood Lane. He stated AOT would be moving forward with a "phased approach" with that goal in mind.

Mayor Mattox referenced the Town of Altavista and its small "five mile circumference". He asked Reverend Soto if he knew of any localities where the Main Street Program included the entire town.

Reverend Soto stated he did not, but he would investigate the notion further. He stated, if they did exist, he would draw from their experience to help Altavista accomplish the same goal.

There were no additional questions or comments from Council at that time.

Town Council Regular Meeting January 12, 2021

Reverend Soto thanked Town Council and the Town of Altavista for their continued partnership and support with Altavista On Track.

Mayor Mattox thanked Reverend Soto for the Altavista On Track updates, and for all the work he does for the community through AOT and his church, Altavista Presbyterian Church.

7. Consent Agenda

- A. Approval of Council Meeting Minutes
 - December 8, 2020 Regular Meeting
 - No Council Work Session in December
- B. Acceptance of Monthly Financial Reports
 - December 2020 Revenue And Expenditures

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the January 12, 2021 Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

8. Public Hearing(s)

There were no public hearings scheduled for January 12, 2021.

9. New Business

A. Altavista Recreation Committee – Report/Update on Bedford Avenue Playground

Background:

During a recent meeting, the Altavista Recreation Committee discussed a concern in regard to a piece of playground equipment located at the Bedford Avenue Neighborhood Park. Members had been informed that at least two children had been injured on the seesaw/teeter totter. Town Staff was asked by the Recreation Committee to relay this item to Council for consideration of possibly having the seesaw replaced.

Town Manager Waverly Coggsdale shared with Council a photo of the said piece of playground equipment for their visual reference. He stated Councilman George, as liaison to the Recreation Committee, could answer any questions Council may have on this item.

Councilman Emerson asked how the children had been injured.

Councilman George stated, according to citizen sources, the two children fell forward on the seesaw, incurring facial injuries. He stated these were two separate incidents.

Councilman George reminded Council the Coleman Memorial Park had the same seesaw.

Town Council Regular Meeting January 12, 2021

Councilman Mitchell asked if there had been any other complaints received at the Town Hall office in regard to the seesaw playground equipment.

Mr. Coggsdale stated there had not been any complaints regarding the seesaws, other than the recent one received by the Recreation Committee.

Councilman Emerson asked the ages of the two children that sustained the injuries.

Mr. George stated, confirmed by Mr. Coggsdale, one child was five years old and the other child was seven years old.

Mr. Emerson stated he had taken his daughter to the Bedford Avenue Park multiple times, and he had not seen an issue with the seesaw equipment.

Councilman Mitchell stated he felt, with no other complaints, and no mechanical issues with the equipment, the concern should be monitored, and the seesaw kept in the parks.

Vice Mayor Bennett stated all children have accidents from time to time. He stated, with no mechanical issues, he did not feel the seesaw needed to be removed.

Councilman George informed Council that the Recreation Committee asked Town Staff to contact the seesaw equipment supplier to inquire if there had been other complaints or issues with this piece of equipment.

Mr. Coggsdale stated Town Staff had been told by the supplier, to their knowledge, there were no other complaints, equipment malfunctions, or recalls in regard to the seesaw.

Councilman Lowman asked how long the seesaw had been located at the Bedford Avenue Neighborhood Park.

Mr. Coggsdale stated Bedford Avenue's Park had a playground equipment upgrade approximately six years prior to this date. He stated the seesaw was installed at that time.

Councilman Lowman stated, due to only having two seesaw complaints over the past six years, he did not favor removing the piece of equipment.

Mayor Mattox suggested Council consider keeping the seesaw at the Bedford Avenue Neighborhood Park at this time, continue monitoring the situation, and reevaluate removal of the seesaw if it became a continuous issue.

All Council members were in consensus to do so.

10. Unfinished Business

A. Utilities Department Update – McMinnis Waterline Replacement

Background:

Town Council previously approved the McMinnis Water Line Replacement Project as part of the Town's Capital Improvement Plan in 2019. The Town hired Hurt & Proffitt to design the project that consists of replacing the existing 18,000 feet of 8" water line between McMinnis Spring and the Bedford Avenue Tank. Hurt & Proffitt serves as the project engineer for design, bidding, and construction administration; their contract totals \$104,940. At this time, the plans, technical specifications, and front-end documents are complete and Town Staff is ready to move to the bidding phase of the project. The original cost estimate for this project was \$1,883,950.

Town Council Regular Meeting January 12, 2021

Altavista Utilities Director Tom Fore informed Town Council that both Hurt & Proffitt President Bif Johnson and Hurt & Proffitt Design Engineer Chad Hodges were present that evening and would be presenting Council with the McMinnis Waterline Replacement Project's progress, updates, and current "next steps".

Mr. Johnson referenced Chad Hodges as the lead designer for the McMinnis Waterline Replacement Project. He stated he would like to publicly congratulate Mr. Hodges for recently passing his PE (Professional Engineer) exam.

Mr. Johnson stated the McMinnis Waterline Replacement Project had been consistently moving forward since its beginning over the past year. He shared with Council the memo recently sent to Town Staff in regard to the project:

Hurt & Proffitt's Status Report for Altavista's McMinnis Waterline Replacement Project

Completed Work Over the Last Week:

1. Railroad Permit approved

Anticipated Work Over the Next two Weeks:

1. Town to pay for railroad permit
2. Finalizing last comments received from VDH
3. All plans, technical specifications, and front end documents are complete and ready to have bid date information inserted and sent out to bids.

Outstanding Issues:

None at this time

Construction Document Schedule Update:

Not applicable at this time

Mr. Johnson also informed Council that all of the necessary "plat easements" for the project were in place (approved). He thanked Mr. Fore and the Town of Altavista for assisting in that process.

Mr. Johnson went through some of the project's "design particulars", such as the length of the waterline, connection points, road crossings, and a railroad crossing.

Mr. Johnson stated there was an estimate in the plan that included 1000 cubic yards of rock. He stated there had not been actual exploration for the rock; the estimate was in the plan as a "place holder" for this process in case it was needed.

Mr. Johnson referenced the initial budget estimated for this project in October 2019, of \$1,705,000, which included a 10% contingency. He stated, however, with the rising cost of materials over the past six to nine months, the current budget for this project had increased to \$2,150,000, which also included a 10% contingency.

Mr. Johnson shared with Council a breakdown of the initial budget estimate, as well as the current budget for cost comparison of the increase to this project.

Mr. Johnson stated he would be glad to answer any questions Council may have in regard to the project, or its re-estimated budget.

Councilman Higginbotham asked how many "leaks" the McMinnis waterline had over the past year.

Altavista Utilities Director Tom Fore stated none that he was aware of.

Mr. Higginbotham asked if the waterline was being replaced because it had reached its "useful life" expectancy.

Town Council Regular Meeting January 12, 2021

Mr. Fore stated the existing waterline, on Altavista's side of the river, was approximately one hundred (100) years old.

Mr. Higginbotham asked how many feet of waterline did that area include.

Mr. Johnson stated the waterline from the river to the tank was 4,000 feet. He stated the remaining waterline included in the replacement project was at least seventy (70) years old, which was way over its "50 year" life expectancy.

Mr. Higginbotham asked if the replacement pipe would be placed in the existing right-of-way, to which Mr. Johnson confirmed that it would.

Councilman George asked if there was a "health risk" in leaving the existing waterline.

Mr. Johnson stated the potential for health risks would come from multiple repairs to the waterline. He stated any time a waterline is worked on, you introduce the opportunity for contamination.

Mayor Mattox stated the Town of Altavista had always done its best to offer high quality, low cost, and most importantly, reliable utilities to its citizens and businesses.

Mayor Mattox reminded Council of the town's largest employer and one of its main revenue resources, Abbott Laboratories. He stated, if Abbott had to stop production due to loss of water, the business would stand to lose a lot of money each day it was not in operation.

Mayor Mattox stated he would not want the town to take the chance of the fore-mentioned waterline breaking and being the cause of that business losing money.

Mayor Mattox stated he felt the McMinnis Waterline Replacement Project was a good long-term investment for the town, and the citizens and businesses it would effect.

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

Utilities Director Tom Fore stated that evening's presentation was informational only. He stated he would continue to update Council at their January Work Session in regard to the McMinnis Waterline Replacement Project for potential placement of the item on Council's February Consent Agenda.

Mayor Mattox thanked Mr. Johnson and Mr. Fore for their work on this project.

Town Manager Waverly Coggsdale referenced town's recent "borrowing". He reminded Council \$1,988,900 had been earmarked in the borrowing for this project.

B. Altavista Parks and Recreation – Code Amendments

Background:

The Altavista Parks & Recreation Committee serves in an "advisory" capacity to Town Council on parks/recreation related matters. Town Staff assists this group in their duties. Previously Town Staff discussed with Town Council the option to increase the number of individuals that serve on the Parks & Recreation Commission, it was decided to increase the advisory body by one, to a total of five (5) voting members. This item is Section 50-42 of the Town Code. Town Attorney John Eller has also been working with Town Staff (current and previous) in regard to updating the entire Parks & Recreation section of the Town Code and proposed some additional changes.

Town Council Regular Meeting January 12, 2021

Town Manager Waverly Coggsdale shared with Council a copy of Section 50 of the Town Code, along with the proposed changes. He stated that Mr. Eller informed staff the proposed amendments to Section 50 would not require a public hearing.

Mayor Mattox recommended Council move forward with the proposed change to Town Code Section 50-42 regarding the number of Recreation Committee members, but take additional time to review the other proposed amendments to section 50.

Town Council was in consensus to accept the Mayor’s recommendation.

Town Manager Waverly Coggsdale asked if there was a specific work session that Council wanted this item to be placed for additional review and consideration.

Mayor Mattox suggested, and there was consensus of Council, to place the item on a work session after Council completed the upcoming budget process.

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

Councilman Mitchell made a motion, seconded by Vice Mayor Bennett, to amend Section 50-42 of the Town Code, increasing the number of members in the Altavista Recreation Committee from four to five advisory members.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

C. Altavista Parks & Recreation – Trail Surface Follow-up (English Park)

Background:

The “passive trail” project was originally proposed as a “mowed” trail, which included a bridge and several other stream crossings. The FY2021 Budget/CIP Project’s budget totaled \$150,000, with \$10,000 being allocated to planning and design of the trail; and the remaining \$140,000 for the trail improvement. Approximately \$60,000 has been earmarked for the bridge and stream crossings, leaving approximately \$80,000 for all other improvements. A small amount will be utilized for signage.

Town Manager Waverly Coggsdale referenced a previous Council meeting, where Town Staff was asked to evaluate the cost of upgrading the trail surface. He stated, per the request, staff sought to develop a “budget” for the three options discussed, which are: 1) Mowed; 2) Millings surface; and/or 3) Stone surface.

Mr. Coggsdale shared with Council the cost of each of the three trail surface options.

Option #1 - Mowed Trail:

10’ wide trail (at 2.5”)	
Initial Construction Costs:	\$5,800
Annual Maintenance Costs:	\$2,200
\$1,200	- Mow trail (includes 32 cuttings)
\$700	- Bush hog 30’ on each side (16 cuttings)
\$300	- Fertilizing and over seeding of 10' trail

Town Council Regular Meeting January 12, 2021

Option #2 - Millings Trail:

Initial Construction Costs:	\$101,145
\$51,250	- Excavation & removal of 6" soil; and installation of millings
\$40,700	- Millings (1,850 tons) (If purchased)
\$9,195	- Contingency (10%)
Annual Maintenance Cost:	\$1,700
\$700	- Bush hog 30' on each side of trail
\$1,000	- Weed control and millings replacement

Option #3 - Stone Trail:

Initial Construction Costs:	\$86,625
\$78,750	- Excavation & removal of 6" soil
	- Purchase and installation of stone
\$7,875	- Contingency (10%)
Annual Maintenance Costs:	\$1,700
\$700	- Bush hog 30' on each side of trail (includes 16 cuttings)
\$1,000	- Weed control and stone replacement

Mayor Mattox asked Council for their input on how to move forward with surfacing the passive trail in English Park.

Councilman George asked if the town currently had any “millings” available for this project, as shown in option #2.

Altavista Public Works Director David Garrett stated the town did not currently have any millings, but expected to have some available after the town’s annual spring milling/paving project was completed.

Mr. George referenced the fore-mentioned \$10,000 allocated for planning and design. He asked, since the trail was a “straight forward” design, were those funds needed in the project’s budget.

Town Manager Waverly Coggsdale stated the \$10,000 was mainly allocated for use towards design of the bridge and consideration of crossing the wetlands on the trail.

Councilman Mitchell asked if the town’s natural progression would be to someday have the trail paved, would it be more viable to stone surface the trail at this point.

Mr. Garrett stated the trail could be paved at a later date, whether the trail’s surface was millings or stone.

Councilman Higginbotham reminded Council the “key” to being able to pave a trail at a later date, was to have a solid base. He stated it would be less costly to consider using crushed concrete under millings or stone.

Mayor Mattox asked if a “stone” trail surface was compatible with the ADA (American Disability Act).

Mr. Garrett referenced a stone trail recently completed in a nearby park in Pittsylvania County. He stated, once the stone was compacted with a roller, the stone path/trail was smooth and easily accessible.

Town Council Regular Meeting January 12, 2021

Vice Mayor Bennett referenced the new canoe launch and the issue the town found with underlying silt. He asked would the town need to have core samples taken for the passive trail project, in order to insure the stability of the trail's surface for the potential of future paving.

Mr. Coggsdale stated the silt issue at the canoe launch gave concern mainly in part to the area having a parking lot with continuous vehicle use. He stated the passive trail was for pedestrian use only.

Mayor Mattox asked the Town Manager if this item needed a decision that evening.

Town Manager Waverly Coggsdale stated, in order for this project to continue moving forward, Town Staff needed a decision by Council for their desired trail surface/option.

Councilman Mitchell made a motion, seconded by Councilman George, to accept Councilman Higginbotham's recommendation and move forward with Option #3 of the three proposed trail surface options. The motion also gave authority to Public Works Director David Garrett to evaluate the cost difference between crushed stone and crushed concrete and use the option most feasible to the town for the Passive Trail Surfacing Project; not to exceed the project's remaining budget of \$80,000.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Councilman George asked for an update on the new bridge for the passive trail.

Town Manager Waverly Coggsdale informed Council the bridge had been ordered and the area had been "marked" for visual reference to the bridge.

D. Innovation Center/Co-working Space – Update/Follow-up

Background:

The former Altavista Fire Station (508 7th Street) is being converted into the town's new Innovation Center/Co-working Space. The project included a feasibility study, funded by DHCD through Altavista's AOT Main Street Program. The town allocated \$200,000 to this project in the FY2021 Budget; and grants have been received from the USDA (\$100,000) and the Tobacco Region Revitalization Commission (\$184,306) for equipment and rehabilitation of the structure.

Altavista Community Development Director Sharon Williams addressed Council in regard to this item. She informed Council that Town Staff had been working with Simply Branding to address the "marketing condition" that was placed on the TRRC funding. She stated, in order for the marketing plan to move forward, a name for the facility needed to be selected.

Ms. Williams referenced the DHCD funding and stated, after the feasibility study, there was \$5,000 remaining. She stated the DHCD informed Town Staff the funds could be allocated towards marketing the new Innovation Center/Co-working Space.

Town Council Regular Meeting January 12, 2021

Ms. Williams referenced Council's previous direction for Town Staff to solicit ideas from town citizens of potential names for the new facility. She stated the Assistant Town Manager Amie Owens recently sent out a press release for the inquiry.

Ms. Williams also referenced Councilman Emerson's suggestion to tie the name of the new Innovation Center to the building's history of being a former fire station.

Ms. Williams informed Council the "working group" of Town Manager Waverly Coggsdale, Assistant Town Manager Amie Owens, Councilman Mitchell, Councilman Lowman, Community Development Intern George Sandridge, and herself as Community Development Director, collectively looked over all names and ideas from citizens and staff.

Ms. Williams stated a list of potential names was sent to Simply Branding for their input. She stated after peer reviews and focus group feedback, Town Staff narrowed the potential names down to one they felt would be a good fit for the new center, while still relating to its history.

Ms. Williams shared the recommended name and logo for Council's consideration.



Spark Innovation Center
Create – Collaborate – Co-work

Ms. Williams stated the town needed a "name" for the center in order to register a website, create social media accounts, and most importantly, begin the marketing campaign for the new center as part of the obligation for the TRRC Grant.

Ms. Williams asked for Council's consideration and direction in regard to the proposed name and logo for the new innovation center. She stated she would be glad to answer any questions Council may have.

Mayor Mattox asked if Council had questions or comments.

All Council members shared their favor in the proposed name and logo.

Councilman Mitchell and Councilman Lowman both shared their appreciation for the work Town Staff had done on this project.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept staff's recommendation and approve "Spark Innovation Center" as the name for the new center to be located in the town's old fire station building at 508 7th Street.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

E. Public Works Department – Project Updates

- 7th Street/Campbell Avenue Property – Retaining Wall

Town Council Regular Meeting January 12, 2021

Background:

The existing retaining wall collapsed recently due to heavy rains. The town is weighing options as to the ultimate/future use of this property. As this was an unplanned event, no funds were included in the current budget to fix the wall.

Town Manager Waverly Coggsdale stated, per previous direction from Council, Altavista’s Public Works Director David Garrett would be offering Council some available options to address the retaining wall issue for their consideration.

Mr. Garrett stated, while gathering cost information and discussing the retaining wall issue with town engineers, the town not being sure of the property’s future use had become a factor in determining which option was most feasible.

Mr. Garrett stated the “permanent” options discussed were estimated between \$30,000 and \$80,000 to repair the 75’ retaining wall.

Mr. Garrett stated, with the property’s future use unclear, he suggested Council consider filling the area in with top soil, slope the bank accordingly, seed the area, and install temporary (safety) fencing, until a future use was decided. He stated the cost for this option would be approximately \$4,000.

Mayor Mattox thanked Mr. Garrett for his due diligence in regard to this project.

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

Councilman George stated the “orange netting” for safety had been up for a while.

Mr. Garrett stated, to temporarily install a 4’ galvanized chain-link fence would be an additional \$5,000 to the estimate of top soil, sloping, and seeding quote.

Councilman Emerson made a motion, seconded by Councilman George, to accept Mr. Garrett’s recommendation for the 7th Street property, to include the installation of a temporary safety fence; not to exceed a total cost of \$10,000.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

▪ Booker Building – Interior Floor Renovation

Background:

Town Council has been evaluating improvements to the Booker Building for some time and decided the first step would be rehabilitation of the floor. Town Council opted for a “grind and polish” finish for the floor. Town Staff worked with a contractor to provide a sample area for Town Council to review. During this process, it was discovered that the area under the “indoor” stage (now removed) was a different concrete and would not match the rest of the floor when refinished. Staff worked with the contractor to propose an alternative, a metallic epoxy, for this area.

Town Council Regular Meeting January 12, 2021

Town Manager Waverly Coggsdale referenced the fore-mentioned “sample area” of the grind and polish finished floor. He informed Council the sample area was ready for viewing, and he would open the Booker Building anytime Council wanted to view the floor sample.

Mr. Coggsdale shared with Council the revised proposal for the grind and polish finish of the Booker Building floor, including the additional application to the old stage area.

Update from David Garrett, Director of Public Work:
The original quote for the polished concrete floor was \$22,250.
At the request from the Town, the Contractor provided us a sample area of what the floor would look like after the grinding.

After reviewing the sample area, we found out we would need to apply an epoxy patching to the entire floor to fill in the large amount pitted areas. Also, under the old stage area of the floor was a section that had a new concrete patch. That area will not match the new polished floor. It was recommended we cover this area by applying a metallic epoxy with a solid color (sample available), so the floor will not show the patch or look like a patched floor.

The contractor revised his quote with two options:
Option 1 - Apply epoxy “patching” to the entire floor to fill in holes (\$1,800)
Option 2 - Apply an 18’X50’ section of metallic epoxy to the old stage end of the building (\$5,745)

Original Quote	\$22,250
Option 1	\$1,800
<u>Option 2</u>	<u>\$5,745</u>
Total Cost	\$29,795

Mr. Coggsdale also had a small sample piece of flooring for Council that evening, as a visual reference to the metallic epoxy floor application.

Mayor Mattox asked if the Booker Building Floor Rehabilitation Project was in the current budget.

Public Works Director David Garrett reminded Council this project was not currently funded in a town budget.

Mayor Mattox asked Council if they had any questions for staff in regard to this item.

Vice Mayor Bennett stated, if the town was going to replace the old stage sometime in the future, he felt it was unnecessary to have the additional cost of applying metallic epoxy to that area.

Mr. Garrett stated, if the town did decide to replace the stage, it would most likely be a lightweight aluminum stage that would be easy to move if desired.

Councilman Mitchell stated, not knowing the facility’s future use, he suggested using the same application over the entire floor.

Mayor Mattox agreed with Councilman Mitchell and suggested Council allow Town Staff to inquire from the contractor the cost to apply the metallic epoxy to the entire floor for a more seamless look. He stated this would give Council a cost analysis between the original quote of the grind and polish application and the metallic epoxy.

Councilman Higginbotham asked staff to also inquire the “warranty/life expectancy” for both the grind and polish application and the epoxy application.

Town Council Regular Meeting January 12, 2021

All Council members were in consensus to allow Town Staff to gather the additional information requested by Council that evening.

Town Manager Waverly Coggsdale stated, when staff had completed gathering the requested information, he would place this item on a future agenda for further review and consideration by Council.

11. Reports and Communication

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

The Departmental Reports and Council Calendars were delivered to Council at an earlier date with their Council Meeting Pre-packet.

Town Manager Waverly Coggsdale stated there was not a "Town Manager's Report" attached with the packet this month, but he would be glad to answer questions from Council in regard to any of the town's current and/or ongoing projects.

Mr. Coggsdale referenced Council's next work session scheduled for Tuesday, January 26th. He reminded Council that town agencies and organizations requesting funds from the town would be present at that work session for Council review and consideration.

Mayor Mattox encouraged any agency requesting town funds to be present at the work session.

Vice Mayor Bennett referenced the "Letter of Intent" between AOT and the Town of Altavista in CY2020 when AOT was requesting funding/support from the town. He suggested any agencies attending the upcoming work session requesting town funding to also offer Council a similar Letter of Intent.

Councilman Mitchell referenced the January 2021 Town Departmental Reports. He stated he was impressed with the recent accomplishments of Town Staff. He stated the town was doing some "great things", but he felt many citizens were unaware of those accomplishments.

Mr. Mitchell stated he had been contacted by a town citizen stating they were not aware of the town's tree clearing project at English Park until they visited the park.

Mr. Mitchell asked Town Staff to continue to find ways to inform town citizens

Councilman George referenced a Departmental Report, specifically Cigarette Tax. He asked why the tax had decreased so much in the past month.

Town Manager Waverly Coggsdale informed Council the town had witnessed a "downward trend" in Cigarette Tax over the past couple of years. He reminded Council that cigarette "stamps" were not purchased on a regular basis by any vender. He stated most of the vendors buy the stamps in bulk, which causes the tax to fluctuate from month to month.

12. Matters from Council

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

- Councilman Mitchell asked Town Staff to investigate whether or not the new Rt.29 Business Bridge had (previously) been named; and if not, he suggested the town consider collaborating with the adjacent Town of Hurt to name the bridge.

Town Council Regular Meeting January 12, 2021

Mr. Mitchell stated, in recognition of the bridge “connecting” two communities, he suggested Altavista and Hurt authorize naming the bridge after both town’s founding fathers/families.

Town Manager Waverly Coggsdale stated he was unsure if the Rt.29 Business Bridge had an official name. He stated he would investigate the matter and inform Council of his findings.

- Councilman Mitchell referenced the September 2019 Council Meeting, in which Town Council voted to eliminate Altavista’s Economic Development Director position, under “mitigating circumstances” involving Campbell County.

Mr. Mitchell stated, at the time of the vote, the circumstances were unknown to Council, and he felt Council and the citizens of Altavista deserved an explanation of this act.

Mayor Mattox answered Mr. Mitchell, stating he would be glad to explain the circumstances to the best of his knowledge.

Mayor Mattox informed Council a Campbell County employee in an EDA position was due to retire at that time, and the County Administrator did not want the information to be public knowledge until the employee’s retirement was officially announced (July 2020).

Mr. Mitchell stated, when Council voted to eliminate its Economic Development Director position, the town was promised help from Campbell County with some of those duties. He asked which responsibilities had Campbell County taken on since that date.

Mayor Mattox reminded Council the town had saved almost \$200,000 since that date, by eliminating the AEDA Director position. He stated, with the fore-mentioned vote, the town had chosen to go in a different direction in regard to the EDA.

Mayor Mattox stated he felt with Assistant Town Manager Amie Owens’ help and utilizing Walter Maddy as an EDA consultant, the town’s progress in economic growth looked promising.

Mayor Mattox stated he would be glad to discuss the matter with Councilman Mitchell at any time.

Vice Mayor Bennett asked, with the Town of Altavista paying taxes to Campbell County, was the town still receiving EDA assistance from the county.

Mayor Mattox stated the town was able to utilize all of Campbell County’s offered resources at any time.

Mayor Mattox stated, in light of the economy and COVID-19 pandemic over the past year, he felt Altavista was very fortunate to have its large industry.

Mayor Mattox stated the Town of Altavista would continue to focus on ways to improve its community for its citizens to work and live, while encouraging economic growth by creating an inviting place for new businesses and industry.

- Councilman Emerson asked for an update in regard to the new Eagle Trail Overlook, located in English Park.

Altavista Public Works Director David Garrett informed Council the overlook itself was complete. He stated the Public Works Department was currently working to complete additional grading and tree removal in that area.

Mr. Emerson suggested the town place picnic tables and/or “Adirondack” chairs on the overlook deck.

Town Council Regular Meeting January 12, 2021

Councilman George referenced the “sturdy” picnic tables located at the nearby Wayside Park in Pittsylvania County. He stated the Altavista Recreation Committee had discussed placing the same type of picnic tables on the Eagle Trail Overlook.

Mr. George stated, due to the recent COVID-19 pandemic, the production of the fore-mentioned tables had been halted.

Altavista Public Works Director David Garrett informed Council he recently found out the production of the picnic tables had resumed. He stated Ms. Sharon Williams, Altavista Community Development Director, was currently in the process of ordering the picnic tables for the pavilions at English Park, at a cost of \$500 for each table.

Mr. Garrett stated the old picnic tables, currently at English Park, would be available for use at the overlook, if the town desired to do so.

Town Manager Waverly Coggsdale stated he would rather the town not use the old tables for the new overlook. He suggested the Recreation Committee consider the picnic tables through their budget.

Mr. Emerson suggested the town also consider utilizing the local Boy Scouts for the project. He stated the Boy Scouts were already familiar with making picnic tables.

Mr. Emerson stated there were dozens, if not hundreds, of people that visit English Park and the trail system every day and everyone he spoke with loved all of the new amenities.

- Councilman Emerson also referenced the old theatre on Main Street, recently obtained by the town. He asked for a progress update on the project.

Town Manager Waverly Coggsdale stated the “next step” would be to have one of the town’s engineers to access the building to find out the needed (structural) improvements. He stated, if Council desired, he would move forward with requesting the assessment.

Councilman Higginbotham asked if the town’s own engineers were familiar enough with theatres to adequately access the building, or if the town needed to obtain the assistance from a firm that specialized in that area of expertise.

Councilman Emerson reminded Council and Town Staff of the adjacent towns of Gretna and Brookneal that had also recently revitalized their theatres.

Mayor Mattox asked if grants were available to assist the town with the theatre project.

Mr. Coggsdale stated staff would investigate Council’s requests and bring the information back to Council for review with the next thirty days.

Councilman Lowman stated, since the town was certain of the building’s future use being a theatre, he suggested allowing Altavista On Track to investigate the grant funds available for a “feasibility study” for the project.

- Vice Mayor Bennett stated a citizen recently approached him in regards to housing and the available real estate in town. He stated, through that conversation, the idea of a “housing fair” was suggested.

Mr. Bennett stated the intent of a housing fair would be to connect individuals with, not only landlords, but also with housing lenders and financial advisors.

Mr. Bennett stated a housing fair could encourage renters to become home owners, and potentially bring new people to live in the Town of Altavista.

Town Council Regular Meeting January 12, 2021

- Councilman George asked for an update on the town's current Meals Tax audit.

Town Manager Waverly Coggsdale stated the auditors were in the process of visiting the town's eateries and preparing for the next steps in the process within the next thirty days or so. He stated Town Staff would keep Council updated as the process moves forward.

- Councilman Lowman stated, as the newest member of Council, he felt Town Council was a great group of individuals and the town had a "strong" staff. He stated he looked forward to working with everyone and the opportunity to contribute to the town.
- Mayor Mattox stated the Town of Altavista was a great town and community to work and live. He stated he felt lucky to live in such a community that looks out for one another. He stated, even through disagreements, everyone continues their friendships and strives to make a conscious effort to keep the town

13. Closed Session

DATE: Tuesday January 12, 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, consideration, and/or interviews of prospective candidates for appointment to the Altavista Parks & Recreation Committee; and also, Discussion of the annual performance evaluation of the Town Manager.

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

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Council went into closed session at 6:05 PM.

Notice was given that council was back in regular session at 6:19 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Councilman Higginbotham, seconded by Vice Mayor Bennett, 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 January 12, 2021

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Also following Closed Session, notice was given to staff that Town Council approved the appointment of Dr. Deidre Douglas to the Altavista Recreation Committee for a term of three years, to expire December 31st, 2023.

A motion was made by Councilman Mitchell, seconded by Councilman George.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

14. Adjournment

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

The meeting was adjourned at 8:13 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session January 26, 2020

The Altavista Town Council’s January 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on January 26, 2021 at 5:00 p.m.

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 – by phone
Dr. Scott Lowman
Mr. Wayne Mitchell

Absent: Mr. Jay Higginbotham

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Police Chief
Mr. Tom Fore, Altavista Public Utilities Director
Mr. David Garrett, Altavista Public Works Director
Ms. Sharon Williams, Community Development Director
Mr. George Sandridge, Community Development Intern
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Town Administration

1. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed January 26, 2021 Council Work Session Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Lowman, to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

2. Recognitions and Presentations

- FY2022 Budget – Agency/Non-profit Presentation

Town of Altavista Treasurer/Finance Director Tobie Shelton stated Town Council provides this opportunity for local agencies/nonprofits to deliver their annual fund request. She stated a representative from each agency was encouraged to attend the work session to answer any questions Council may have. She informed everyone the presentation process was a step related to the annual development of the town’s Draft Budget.

Mrs. Shelton stated, following the presentations, Town Council would provide direction to Town Staff in regard to each fund request and their potential inclusion in Altavista’s FY2022 Draft Budget. She stated the town’s Draft Budget would be delivered to Town Council at their Regular Council Meeting on Tuesday, February 9th.

Council Work Session January 26, 2020

Mrs. Shelton shared with Council each agency’s fund request for FY2022:

Altavista Area YMCA	\$100,000
Altavista Chamber of Commerce	\$30,000
Altavista on Track	\$5,000
Altavista Senior Center	\$1,000
Small Business Development Center	\$6,000

At that time, each agency gave Council a presentation including CY2020 follow-ups and their intentions moving into 2021, such as community involvement and events.

- Altavista Area YMCA – Executive Director Steve Jester

Mr. Jester stated he felt the YMCA was a very important part of the Town of Altavista. He stated the Y’s success was partly in part to the unique partnership between the town and the YMCA.

Mr. Jester stated town support, along with membership and program fees and charitable contributions, enables the YMCA to provide multiple programs to the community.

Mr. Jester stated, between the COVID-19 pandemic and the flood issues that occurred, 2020 was a challenging year for the YMCA, but they worked through it and persevered. He shared his appreciation for Town Staff and Town Council during the difficult times.

Mr. Jester stated he appreciated the opportunity to update Council on the YMCA; and he would be glad to answer any questions Council may have.

Councilman Mitchell asked Mr. Jester to give a brief summary of the impact the COVID-19 pandemic had on the Altavista Area YMCA.

Mr. Jester informed Council the Altavista YMCA normally had approximately 3,000 memberships on an annual basis, but those numbers dropped about 20% in CY2020. He stated a large number of the YMCA’s members were senior citizens, which had the biggest impact to memberships due to COVID-19.

Mr. Jester stated use of the YMCA Childcare Center had been increasing slowly over the past few months. He stated offering childcare had become a large expense for the YMCA during the COVID-19 pandemic, due to the staff-to-child ratio change.

Mr. Jester stated the YMCA did not normally rely on federal and state funding, but during the pandemic, the YMCA was able to utilize the available grant funding in order to keep the YMCA Childcare Center open.

Mr. Jester informed Council the YMCA was encouraging individuals to keep their memberships by offering them “donation receipts” for their membership cost, to be used towards their taxes.

Councilman Emerson stated he felt the Altavista Area YMCA was one of the “jewels” of the community. He thanked Mr. Jester and the YMCA Staff for all their hard work.

Councilman George stated he fully supported the YMCA organization.

Councilman Lowman stated he supported the YMCA as well.

Mayor Mattox stated he also felt the YMCA was one of the crown jewels of Altavista. He stated he was proud the town was able to help support the organization and he looked forward to another year of the successful partnership between the town and the YMCA.

Mayor Mattox thanked Mr. Jester for his presentation and for his efforts at the YMCA to continue offering the community its quality facility and programs.

Council Work Session January 26, 2020

- Altavista Area Chamber of Commerce – Chair Elect Romonda Davis

Mrs. Davis shared with Council the Chamber of Commerce's (the Chamber) appreciation for the Town of Altavista's previous support of the organization.

Mrs. Davis stated the Chair Elect for each Chamber Committee (Business, Civic, and Financial) would be presenting Council with committee updates that evening. She stated the presentations were to show how the Chamber of Commerce was a "valuable" part of the community, and with the town's support, could continue

Altavista Area Chamber of Commerce Board Member, Chamber Executive Committee Secretary, and Civic Committee Chair Coby Worsham addressed Council at that time.

Mr. Worsham stated, as a citizen and volunteer in the community, he thanked Town Council for the work and value they provide to the Town of Altavista and community.

Mr. Worsham informed Council the COVID-19 pandemic in CY2020 hindered the Chamber's ability to hold its traditional civic events, therefore resulting in a major loss of revenue for the organization.

Mr. Worsham referenced Altavista's Annual Christmas Parade that, due to COVID-19, was held in 2020 as the town's first "reverse parade". He stated, with help from Altavista's Public Works Department, the Altavista Police Department, Altavista Fire Company, and the Altavista Ruritan Club, the Chamber was able to hold a successful parade, with approximately 1,000 cars attending in the parades two hour timeframe.

Mr. Worsham stated, now having more time to raise funds and plan ahead for the event, it was the Chamber's intent to hold a reverse parade again in 2021, with more participants anticipated and a better "traffic flow".

Mr. Worsham informed Council the Chamber had started planning for the 2021 calendar year of events. He stated the Chamber hopes to bring back its TGIF events throughout the summer; as well as, the town's annual Uncle Billy's Day Festival, which had been scheduled tentatively for the first weekend in June.

Mr. Worsham stated there was a potential for the Chamber to add new activities to their event calendar, including a "drive-in movie" and a fall festival. He stated the Chamber would move forward with the fore-mentioned events as long as state and local (COVID) guidelines allowed for such gatherings.

Mr. Worsham stated the Chamber of Commerce was asking for Town Council's consideration to continue supporting the organization, in order for the Chamber to continue providing the these civic events to the Town of Altavista and its community.

Mayor Mattox thanked Mr. Worsham for his time and community service.

At that time, Cody Cyrus, Chamber of Commerce Board Chair Elect and Chamber Business Committee Chair, came before Council with business committee updates.

Ms. Cyrus stated the Chamber Business Committee had a busy year recognizing several businesses through "ribbon cuttings". She stated one of the biggest, and best attended events was for the National Center for Healthy Veterans. She stated the Chamber was proud to be a part of welcoming the center to the Altavista community.

Ms. Cyrus stated the Chamber also helped a few businesses with "ribbon re-cuttings". She stated, due to COVID-19, these events helped citizens know which businesses were open during the initial pandemic timeframe.

Council Work Session January 26, 2020

Ms. Cyrus stated, in 2020, the Chamber partnered with Altavista On Track (AOT) to help the retail community with Altavista's Holiday Open House, an annual town-wide event. She stated, with AOT's help, the Chamber was able to subsidize the cost for a few town businesses for their television spotlights on "Living in the Heart of Virginia".

Ms. Cyrus stated, due to COVID-19, the Chamber Business Committee also had to cancel some of their 2020 events and activities, adding to the decrease in the Chambers incoming revenue.

Ms. Cyrus informed Town Council the Chamber Business Committee was planning to restructure its 2021 event calendar, by offering all events virtually. She stated this would allow the committee to hold more events than in previous years.

Ms. Cyrus stated there were ten virtual "Coffee & Conversation" events tentatively scheduled in 2021, for education and networking purposes, instead of only having four in person as in the past. She stated the "Lunch & Learn" events would also be virtual.

Ms. Cyrus stated the Chamber of Commerce felt these changes would add "value" to Chamber's membership benefits.

Ms. Cyrus stated the Chamber heard from the small business community that they were not prepared for the "online sales" and marketing required to sustain their businesses during the COVID-19 pandemic. She stated the Chamber intends to focus on those issues and help by offering additional (virtual) meeting events in 2021.

Ms. Cyrus informed Council the Chamber Business Committee has partnered with Campbell County to offer "Q & A" (question and answer) webinar in regard to COVID relief resources and funding available for the Altavista area.

Ms. Cyrus concluded her presentation by giving Council a brief description of the Chamber Business Committee's new "affiliate" program, which would offer member-to-member benefits. She stated the program would allow Chamber members to share, or swap, their business services with other members at a discounted cost.

Ms. Cyrus stated she felt the sole function and purpose of a Chamber of Commerce Business Committee was to be a "voice" for the town's business community; and to help the Chamber identify the businesses that need help to survive and thrive.

Ms. Cyrus stated, with consistent efforts from the Chamber Business Committee, and continued support from other local organizations, it was the Altavista Area Chamber of Commerce's intent to help every Altavista business "stay in business", which was beneficial to everyone involved (the businesses, the town, and the community).

Mayor Mattox thanked Ms. Cyrus for her time and her presentation.

At that time, Nathan Dowdy, Chamber Executive Committee Treasurer, came before Council with updates and the intended 2021 plans of the executive committee.

Mr. Dowdy stated he was a lifelong member of the Altavista community (born and raised in adjacent Lynch Station and a graduate of Altavista High School), and he felt it was a privilege for him to work and serve in his hometown. He thanked Town Council for their service and leadership for the town and community.

Mr. Dowdy stated, due to the COVID-19 pandemic, the year 2020 was an emotional and financial struggle for both businesses and families.

Mr. Dowdy stated, as fore-mentioned by his Chamber Committee colleagues that evening, the Chamber of Commerce was unable to generate funds from holding its traditional events, therefore causing a significant loss in total annual revenue.

Council Work Session January 26, 2020

Mr. Dowdy stated, unlike the small businesses the Chamber of Commerce serves, the Chamber was a 501c6 organization, therefore was unable to utilize CARES Act Funding in 2020 to cover its loss in revenue. He stated recently new guidelines were put in place and he would investigate the Chamber's eligibility for the new 2021 year.

Mr. Dowdy stated he had come before Council that evening to ask for the town's continued support of the Altavista Area Chamber of Commerce.

Mr. Dowdy thanked Town Council for their time and consideration of the Chamber's fund request. He stated he looked forward to a new and hopefully profitable year, allowing the Chamber to become a "self-sustaining" organization.

At that time, Romonda Davis returned to the podium and stated she would be glad to answer any questions Council may have in regard to the Chamber of Commerce and/or its fund request.

Mayor Mattox asked Council if they had any questions for the Chamber of Commerce.

Councilman Mitchell stated he appreciated the Altavista Area Chamber of Commerce and the work they do, not only for the town's businesses, but also for the community.

Mr. Mitchell referenced the 2020 Altavista "Reverse" Christmas Parade and stated he also felt it was a success and that everyone enjoyed the parade.

Mr. Mitchell also referenced the Chamber's mention of having additional seminars and virtual meetings in the year 2021. He encouraged the Chamber to advertise and market the events as much as possible, in order for businesses and citizens to be more aware of what the Chamber of Commerce does and has to offer its community.

Councilman Emerson stated he also felt the Chamber of Commerce and all of its members and committees do a great job for the Town of Altavista. He thanked Mrs. Davis for the Chamber's hard work and service to the community.

Vice Mayor Bennett stated he was impressed with how the Chamber "worked around" the COVID issue. He stated the Altavista Area Chamber of Commerce had a great group of people in its organization and he felt they were moving in the right direction.

Mr. Bennett thanked the Chamber for the work they do for the Town of Altavista.

Councilman George also shared his appreciation for the Altavista Area Chamber of Commerce and all they do for the town and the community.

Mr. George stated the Altavista Recreation Committee had a couple of projects that may benefit from a partnership with the Chamber and he looked forward to working with them.

Councilman Lowman thanked the Chamber for the work they do, and stated he looked forward to meeting more of the Chamber's Board Members and working with them in the future.

Mayor Mattox stated he felt the current Chamber Board was one of its strongest to date. He stated, when something goes wrong, they find a way to fix the issue immediately.

Mayor Mattox asked if the town was current with its payments to the Chamber, to which Mrs. Davis stated she was unsure.

Mayor Mattox asked Town Staff to follow-up on the matter.

Mayor Mattox thanked Mrs. Davis and the other Chamber Members present that evening for their time and each of their presentations.

Council Work Session January 26, 2020

- Altavista On Track (AOT) – Board President Reverend Ed Soto

Reverend Soto updated Council with AOT's 2020 year-in-review, as well as, a brief overview of their plans and intentions for calendar year 2021.

Reverend Soto referenced the 2020 COVID-19 pandemic. He stated, like other town organizations, Altavista On Track had also been affected by the unprecedented issue.

Reverend Soto stated, due to COVID-19, AOT held their largest fund raising event, the Altavista Annual Gibley Jog, virtually in 2020. He stated the event did not draw as many participants as in previous years, resulting in a loss of the event's normal revenue.

Reverend Soto stated AOT was also forced to cancel their Annual Block Party, held on Broad Street. He stated AOT partners with Altavista's library, Staunton River Memorial, for this community favorite event. He stated AOT hoped to be able to include the Block Party in their annual schedule of events in the near future.

Reverend Soto reminded Council of AOT's support for the town's small business community by offering \$500 Grants during the initial "hit" of COVID-19, to be used for such things as rent, utilities, and/or marketing their business online.

Reverend Soto stated AOT also partnered with the Altavista Area Chamber of Commerce in 2020, by participating in the state's annual Shop Small Event and hosting "Shop Small Altavista".

Reverend Soto stated, moving into calendar year 2021, it was AOT's intent to expand the Altavista Downtown District, which would help AOT to include and impact more local businesses. He stated AOT was currently discussing this change/growth with the DHCD (Department of Housing and Community Development) and representatives from AOT's state affiliate, the Virginia Main Street Program.

Reverend Soto stated there had been "good feedback" on the 2020 Altavista Christmas Ornament, so AOT planned to continue the fundraising effort in 2021.

Reverend Soto referenced AOT's recent support of the town's new SPARK Innovation Center (an AEDA project), by contributing funds for a feasibility study on the project.

Reverend Soto also informed Council that AOT was currently working with Avoca Director Mike Hudson to bring additional signage to town, highlighting some of the town's historic buildings in the Downtown District.

Reverend Soto stated Altavista On Track would continue to partner with other Altavista organizations and encourage citizens to spend time in, and support their community.

Reverend Soto referenced AOT's recent transition in leadership and the new Main Street Interim, George Sandridge. He stated the AOT Board was looking forward to a new year and working with Mr. Sandridge on future endeavors.

Reverend Soto stated AOT continues to look for grant funding and new fund raising opportunities. He assured Council that Altavista On Track would always aspire to engage and support the Altavista community.

Reverend Soto thanked Council for their time and stated he would be glad to answer any questions they may have.

Councilman Mitchell stated he appreciated the work Altavista On Track does for the Town of Altavista, and stated he looked forward to working with them in the 2021.

Councilman Emerson also shared his appreciation for the AOT organization and thanked Reverend Soto and the AOT Board for the work they do for the town.

Council Work Session January 26, 2020

Vice Mayor Bennett stated he was proud to be a part of AOT as Town Council liaison. He stated he was privileged to see their dedication and hard work first hand, and he appreciated AOT's continued efforts in making the Town of Altavista thrive.

Councilman George agreed with Vice Mayor Bennett and thanked AOT for their work.

Councilman Lowman stated Altavista On Track had a strong Board and volunteer group, and he felt they had "a ton of potential". He stated he was impressed with their previous accomplishments and looked forward to seeing what they do in 2021.

Mayor Mattox referenced the recent joint meeting between AOT and the Altavista Economic Development Authority (AEDA). He stated he was very impressed with the group's collaboration and he appreciated the two groups working together to make Altavista a better place to work, live, and play.

- Altavista Senior Center -
Campbell County Recreation Department, Stormi Anderson Arrowood (virtual)

Ms. Arrowood reminded everyone the Altavista Senior Center was located on Avoca Lane in Altavista. She stated the center has approximately forty members that, during normal times, usually meet on Tuesdays.

Ms. Arrowood stated, due to COVID-19, the center had not been open to its members since March of 2020. She stated, however, the center was keeping in touch with its seniors by sending them "goodie bags" to help keep them in good spirits.

Ms. Arrowood stated the center plans to reopen for its members soon. She stated, due to COVID guidelines and restrictions, it was their intent to have meetings located outside, and also offer its members outside activities within the community, in order to keep everyone safe, while still offering the fellowship the seniors were used to.

Ms. Arrowood stated the funding provided by the town helps the center offer its seniors items they may not otherwise be able to afford, such as transportation to local volunteer opportunities and community activities, such as Bingo at the local nursing home.

Ms. Arrowood stated she would be glad to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions in regard to the Altavista Senior Center's calendar year 2021 fund request (FY2022 Budget), to which there were none.

Every Council member thanked Ms. Arrowood and the center for their work.

Vice Mayor Bennett stated there was a high ratio of seniors living in the Town of Altavista, and some have no family to care for them. He thanked Ms. Arrowood and the center for the work and support they offer the town's seniors.

Vice Mayor Bennett stated it was important for a locality to have agencies such as the senior center, in order to keep its seniors encouraged and involved with the community.

Mayor Mattox agreed with the Vice Mayor's statement. He stated he would also like to personally thank Ms. Arrowood and the Altavista Senior Center on behalf of the Town of Altavista for the good work they do for the town's senior community.

- Virginia Small Business Development Center (SBDC) –
Executive Director Stephanie Keener (virtual)

Council Work Session January 26, 2020

Ms. Keener reminded everyone the SBDC served the Town of Altavista, the City of Lynchburg, and the counties that surround Lynchburg. She stated the SBDC's office was hosted (located) locally at the Lynchburg Regional Business Alliance.

Ms. Keener informed Council the SBDC assisted one hundred and five (105) businesses in CY2020, with four of those businesses being located in Altavista.

Ms. Keener stated the SBDC appreciated the support the Town of Altavista had given them in previous years, and looked forward to that continued partnership.

Ms. Keener stated, since there were new members on Town Council, she would give them a brief description of the SBDC's mission and purpose.

Ms. Keener stated the Lynchburg office was one of twenty-nine Virginia SBDC offices across the Commonwealth of Virginia. She stated its headquarters was located at George Mason University in Fairfax, Virginia.

Ms. Keener stated the SBDC's main purpose was to provide training and technical assistance to small businesses. She stated the program was available to any individual that was considering opening a new, or expanding an existing small business.

Ms. Keener stated the program was a "cooperative agreement" between the US Small Business Association, multiple career institutions across the Commonwealth of VA, and Virginia's local government. She stated the program's services were either free or at low cost to their clients; and information regarding a client remained confidential.

Ms. Keener stated the funding invested by localities, like the Town of Altavista, allows the SBDC to offer its clients educational and advisory services for development, growth, and expansion of their business, with topics such as employment research, investor relations, financial advisors, marketing resources, and more.

Ms. Keener stated the SBDC works closely with the local government and local financial institutes to keep their advisory information current.

At that time, Ms. Keener gave Council an overview of the SBDC's plan for 2021.

Ms. Keener stated the SBDC has partnered with Altavista On Track and the Chamber of Commerce to revise the town's (previously known) "Pop-up Program" to provide a multi-week entrepreneurship program for Altavista Businesses in late spring 2021.

Ms. Keener referenced the SBDC's Start Smart Program, which focuses on new and early-stage businesses. She stated the program had been expanded to include a "Budget and Tax check-in" class, and a "Digital Toolbox" class.

Ms. Keener informed Council the SBDC would be offering a new event in 2021, a COVID-19 Impact and Recovery class. She stated, due to COVID-19, the SBDC moved most of its events/classes online.

Ms. Keener concluded her presentation and stated she would be glad to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions for Ms. Keener in regard to the Small Business Development Center's 2021 funding request (FY2022 Budget).

Councilman Mitchell stated he appreciated the work the SBDC does throughout the Commonwealth of Virginia. He stated he would like to see the SBDC give more help to Altavista's organizations, like Altavista On Track and the Chamber of Commerce, with marketing and advertising of the town's small business initiatives and business related projects and events/activities.

Council Work Session January 26, 2020

Ms. Keener agreed the SBDC needed to improve their assistance with marketing and the issue was on their “radar” and intended plans for 2021.

Councilman Emerson also thanked Ms. Keener and the SBDC for what they do for the Lynchburg Region, Town of Altavista, and the community.

Vice Mayor Bennett referenced the SBDC, Altavista On Track, and the Chamber of Commerce. He stated he would like to see the town partner with all of its local agencies and combine their information in one place, such as the town’s web page. He stated he felt having all the information in one place would be beneficial to businesses.

Councilman George thanked the SBDC for the hard work they do.

Councilman Lowman stated he personally utilized the SBDC’s services almost twenty years ago. He stated what the SBDC does for entrepreneurs and small businesses to “get started on the right foot” was priceless and much appreciated.

Mayor Mattox also thanked Ms. Keener for her work with the SBDC and for what they do for the Town of Altavista and the community.

- Central Virginia Planning District Commission (PDC) Hazard Mitigation Plan Update
Kelly Hitchcock, CVPDC Planning and Development Director

Background:

The Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update (CVPDC HMP 2020) identifies hazard, such as flooding, severe weather, wildfires, area of vulnerabilities, as it establishes goals and objectives, presents regional and locality-specific strategies, and/or potential actions to lessen the overall impact to households, businesses, and properties from natural disasters. The CVPDC HMP was developed through a comprehensive public outreach process, and through the leadership and guidance of the HMP Technical Advisory Committee (TAC), comprised of local, state, and regional governmental staff, local business, non-profits, and local citizen stakeholders. Altavista was represented throughout the Plan’s development on the TAC by Sharon D. Williams, Community Development Director, and Thomas Fore, Director of Public Utilities. Waverly Coggsdale, III, Town Manager and David Garrett, Public Works Director, were also directly involved in contributing to the development of the Altavista Town HMP Mitigation Strategies, as well as the Regional HMP. The CVPDC HMP 2020 can be accessed on the CVPDC Hazard Mitigation Plan website

The Disaster Mitigation Act of 2000 requires local governments, as a condition for eligibility to receive federal mitigation funds, establish a plan to identify hazard risk, vulnerabilities, and strategies. The Central Virginia Planning District Commission (CVPDC), in partnership with its member localities, state and local agencies, and public stakeholders, had completed the regional pre-disaster plan, or “Hazard Mitigation Plan”.

Altavista Community Development Director Sharon Williams informed Council the CVPDC Planning and Development Director, Kelly Hitchcock, would be delivering Council a presentation in regard to the CVPDC HMP.

Ms. Williams stated, after Ms. Hitchcock’s presentation, Town Staff would ask for Council to consider the adoption of the 2020 Central Virginia Planning District Commission Hazard Mitigation Plan as Altavista’s HMP moving forward.

At that time, Ms. Hitchcock gave Town Council a brief overview of the HMP process.

Ms. Hitchcock shared with Council the project’s entire list of team members, which included Altavista’s participating members fore-mentioned by Ms. Williams.

Council Work Session January 26, 2020

Ms. Hitchcock informed Council the adoption of the 2020 CVPDC HMP assured participating jurisdictions continued entitlement for FEMA and other federally-funded grant assistance: the Hazard Mitigation Grant Program (HMGP), the Building Resilient Infrastructure and Communities (BRIC) Program, the Flood Mitigation Assistance (FMA) Program, and the Rehabilitation of High Hazard Potential Dam Grant Program.

Ms. Hitchcock stated that funding for the HMP project was provided through a grant from the Virginia Department of Emergency Management (VDEM) and Federal Emergency Management Agency (FEMA), with the appropriate match made by each CVPDC locality.

Ms. Hitchcock shared with Council a Hazard Identification and Risk Assessment (HIRA) used during the CVPDC HMP process.

1. Identify and profile the hazards that could affect the jurisdictions in the CVPDC area.
2. Determine which community assets are the most vulnerable to damage from these hazards.
3. Estimate social, economic, and environmental losses from these hazards and prioritize the potential risks to the community.

Ms. Hitchcock stated all jurisdictions in the CVPDC area were vulnerable to natural, technological, and man-made hazards that could threaten the safety of residents, and have the potential to damage or destroy both public and private property, cause environmental degradation, and/or disrupt the local economy and overall quality of life.

Ms. Hitchcock stated, while many disasters are possible for any given area in the United States, the most likely hazards to potentially affect the communities in the CVPDC area generally included the hazards in the 2020 HMP update.

Ms. Hitchcock stated a ranking analysis was used to help identify which hazards should be considered a priority in the CVPDC Region. She stated drought, flooding, and urban fire hazards were ranked the highest in hazard risk; and earthquakes, fog, land subsidence/karst, and landslide hazards were ranked as low hazards for the region.

Ms. Hitchcock stated the “Mitigation Strategy” section of the HMP presents goals, objectives, and specific actions to assist in minimizing the vulnerability and impact of natural and man-made hazards. She stated the mitigation strategies were meant to be comprehensive with both regional and location-specific actions, while, at the same time, being feasible for the regional and jurisdictional capabilities.

- Information & Outreach Goal:
Increase hazard awareness and preparedness activity participation by area individuals, property owners, and businesses.
- Prevention Capacity Goal:
Through governmental operations, business and private sector partnerships, advance planning initiatives, voluntary and regulatory programs (e.g. code enforcement), and maintenance practices to lessen hazard impacts.
- Property Protection Goal:
Support property and infrastructure fortification programs and projects to lessen hazard impacts to lives, property, and infrastructure.
- Structural Projects Goal:
Execute measures that significantly lessen the impact of natural hazard impact to lives, communities, property, and infrastructure in the region.
- Natural System Resiliency Goal:
Preserve the function and resiliency of the region’s natural resources and sensitive landscapes.

Ms. Hitchcock stated the success and value of the CVPDC HMP as a mitigation tool and resource relied on plan integration, monitoring, evaluation and, when necessary, amendments. She stated, although adoption of the HMP was essential, its success was the structural integration of the HMP within a locality’s community and regional plans, regulatory systems, departmental procedures, and funding structure.

Council Work Session January 26, 2020

Ms. Hitchcock stated, it was important to point out, the adoption of the HMP was not an obligation that “you must” or “a guarantee that you will”. She stated the strategies were in place for localities to attempt if viable and/or feasible for them to implement.

Ms. Hitchcock stated many of the mitigation strategies, especially property protection, structural, or natural system resiliency projects, would require considerable planning and large financial investment. She stated execution would require continuously seeking funding opportunities, including federal and state grant programs, incorporation, and dual benefits across departments and agencies to capitalize on funding efficiency and integration within a locality’s capital improvement plans (CIPs).

Ms. Hitchcock stated the CVPDC would be responsible for convening a CVPDC Mitigation Plan Advisory Committee (MPAC), similarly comprised of locality and agency stakeholder representatives. She stated the CVPDC planned to facilitate twice-yearly MPAC meetings, where mitigation strategy implementation, including regional, locality-specific, and stakeholder summaries, would be reported.

Ms. Hitchcock stated the CVPDC Hazard Mitigation Annual Report, as well as regular program features throughout the year, would be made available for public comment and housed on the Central Virginia Planning District Commission Mitigation Plan Website.

Ms. Hitchcock informed Council that FEMA recognized the CVPDC HMP as a “best practice” for its localities. She encouraged Council to utilize the CVPDC website for additional information regarding Hazard Mitigation Planning and the 2020 CVPDC HMP proposed for Altavista’s adoption.

Ms. Hitchcock reminded Council that Altavista had identified fourteen (14) strategies for the HMP, unique to the Altavista community, which included information, outreach, and coordination with other CVPDC localities.

Ms. Hitchcock stated the CVPDC submitted the final draft of the HMP to VDEM in October 2020 and they provided amendments to the draft plan. She stated the CVPDC met their obligation to FEMA and VDEM and held a third “public review” meeting to conclude the draft HMP process.

Ms. Hitchcock stated there was a formal review meeting between FEMA and the CVPDC that was held on December 21st, 2020. She informed Council, after a few FEMA recommended revisions, the draft HMP was resubmitted and approved/adopted by FEMA (pending locality adoption) on January 22nd, 2021.

Ms. Hitchcock stated the CVPDC HMP was a 5-year document, starting the day after the first locality adopts the plan.

Ms. Hitchcock concluded her presentation and stated she would be happy to answer any questions Council may have in regard to the CVPDC HMP.

Councilman Mitchell asked if the HMP only covered “natural” disasters.

Ms. Hitchcock answered stating, by FEMA regulations, the HMP was required to include natural disasters. She stated it was up to each individual locality if they desired to go beyond that requirement.

Ms. Hitchcock stated the 2020 CVPDC HMP did include some “man-made” hazards.

Vice Mayor Bennett thanked Ms. Hitchcock for the comprehensive work done on the HMP. He stated he felt the HMP was another way the Town of Altavista could add to its efforts in keeping its citizens and community safe.

Councilman George and Councilman Lowman both thanked Ms. Hitchcock for the CVPDC HMP update and her presentation.

Council Work Session January 26, 2020

Mayor Mattox asked Council for their input on placing this item on Council’s February 9th Regular Meeting Consent Agenda for adoption approval of the CVPDC HMP.

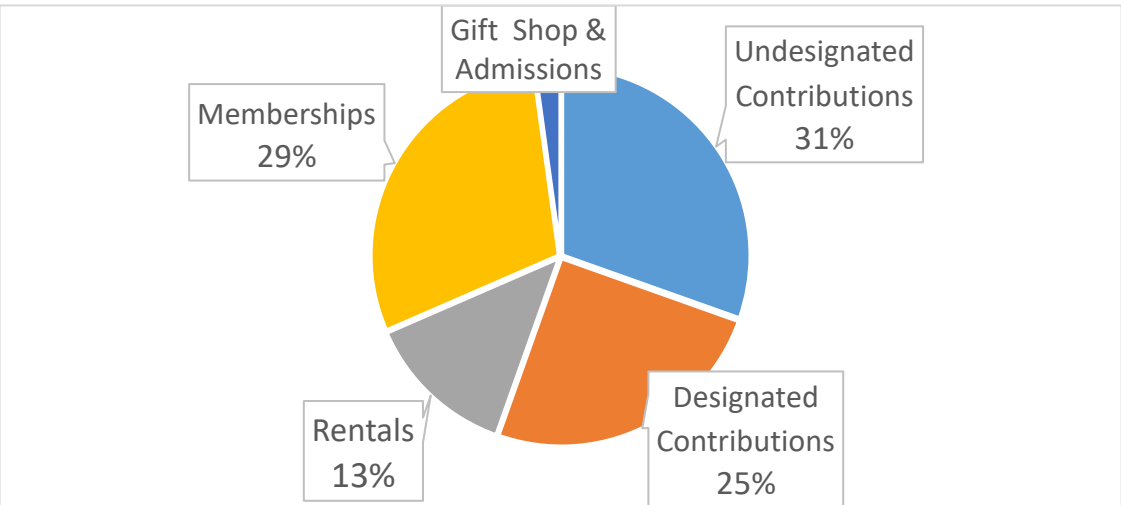
All Council members were in consensus to do so.

- Avoca Museum Annual Report – FY2020
Avoca Executive Director Mike Hudson

Explanation:
Avoca is a town-owned property and a Board of Directors oversees the museum activities. The museum director is a town employee. The Town of Altavista funds the personnel cost of the museum; while the Avoca Board funds the operations costs. Each year the Executive Director of Avoca provides Town Council with an “annual report”, detailing the activities of the museum and its Board of Directors over the past year.

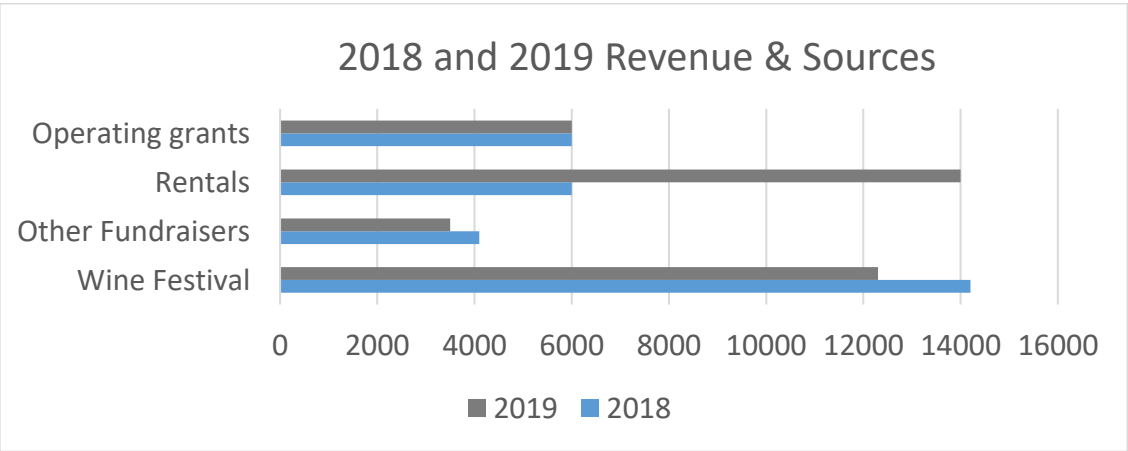
Mr. Hudson thanked Town Council for their time and the opportunity to share Avoca Museum’s 2020 Annual Report. He shared a PowerPoint regarding the annual report; and briefly discussed how the recent COVID-19 pandemic had effected American museums.

Mr. Hudson referenced the first graph of the PowerPoint, Avoca’s 2020 revenue sources.



Mr. Hudson stated, with 430 households from around the world contributing to the museum annually, the bulk of Avoca’s revenue comes from memberships, ranging from \$25 to \$5,000 depending on the donor. He stated Avoca collected approximately \$26,000 in membership dues in CY2020.

Mr. Hudson shared a chart showing Avoca’s previous two years of “self-funding” revenue.



Council Work Session January 26, 2020

Mr. Hudson stated Avoca's Annual Wine Festival and "rental" of the property for occasions such as weddings, were two of the museum's largest revenue sources. He stated, due to the COVID-19 pandemic, Avoca was unable to do either of those things in CY2020, resulting in a huge loss of annual revenue to the museum.

Mr. Hudson stated, not being able to utilize those two revenue resources, posed a unique challenge for the museum. He informed Council, however, with continued membership support, and public and private grants, Avoca was able to make it through 2020 without the threat and consideration of having to close the museum.

Mr. Hudson informed Council, prior to the 2020 COVID-19 pandemic, American Museums were already closing at an alarming rate. He stated, unfortunately, COVID-19 only increased that number.

Mr. Hudson stated the Avoca Museum was blessed to have an unwavering Board of Directors, multiple volunteers, and the continued support of its members to keep it going.

Mr. Hudson shared with Council a brief overview of what Avoca was currently working on to strengthen the organization.

1. Implementing new and comprehensive accounting software and practices.
2. Collaborate with Town Staff to identify and remediate weaknesses and repair needs in the Avoca property's historic structures.
3. Direct new historical research and archive the museum's thousands of artifacts, documents, letters, and books.
4. Find more efficient ways of consolidating and storing the museum's collections.
5. Identify areas of electrical hazards and have them remediated.
6. Leverage a capital campaign to solve the museum's landscaping storage needs.
7. Escalate a grant-writing campaign for the next fiscal year.
8. Diminish landscaping and minor repair costs.
9. Plan for future "special events" (though, despite the efforts, many may still be cancelled due to the continued presence of COVID-19).
10. Upgrade the museum's research databases and printing capabilities.
11. Implement cleaning/sanitation practices designed to target the spread of COVID-19.
12. Design new and engaging exhibits and educational programs the museum would provide to the community in the future.

Mr. Hudson thanked Council for their time. He stated he would be glad to answer any questions Council may have in regard to the Avoca Museum CY2020 Annual Report.

Councilman Mitchell thanked Mr. Hudson for his work at Avoca. He stated he looked forward to the time when Avoca could resume its regular schedule of annual events.

Councilman Emerson stated the Avoca Museum and property was one of Altavista's "jewels" in the community. He stated he always enjoyed their events he has attended.

Vice Mayor Bennett stated he had always loved local "history". He stated he felt Mr. Hudson and the Avoca Board of Directors were doing a fabulous job at Avoca.

Vice Mayor Bennett suggested Avoca consider allowing its members to pay their membership dues online with "auto-draft", or through PayPal. He stated he felt, by doing so, it could potentially increase Avoca's memberships and revenue.

Mr. Hudson thanked the Vice Mayor for his suggestions. He informed Council that Avoca would be offering "auto-draft" for membership dues in CY2021 (for the first time).

Vice Mayor Bennett referenced the Altavista Area YMCA offering their members a receipt for their membership dues in order to use it as a "tax write-off". He suggested Avoca also consider doing so, which would be an additional benefit to its members.

Council Work Session January 26, 2020

Mr. Hudson stated, with Avoca being a 501c3 organization, all monetary gifts/donations, including membership dues, were tax deductible.

Councilman George also thanked Mr. Hudson for the work he does at Avoca and for the Town of Altavista and its community. He stated, in reference of COVID-19, he also looked forward to “things getting back to normal” and being able to attend Avoca events.

Councilman Lowman thanked Mr. Hudson for his annual report. He stated he was glad to hear that Avoca was able to successfully navigate through the “COVID-19 storm”.

Mr. Hudson thanked Mr. Lowman and welcomed him to Town Council.

There were no additional comments from Council for Mr. Hudson in regard to Avoca.

Mayor Mattox also thanked Mr. Hudson for Avoca’s annual report and stated he felt it was one of his best presentations to date. He stated he was happy to hear that Avoca was doing well, and he was confident in its leadership the museum would continue to do so.

3. Citizen’s Time - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

4. Items Referred from Previous Meetings

There were no “items” from previous meetings scheduled for the January work session.

5. New Items for Discussion

There were no “new” items for discussion scheduled for the January work session.

6. Updates/Informational Items

A. Dalton’s Landing Canoe Launch Project (a.k.a. Dalton’s Landing)

Background:

Dalton’s Landing Canoe Launch is a project that has been planned for several years. Town Council approved the Dalton’s Landing Canoe Launch Project as part of the town’s Capital Improvement Plan in 2017. Construction began in October 2020. The contract states that {excerpted language} ‘work will be substantially completed on or before February 15, 2021 and completed and ready for payment on or before March 15, 2021’. Due to severe weather in November, and the need for a change order to remedy soil stabilization issues, the project is currently behind schedule. There is a permit with Department of Wildlife Resources (DWR) that says no “in-river” construction can be done between March 15 and June 15 due to the endangered fish, the Roanoke Logperch, and its spawning season. Since there were delays in the site preparation, the parking lot cannot be paved until the asphalt plant re-opens; however, other construction on the launch itself will be continuing. The contractor, engineers, and town have been working together to develop a plan to have the project meet the in-river deadlines and move the project forward as quickly as possible, while still remaining within the scope of the project.

Council Work Session January 26, 2020

Assistant Town Manager Amie Owens addressed Town Council in regard to this item. She informed Council that Engineer Tim Guthrie, Gay & Neel, was present that evening to give them a brief update on the current progress of this project.

Mr. Guthrie referenced the project's original design and stated it called for three feet depth of water, with cofferdams included. He stated, due to recent rainfall, the depth of water was staying around seven feet over the past couple of months.

Mr. Guthrie stated there were two alternative options available for Town Council to consider. (1) to modify the original design, and (2) to "build up" the cofferdams to allow for the increase in water depth. He stated both options would increase the project's initial cost, but modifying the plan would also cost the town valuable "time".

Mr. Guthrie informed Council that he was working with the contractor of the project, who was currently working with Smith Mountain Lake Dam, in order to find a "window of favorable weather conditions" to allow a two-week timeframe for the project to move forward as planned.

Mr. Guthrie stated Gay & Neel extended the permit for the project, in case it became necessary, but they still hoped to complete the "in-water" work by March 15th.

Mr. Guthrie stated, with Smith Mountain Lake Dam's cooperation, and if the weather stays favorable, the work could be completed as planned and not have to be modified.

Mr. Guthrie stated he would keep Town Staff and Council informed of the collaboration with Smith Mountain Lake Dam and of the projected timeframe.

Mr. Guthrie asked for Council's input and if they had any questions.

Councilman Mitchell asked if March 15th was the intended completion date or the date to be out of the water.

Mr. Guthrie stated, due to environmental restrictions, the town/contractor had to be out of the water by March 15th. He stated the remaining aspects of the project (such as the asphalt parking lot) would start after the in-water phase was completed.

Mr. Guthrie reminded Council, if the in-water phase was not completed by March 15th, the town would have to extend the project until September.

Mr. Mitchell asked for details of the second available option.

Mr. Guthrie stated the second option consisted of raising the cofferdams to eight feet and additional riprap (rock), which would increase the project's cost by approximately \$15,000-\$20,000.

Councilman Emerson asked what would determine the fore-mentioned "two-week window of opportunity" for the in-water construction phase of the project.

Mr. Guthrie stated the weather/rainfall was the main factor in that consideration.

Mr. Emerson asked, if the cofferdams were raised to eight feet, could the project continue as planned.

Mr. Guthrie stated that was correct. He stated the water had been fluctuating from three to seven feet lately, so an eight feet cofferdam would be viable for the project.

Mr. Emerson asked if there were any funds remaining in the project's budget to move forward with raising the cofferdams.

Assistant Town Manager Amie Owens stated, after proposed signage and amenities, there would be approximately \$48,000 remaining in the budget.

Council Work Session January 26, 2020

Mr. Emerson stated he did not favor having to postpone the canoe launch project until September. He suggested, since the project had been ongoing for three years, Council should consider doing everything possible to move the project forward.

Mr. Mitchell stated he believed in doing a project “correct” the first time, and not having to complete this project in pieces with a completion date “extension”.

Town Manager Waverly Coggsdale asked Mr. Guthrie, if the weather did not cooperate and a change order had to be made to raise the cofferdams, was there a cut-off date the town needed to be aware of in order to implement the change order.

Mr. Guthrie stated, if the contractor and Smith Mountain Lake Dam representatives felt there would not be an upcoming weather opportunity to move forward, there would still be time to utilize the option of raising the cofferdams to complete the in-water construction phase by March 15th.

Vice Mayor Bennett asked if raising the cofferdams would extend the initial estimated two-week timeframe needed for the in-water construction phase.

Mr. Guthrie stated the contractor had completed some pre-construction work, so even if the cofferdams had to be raised, the in-water construction should still only take two weeks to complete.

Councilman George stated, since there were funds remaining in the canoe launch budget, he would be ok with utilizing those funds to help move this project forward if necessary.

Mayor Mattox asked if the Department of Wildlife Resources (DWR) would allow the town a “variance” on the timeframe for exiting the water by March 15th.

Mr. Guthrie stated the DWR would allow an extension on the permit to allow for additional “years” to complete the project, but not the March 15th to June 15th timeframe for in-water construction, due to environmental restrictions.

Mayor Mattox asked for Council’s input for how to move forward with this item.

All Council members were in consensus, if weather conditions were not favorable to move the project forward as initially planned; to utilize remaining project funds and allow the contractor to raise the cofferdams to eight feet, in order to complete the in-water construction phase of the Dalton’s Landing Canoe Launch Project by the DWR’s deadline of March 15th.

Town Manager Waverly Coggsdale stated he would work with Mr. Guthrie to determine a “cut-off” date for determining whether or not the town would need to modify its initial in-water construction plan to include raising the cofferdams and still meet the March 15th deadline for completion.

Assistant Town Manager Amie Owens stated, if it was determined the cofferdams would need to be raised and additional funds needed to be used, Town Staff would bring the change order before Council for approval consideration.

There were no additional questions or comments in regard to this portion of the item.

At that time, Assistant Town Manager Amie Owens addressed Council in regard to the proposed signage and trash cans for Dalton’s Landing.

Ms. Owens reminded Council the initial Dalton’s Landing Canoe Launch Project did not include lighting for the site. She stated the idea was suggested by Council and therefore investigated by staff.

Council Work Session January 26, 2020

Ms. Owens stated, due to the Town of Altavista being a SolSmart Bronze Designee, she looked into “solar” lighting for the site area. She shared a chart showing the proposed locations for the solar lights. She stated the entrance light would be a single-head, with the other three being double-head lighting.

Ms. Owens informed Council the cost of the proposed solar lighting was \$28,000, and would need Council’s approval of the change order. She stated, if Council desired, she would place the change order approval on Council’s next meeting agenda.

Mayor Mattox asked what the town’s policy would be in regard the “hours of operation” for Dalton’s Landing.

Ms. Owens stated the hours-of-operation for Dalton’s Landing was also an item for Council to consider and/or determine that evening.

Councilman Emerson stated, occasionally time “slips up on a person”, which could leave them in the dark getting out of the river. He shared his favor in having the lights.

Mayor Mattox referenced a conversation previously had by Council in regard to the hours-of-operation for Dalton’s Landing. He stated he thought it had been determined the site would be closed at “dusk”, in order to deter any mischief after dark.

Councilman Mitchell asked if the English Park Public Boat Ramp closed at dark.

Town Manager Waverly Coggsdale reminded Council the only gate at English Park was beside the Booker Building and only closed the entrance to the “park” itself. He stated the boat ramp and parking area adjacent to the boat ramp always stayed open.

Councilman Emerson stated there were several boat ramps in Campbell County that were always open. He stated the Town of Altavista would not be the only law agency patrolling and enforcing rules at the Dalton’s Landing property. He stated State Troopers, Campbell County Sheriffs, and the VA Game/Fishery Wardens would all be responsible for doing so.

Town Manager Waverly Coggsdale reminded Council the security gate was added to this project due to an objection of the canoe launch being in that area. He stated Council felt adding the gate would help deter any mischief and calm those concerns.

Assistant Town Manager Amie Owens stated, at that time, staff was seeking Council’s direction on the desired hours-of-operation for Dalton’s Landing.

Councilman Mitchell suggested, if the proposed lights reflected onto an adjacent neighbor’s house, Council should take that into consideration before voting.

Ms. Owens informed Council that Town Staff had been working with VODT in regard to the proposed solar lights and making sure the lighting would not cast out past the parking area onto the road, or into adjacent homes.

Vice Mayor Bennett stated, if an individual was on the river at dusk, the lights would help guide them to their take-out destination.

Mr. Bennett also reference the town’s fore-mentioned SolSmart Bronze Designation. He asked if the proposed solar lights were approved by Council, could their installation be used as a “stepping stone” towards the next SolSmart level (silver).

Ms. Owens stated she would investigate the possibility.

Councilman Lowman asked what the life-expectancy was for the proposed solar lights.

Ms. Owens stated the battery life was five to seven years, and the lights themselves had a twenty-year life expectancy.

Council Work Session January 26, 2020

There was a consensus of Council to allow staff to move forward with the purchase of the four proposed solar lights, at a total cost of \$28,000.

At that time, Assistant Town Manager Amie Owens shared a photo of the proposed entrance/information sign structure for Dalton's Landing; a triple-wood frame, with a stone foundation. She stated, if approved, the cost of the structure would be \$7,500.

Ms. Owens stated the sign would include a directional map to Altavista, if an individual was exiting the river at Dalton's Landing. She stated the sign could be formatted to have any information the town wanted the sign to have.

Councilman Emerson suggested the sign also have a "waterway map" showing the distance between local take-outs, such as Brookneal.

Councilman Mitchell stated there was a waterway map, as Mr. Emerson suggested, located at the dam for Ms. Owens to reference.

Councilman George stated the sign was also meant to recognize the "Dalton Family".

Ms. Owens stated, it could not be seen in the reference photo, but the sign did include reference to the Dalton Family for their contribution to the canoe launch project.

All Council members were in consensus to allow Town Staff to move forward with the proposed sign for Dalton's Landing, at a cost of \$7,500.

Ms. Owen continued by sharing with Council a photo of the trash cans proposed for locating at Dalton's Landing. She stated the proposed trash cans were ADA compliant, and also wildlife resistant.

Ms. Owens informed Council the amenities at Dalton's Landing would also include two picnic tables, similar to the replacements at English Park. She stated both the trash cans and picnic tables had a total cost of \$6,000.

All Council members were in consensus to allow Town Staff to move forward with the proposed trash cans and picnic tables for Dalton's Landing, at a cost of \$6,000.

Ms. Owens concluded her requests and updates by informing Council of her collaboration with Gary Robinson, with VDOT, in regard to "brown signage" for the Dalton's Landing Canoe Launch, to be placed at the town's entrance ramps, and also two miles each way north and south of Altavista.

Mayor Mattox asked if funds were allocated in the Dalton's Landing Canoe Launch Project's budget for permanent "porta-pottys".

Vice Mayor Bennett stated he felt the addition of porta-pottys was a necessary amenity.

Ms. Owens stated she would look at the budget and investigate the options.

There were no further questions or comments from Council in regard to this item.

B. Boat Ramp (English Park) – Town/DWR Agreement and Access Permit

Background:

State legislation was approved and became effective January 1, 2021, that requires an access permit for use of Department of Wildlife Resources (DWR) owned or managed boating access sites. The boat access point located in English Park was a joint project between the Town of Altavista and the DWR (formerly the Department of Game and Inland Fisheries).

Council Work Session January 26, 2020

An agreement exists between the two entities, which would require the access permit for use of this boating access site. The access permit would be required, unless you have a valid Virginia hunting, trapping or fishing license, a DWR Restore the Wild Membership, or current certificate of boat registration issued by DWR. The Town has the option to keep the agreement in place or rescind it; this would affect whether the access permit would be required. An individual or group can purchase an access permit: Daily Access Permit = \$4.00 per person; an Annual Access Permit = \$23.00; and Group Permits start at \$26 (1-12 people) and increase by \$25 for each increase in the group, up to the next dozen individuals.

Town Manager Waverly Coggsdale stated, with the new legislation, Town Council would need to make a decision concerning whether or not to continue the agreement, which would require the new access permit fee to be charged; or to do away with the agreement and allow use of the boat ramp without the permit. He stated ending the agreement would take away any obligation of DWR concerning the boat ramp and the facility would become the sole responsibility of the Town of Altavista.

Councilman Emerson shared his favor with the town ending their agreement with DWR in regard to the English Park boat ramp. He stated he felt the boat ramp was a public recreation spot provided by the town that should not require a permit for use.

Mayor Mattox agreed with Councilman Emerson's statement.

Councilman Mitchell asked, if the town remained in the agreement with DWR, who would be responsible for enforcing the permit access (writing tickets).

Mr. Coggsdale stated Conservation Officers/Game Wardens would be responsible for enforcing the permit access requirement.

Councilman Emerson stated any Law Enforcement Officer could write a ticket for the noncompliance of the boat ramp permit requirement. He stated it would depend of the authority given by the DWR.

Councilman George asked if the DWR contributes to the maintenance of the boat ramp.

Mr. Coggsdale stated, as per the agreement, they did not. He stated the DWR only contributes if the boat ramp gets washed away.

Mayor Mattox asked if the town's insurance would cover such an event as the boat ramp being "washed away" by flooding.

Mr. Coggsdale stated, if there was ever such a catastrophic flooding event to wash the boat ramp away, the town may need to rely on other resources, such as the Hazard Mitigation Plan mentioned earlier in the meeting.

Mr. Coggsdale stated, if Council chose to terminate its agreement with DWR, the town would need to give them a 180 day (6 month) notice as such.

Councilman Mitchell asked when the 180 day timeframe began.

Mr. Coggsdale stated he thought the agreement automatically renewed January 1st of each year. He stated, if Council desired to begin the termination process, he would investigate the matter further and work out the details and deadline date with his contact at DWR.

There was a consensus of Council to begin the termination process of the town's agreement with the Department of Wildlife Resources in regard to the English Park Boat Ramp.

Council Work Session January 26, 2020

Mr. Coggsdale stated, if there was any follow-up needed from Council, he would place the item on their February Regular Council Meeting.

Town Attorney John Eller informed Council, in reference to “paragraph three” of the Town/DWR Agreement, the agreement automatically renewed on a “fiscal year” basis.

Mr. Coggsdale stated, if Council desired, Town Staff would submit the town’s letter of intent to discontinue the agreement by January 31st. He stated this would meet the 180 day notice requirement to end the agreement by the start of the next fiscal year, July 2021.

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

There were no additional comments in regard to this item.

C. Utility Department Project Updates

i. McMinnis Water Line Project

Background:

The Town of Altavista hired Hurt & Proffitt to design the project that consists of replacing the existing 18,000 +/- feet of 8” water line between McMinnis Spring and the Bedford Avenue Tank. Hurt & Proffitt serves as the project engineer for design, bidding and construction administration; their contract totals \$104,940. At this time the plans, technical specifications and front-end documents are complete and staff is ready to move to the “bidding phase” of the project. The original cost estimate for this project was \$1,883,950.

Town Council previously approved the McMinnis Water Line Replacement Project as part of the Town’s Capital Improvement Plan in 2019. Mr. Bif Johnson of Hurt & Proffitt provided Council an update on this project at its January 12, 2021 Regular Meeting.

Altavista Utilities Director Tom Fore stated, at that time, staff was requesting Council’s consideration to move forward with bidding this project and placing the item on Town Council’s February 9th Regular Meeting Consent Agenda for approval to move forward.

All Council members were in consensus to do so

ii. Emergency Generator Project

Altavista Utilities Director Tom Fore introduced Scott Bortz, with Peed & Bortz, and stated Mr. Bortz would be updating Council on this item.

Mr. Bortz referenced the Virginia Department of Emergency Management (VDEM) Grant. He reminded Council the total award was \$523,005, with the town providing a 5% (\$24,905) match.

Mr. Bortz stated the generator project for the Staunton River Pump Station, Bedford Ave. Pump Station, McMinnis Spring and Reynolds Spring would become the Town of Altavista’s system-wide emergency power source for the town’s water supply.

Mr. Bortz stated three out of the four generators would be “ground mounted” with the fourth being on a platform.

Mayor Mattox asked if the emergency generators would cover town industry, or only residents.

Council Work Session January 26, 2020

Utilities Director Tom Fore stated the emergency generator system would allow the town to supply water to all of its customers, including industrial.

Mr. Bortz stated the new emergency system did not cover the Altavista Water Treatment Plant, but the facility had its own generator for emergency use.

Mr. George asked if the new emergency generator system would help eliminate the need for the town's waste water overflow pond.

Mr. Fore stated the water supply emergency generator system would not cover the town's waste water facility. He stated, however, once the Altavista Waste Water Plant's new "Class A Facility" generator was up and running, the overflow pond would not be necessary.

Mr. Bortz stated, at that time, he and Town Staff were seeking direction from Council on moving forward with this project. He stated, the goal was to "advertise" by mid-February, with a "notice to proceed" by April, and completion by August or September of 2021 (before hurricane season).

Mayor Mattox asked Mr. Fore if he had reviewed the plan and was happy with the plan to move forward, to which Mr. Fore stated he was.

Mayor Mattox asked Council if they had any additional questions in regard to this project/request, to which there were none.

All Council members were in consensus to move forward with this project and place the item on their February 9th Regular Meeting Consent Agenda.

D. Town of Hurt Request – Utility Connection Modification at WTP

Background:

The Town of Hurt recently received a Consent Order from the Virginia Department of Health regarding noncompliance with the disinfection by-products regulations. The requested piping revision would allow Hurt to obtain water from outside the Altavista Water Plant's "clearwell", enabling the Town of Altavista to modify its chlorine application point later in the treatment process. The modification would reduce the disinfection by-products formation and help the Town of Hurt regain regulatory compliance. The design and construction of this plan/request would be coordinated with the Town of Altavista's Water Treatment Plant Staff.

Altavista Utilities Director Tom Fore informed Council, if approved, the Town of Hurt had agreed to pay for the entire cost of the planned modification.

Mayor Mattox stated the Town of Hurt was one of the Town of Altavista's water customers. He stated he felt it was the town's duty to provide quality service to all of its customers. He shared his favor in Altavista "taking care of their neighbors" (the Town of Hurt).

Mr. Fore asked Town Council, if they agree to the Town of Hurt's request to install a new 2" Service line connection to the 16" water main in front of the Altavista Water Treatment Plant, he suggested they do so with the following agreement requirements:

1. That the Town of Altavista will allow this line until the Town of Altavista needs to relocate this line due to any future expansion. If it needs to be relocated the Town of Hurt will pay the relocation expense.
2. Install meter at the connection at the Town of Hurt's expense.
3. Town of Hurt maintain the lines from the end of the meter to the Town of Hurt Pump Station.
4. Restore the site to its original condition once the connection is made.

Council Work Session January 26, 2020

Mayor Mattox asked Council if they had any additional questions in regard to this project/request, to which there were none.

All Council members were in consensus to move forward with this project and place the item on their February 9th Regular Meeting Consent Agenda.

E. Tax Billing Discussion

Background:

Recently the Campbell County Board of Supervisors voted to implement “semi-annual tax billing” for real estate and personal property taxes. Town Staff had conversations with Calvin Massie, CC Commissioner of Revenue, in regard to this item and whether it would be a “requirement” of the Town of Altavista to do the same.

Town Manager Waverly Coggsdale informed Council that staff was still awaiting the answer on whether it would be a requirement for the town, or optional. He stated, however, staff would like to be proactive on this item.

Mr. Coggsdale stated staff looked at several options, in case Mr. Massie indicates that implementation would be optional.

- Keep real estate and personal property billing/payment on an annual basis (due December 5th) with continued education efforts that the town accepts payments at any time before the due date.
- Implement real estate and personal property semi-annual billing/payment, with an implementation date of June 2022.
- Implement real estate and personal property semi-annual billing/payment, with an implementation date of June 2023 (this would provide a year for the County to work through any

Town Manager Waverly Coggsdale stated Town Staff had already been educating and promoting to town’s citizens their ability to pay on their town taxes at any time throughout the year.

Mr. Coggsdale stated, at that time, Town Staff was seeking direction from Council on town tax billing; whether to stay annual, or implement semi-annual billing.

Vice Mayor Bennett asked if a public hearing would be required for this item.

Mr. Coggsdale stated, a public hearing would only be necessary if the town needed to revise its Town Code to reflect a new billing cycle. He stated, otherwise, a public hearing was not required.

Mr. Coggsdale stated, if Council desired, they could choose to inquire for “public input” for this matter.

Councilman Mitchell asked, if a tax bill was sent out in June, did it have to be paid then, or could an individual pay on the bill until the December 5th deadline.

Mr. Coggsdale stated Campbell County’s new plan requires their taxes be “paid” semi-annually.

Mayor Mattox stated Altavista could choose to send tax bills semi-annually, but give citizens the choice to either pay semi-annually, or pay entire bill by December 5th.

Mr. Coggsdale reminded Council that citizens already have the option to pay on their tax bill throughout the year. He stated semi-annually tax “mailing” would involve twice the work for Town Staff, if the bills are still due in December.

Mr. Mitchell shared his favor with Altavista keeping its current “annual” tax billing.

Council Work Session January 26, 2020

Vice Mayor Bennett shared his favor with semi-annual tax billing. He stated some individuals like having the option to pay a “big” bill (such as real estate and property taxes) in halves, or installments, rather than all at one time.

Mr. Bennett also reminded Council the Town of Altavista would receive a one-time 50% “windfall” of tax revenue, if they chose to implement semi-annual tax billing.

Town Manager Waverly Coggsdale confirmed Mr. Bennett’s stated. He stated the first year the billing would be implemented, the town would receive approximately \$250,000 in additional tax revenue.

Councilman Emerson asked Council to also consider that semi-annual tax billing would change a lot of other things the town does as well.

Mr. Emerson referenced his employment position at Campbell County. He informed Council he had to turn in his annual budget two to three months earlier than normal, due to the county’s new semi-annual tax plan.

Vice Mayor Bennett stated the first year was a transition year, and the extra work associated with semi-annual billing would “level out” over time.

Mayor Mattox asked Altavista Treasurer/Finance Director Tobie Shelton what percentage of citizens currently pay their tax bills on time.

Mrs. Shelton informed Council approximately 95% of Altavista’s citizens were current with their town tax bills.

Mayor Mattox stated the town would only be servicing 5% of its citizens if it went to semi-annual tax billing.

Councilman Mitchell stated he did not agree with changing to semi-annual tax billing for only 5% of the town’s citizens, when the citizens of Altavista already have the option to pay their town taxes ahead of the deadline and throughout the year.

Mr. Mitchell suggested the town continue educating the citizens of that option, and consider advertising the option more often throughout the year.

Councilman Emerson stated, whether town taxes are due in June or December, citizens are responsible for budgeting for that bill. He agreed with Mr. Mitchell for the town to continue educating town citizens of their option to “pay ahead”.

Councilman George stated he would defer his decision until more information was available.

Councilman Lowman asked what effect it would have on Town Staff if the town went to semi-annual tax billing.

Mrs. Shelton reminded Council, during tax billing season, Town Staff prints their own tax bills, hand-stuffed each tax bill envelope, and reconciled each account, so staff would be affected by accruing those large tasks twice a year, instead of once.

Town Manager Waverly Coggsdale stated, while it was important for Council to have the discussion in regard to semi-annual tax billing, but a decision did not have to be made until staff was informed by Campbell County if it would be required or not.

Vice Mayor Bennett reminded Council there was only one other county in Altavista and Campbell County’s surrounding jurisdiction that did not have semi-annual tax billing, which was Amherst County.

Council Work Session January 26, 2020

Mayor Mattox asked if the town offered an option for tax bills to be “auto-drafted”.

Mr. Coggsdale stated the town did have the auto-draft option for utility bills, but currently not tax bills.

Mrs. Shelton stated she would investigate the possibility further for an auto-draft option for tax billing.

Councilman Emerson suggested town staff incorporate a “public inquiry” with the town’s next quarterly utility bills (April 2021).

Mayor Mattox asked Council if they had any additional questions or comments in regard to semi-annual tax billing, to which there were none.

There was a consensus of Council to place this item on a future agenda, to allow time for Town Staff to hear from Campbell County to whether or not the Town of Altavista would be required to adhere to semi-annual tax billing.

Town Manager Waverly Coggsdale stated he would keep Council informed when staff received additional information from Campbell County in regard to this matter.

F. English Park Recreation Project Discussion

Background:

Councilman George requested that two items, related to proposed improvements in English Park, be placed on Council’s agenda. The two items relate to (1) a new restroom facility along Eagle Trail (parking lot area), and (2) construction of new athletic fields in the newer section of English Park.

Mayor Mattox stated, since Councilman George (present via phone) was having difficulty hearing the meeting over the phone, he asked Councilman George if he would like to postpone this discussion until he was physically present for a meeting.

Councilman George stated he was in favor of placing the item on a future agenda.

G. Avoca Board Request – to Amend Security Camera System Project

Background:

Avoca Executive Director Mike Hudson presented the original security camera system request to Town Council at their August 11, 2020 Regular Council Meeting, which was approved. The cost was \$3,262.50 and Council authorized the use of the “reserve” maintenance funds. Since Avoca is a town-owned property, the town requested the Avoca Board always run projects by Town Council for approval, especially if they would like to utilize the “reserve” maintenance funds (proceeds from the sale of the town’s previous Life Saving Crew building).

Town Manager Waverly Coggsdale informed Council the Avoca Board of Directors recently voted to request two additional security cameras, to be purchased and installed on the Avoca premises. He stated the anticipated cost was \$1,600 and Avoca would like to utilize the “reserve” maintenance funds that were set aside for Avoca.

Mayor Mattox asked the Town Manager who was in control of the fore-mentioned “reserve” maintenance funds.

Mr. Coggsdale stated, currently, the reserve funds from the sale of the town’s previous Life Saving Crew Building was controlled by Town Council. He stated, if Avoca has a project request to utilize the funds, the request was brought before Council for approval consideration.

Council Work Session January 26, 2020

Mr. Coggsdale asked Mr. Hudson if the request was time-sensitive, or if an approval could wait until the February 9th Regular Council Meeting.

Mayor Mattox asked Council if they had any questions in regard to Avoca's request, to which there were none.

There was a consensus of Council to place this item on the February 9th Regular Council Meeting Consent Agenda.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the January 26th, 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, to which there were none.

9. Closed Session

CLOSED SESSION

DATE: Tuesday January 26, 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 and consideration of prospective candidates for employment; and performance of specific public officers/employees of any public body. (AOT Main Street Coordinator position).

A motion was made by Vice Mayor Bennett, and seconded by Councilman Mitchell.
Motion carried.

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

Council went into closed session at 7:30 PM.

Notice was given that Council was back in regular session 7:35 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

Council Work Session January 26, 2020

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

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

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

Notice was given, there was no official action 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 7:38 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
41268	723	AIRABELLA FLOWERS & GIFTS	01/07/2021	78.98		00	OUTSTANDING	
41269	886	AT&T MOBILITY	01/07/2021	305.92		00	OUTSTANDING	
41270	424	BB & T GOVT FINANCE	01/07/2021	339,209.98		00	OUTSTANDING	
41271	103	BEACON CREDIT UNION	01/07/2021	305.00		00	OUTSTANDING	
41272	978	REGINALD C BENNETT	01/07/2021	50.00		00	OUTSTANDING	
41273	1	BRANDON FOX	01/07/2021	100.00		00	OUTSTANDING	
41274	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/07/2021	946.20		00	OUTSTANDING	
41275	427	CENTURYLINK	01/07/2021	593.99		00	OUTSTANDING	
41276	736	MARVIN CLEMENTS	01/07/2021	75.00		00	OUTSTANDING	
41277	28	COLUMBIA GAS	01/07/2021	1,725.64		00	OUTSTANDING	
41278	977	JOSEPH C CONLEY JR PHD	01/07/2021	500.00		00	OUTSTANDING	
41279	874	CORPORATE MEDICAL SERVICES	01/07/2021	192.00		00	OUTSTANDING	
41280	161	COUNTS & DOBYNS INC	01/07/2021	157,699.03		00	OUTSTANDING	
41281	569	DIAMOND PAPER CO INC	01/07/2021	225.15		00	OUTSTANDING	
41282	164	DMV	01/07/2021	225.00		00	OUTSTANDING	
41283	20	J JOHNSON ELLER JR	01/07/2021	2,000.00		00	OUTSTANDING	
41284	937	ENGLISH CONSTRUCTION CO INC	01/07/2021	169,223.50		00	OUTSTANDING	
41285	40	FEDERAL EXPRESS CORPORATION	01/07/2021	198.52		00	OUTSTANDING	
41286	38	FIRST NATIONAL BANK	01/07/2021	52,208.64		00	OUTSTANDING	
41287	970	H G REYNOLDS COMPANY INC	01/07/2021	137,246.50		00	OUTSTANDING	
41288	332	HURT & PROFFITT INC	01/07/2021	4,315.00		00	OUTSTANDING	
41289	57	ICMA RETIREMENT TRUST-457 #304	01/07/2021	295.00		00	OUTSTANDING	
41290	566	INTEGRATED TECHNOLOGY GROUP IN	01/07/2021	7,985.40		00	OUTSTANDING	
41291	564	JOHN JORDAN	01/07/2021	75.00		00	OUTSTANDING	
41292	9999997	JOY BIZ, INC.	01/07/2021	13.75		00	OUTSTANDING	
41293	853	THOMAS MERRICKS	01/07/2021	1,114.00		00	OUTSTANDING	
41294	138	MID ATLANTIC PRINTERS LTD	01/07/2021	5,790.00		00	OUTSTANDING	
41295	218	MINNESOTA LIFE	01/07/2021	119.12		00	OUTSTANDING	
41296	829	MARIE MITCHELL	01/07/2021	50.00		00	OUTSTANDING	
41297	954	JENNIFER MORTON	01/07/2021	50.00		00	OUTSTANDING	
41298	121	MULTI BUSINESS FORMS INC	01/07/2021	260.83		00	OUTSTANDING	
41299	860	MUNICIPAL EMERGENCY SERV DEPOS	01/07/2021	646.75		00	OUTSTANDING	
41300	979	SABRINA NICHOLS	01/07/2021	194.45		00	OUTSTANDING	
41301	843	BETTY PICKERAL	01/07/2021	1,150.00		00	OUTSTANDING	
41302	968	RIVER CITY SYSTEMS INC	01/07/2021	54,945.00		00	OUTSTANDING	
41303	476	SHARP BUSINESS SYSTEMS	01/07/2021	220.02		00	OUTSTANDING	
41304	80	SOUTHSIDE ELECTRIC COOP	01/07/2021	980.29		00	OUTSTANDING	
41305	533	STIMULUS, LLC	01/07/2021	422.50		00	OUTSTANDING	
41306	177	THE GUN SHOP	01/07/2021	1,371.93		00	OUTSTANDING	
41307	872	TIAA COMMERCIAL FINANCE INC	01/07/2021	153.00		00	OUTSTANDING	
41308	304	TOTER DBA WASTEQUIP LLC	01/07/2021	3,056.90		00	OUTSTANDING	
41309	9999997	TOWLER, THOMAS W.	01/07/2021	13.75		00	OUTSTANDING	
41310	124	TREASURER OF VA	01/07/2021	45.00		00	OUTSTANDING	
41311	85	TREASURER OF VA /CHILD SUPPORT	01/07/2021	253.15		00	OUTSTANDING	
41312	9999997	TUCKER, AMANDA	01/07/2021	16.36		00	OUTSTANDING	
41313	306	TYREE-LITTLE'S HEATING & COOLI	01/07/2021	870.00		00	OUTSTANDING	
41314	95	UNITED WAY OF CENTRAL VA	01/07/2021	112.00		00	OUTSTANDING	
41315	900	US BANK EQUIPMENT FINANCE	01/07/2021	232.66		00	OUTSTANDING	
41316	909	WESCO RECEIVABLES CORP	01/07/2021	1,718.50		00	OUTSTANDING	
41317	551	WOHLFORD, LARRY	01/07/2021	70.00		00	OUTSTANDING	
41318	84	ALTAVISTA JOURNAL	01/15/2021	446.40		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41319	9999999	BETTY MARTIN	01/15/2021	126.00		00	OUTSTANDING	
41320	12	BRENNTAG MID-SOUTH INC	01/15/2021	1,999.13		00	OUTSTANDING	
41321	16	CAMPBELL COUNTY UTILITIES & SE	01/15/2021	912.18		00	OUTSTANDING	
41322	19	CARTER MACHINERY CO INC	01/15/2021	3,810.10		00	OUTSTANDING	
41323	335	CNA SURETY	01/15/2021	225.00		00	OUTSTANDING	
41324	32	CONTROL EQUIPMENT CO INC	01/15/2021	13,044.26		00	OUTSTANDING	
41325	36	DOMINION VIRGINIA POWER	01/15/2021	50,233.88		00	OUTSTANDING	
41326	122	FEREBEE-JOHNSON COMPANY INC	01/15/2021	104.80		00	OUTSTANDING	
41327	980	FIDELITY POWER SYSTEMS	01/15/2021	466,766.56		00	OUTSTANDING	
41328	41	FISHER SCIENTIFIC	01/15/2021	540.00		00	OUTSTANDING	
41329	639	GAY AND NEEL INC	01/15/2021	350.00		00	OUTSTANDING	
41330	1	GRAHAM PETRIE	01/15/2021	52.60		00	OUTSTANDING	
41331	52	HACH COMPANY	01/15/2021	3,637.25		00	OUTSTANDING	
41332	305	HAWKINS-GRAVES INC	01/15/2021	302.72		00	OUTSTANDING	
41333	622	HEYWARD INC	01/15/2021	248.70		00	OUTSTANDING	
41334	566	INTEGRATED TECHNOLOGY GROUP IN	01/15/2021	465.12		00	OUTSTANDING	
41335	9999999	LANGHORNE ROAD INVESTORS LLC	01/15/2021	126.26		00	OUTSTANDING	
41336	860	MUNICIPAL EMERGENCY SERV DEPOS	01/15/2021	1,357.50		00	OUTSTANDING	
41337	454	O'REILLY AUTOMOTIVE INC	01/15/2021	162.97		00	OUTSTANDING	
41338	67	ORKIN PEST CONTROL LLC	01/15/2021	318.65		00	OUTSTANDING	
41339	510	RIVER VALLEY RESOURCES LLC	01/15/2021	67.00		00	OUTSTANDING	
41340	857	RIVERSTREET NETWORKS	01/15/2021	369.25		00	OUTSTANDING	
41341	1	ROBERT ADKINS	01/15/2021	100.00		00	OUTSTANDING	
41342	467	SONNY MERRYMAN INC	01/15/2021	198.24		00	OUTSTANDING	
41343	575	SOUTHERN REFRIGERATION CORP	01/15/2021	18.06		00	OUTSTANDING	
41344	35	TREASURER OF VA/VITA	01/15/2021	6.21		00	OUTSTANDING	
41345	306	TYREE-LITTLE'S HEATING & COOLI	01/15/2021	150.00		00	OUTSTANDING	
41346	92	UNIFIRST CORP	01/15/2021	2,670.97		00	OUTSTANDING	
41347	110	VUPS INC	01/15/2021	74.55		00	OUTSTANDING	
41348	756	WAGeworks INC	01/15/2021	108.55		00	OUTSTANDING	
41349	9	AFLAC	01/22/2021	3,178.07		00	OUTSTANDING	
41350	39	ALL POINTS EAP & ORGANIZATIONA	01/22/2021	771.88		00	OUTSTANDING	
41351	6	ALTAVISTA AREA YMCA	01/22/2021	25,000.00		00	OUTSTANDING	
41352	170	ALTAVISTA ON TRACK	01/22/2021	1,250.00		00	OUTSTANDING	
41353	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/22/2021	46,108.00		00	OUTSTANDING	
41354	103	BEACON CREDIT UNION	01/22/2021	305.00		00	OUTSTANDING	
41355	4	BOXLEY AGGREGATES	01/22/2021	3,556.57		00	OUTSTANDING	
41356	294	BUSINESS CARD	01/22/2021	11,357.83		00	OUTSTANDING	
41357	967	CARDNO INC	01/22/2021	2,722.50		00	OUTSTANDING	
41358	526	DAVENPORT ENERGY INC	01/22/2021	372.14		00	OUTSTANDING	
41359	284	DEWBERRY ENGINEERS INC	01/22/2021	675.00		00	OUTSTANDING	
41360	301	ENGLISH'S LLC	01/22/2021	1,707.55		00	OUTSTANDING	
41361	40	FEDERAL EXPRESS CORPORATION	01/22/2021	174.68		00	OUTSTANDING	
41362	119	FOSTER ELECTRIC CO INC	01/22/2021	2,778.12		00	OUTSTANDING	
41363	974	HILL STUDIO PC	01/22/2021	3,960.60		00	OUTSTANDING	
41364	332	HURT & PROFFITT INC	01/22/2021	8,169.20		00	OUTSTANDING	
41365	57	ICMA RETIREMENT TRUST-457 #304	01/22/2021	295.00		00	OUTSTANDING	
41366	58	INSTRUMENTATION SERVICES INC	01/22/2021	708.00		00	OUTSTANDING	
41367	158	KORMAN SIGNS INC	01/22/2021	6,741.33		00	OUTSTANDING	
41368	300	NAPA AUTO PARTS	01/22/2021	3,754.15		00	OUTSTANDING	
41369	952	NEW LEAF FARMS INC	01/22/2021	390.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41370	816	PACE ANAYLTICAL SERVICES LLC	01/22/2021	5,866.68		00	OUTSTANDING	
41371	670	PATRIOT SAFETY SUPPLY	01/22/2021	9,389.41		00	OUTSTANDING	
41372	72	PHYSICIANS TREATMENT CENTER	01/22/2021	1,000.00		00	OUTSTANDING	
41373	921	PRICE BUILDINGS INC	01/22/2021	57,716.15		00	OUTSTANDING	
41374	939	SECURITY LOCK AND KEY	01/22/2021	27.15		00	OUTSTANDING	
41375	778	SPRINT	01/22/2021	1,190.37		00	OUTSTANDING	
41376	237	TECH STAR INC	01/22/2021	2,498.00		00	OUTSTANDING	
41377	124	TREASURER OF VA	01/22/2021	690.00		00	OUTSTANDING	
41378	85	TREASURER OF VA /CHILD SUPPORT	01/22/2021	253.15		00	OUTSTANDING	
41379	4	BOXLEY AGGREGATES	01/29/2021	1,790.11		00	OUTSTANDING	
41380	693	BUILDING BLOCKS OF VA INC	01/29/2021	676.00		00	OUTSTANDING	
41381	797	CAMPBELL COUNTY CIRCUIT COURT	01/29/2021	10.00		00	OUTSTANDING	
41382	197	CAMPBELL COUNTY DEPT OF RECREA	01/29/2021	1,000.00		00	OUTSTANDING	
41383	427	CENTURYLINK	01/29/2021	596.27		00	OUTSTANDING	
41384	28	COLUMBIA GAS	01/29/2021	2,542.61		00	OUTSTANDING	
41385	981	CREWS CONSTRUCTION CO INC	01/29/2021	12,508.26		00	OUTSTANDING	
41386	937	ENGLISH CONSTRUCTION CO INC	01/29/2021	195,633.50		00	OUTSTANDING	
41387	118	FERGUSON ENTERPRISES LLC	01/29/2021	3,748.51		00	OUTSTANDING	
41388	119	FOSTER ELECTRIC CO INC	01/29/2021	2,544.32		00	OUTSTANDING	
41389	43	FOSTER FUELS INC	01/29/2021	26,918.25		00	OUTSTANDING	
41390	976	GRANICUS LLC	01/29/2021	3,300.00		00	OUTSTANDING	
41391	50	GRETNA TIRE INC	01/29/2021	4,330.12		00	OUTSTANDING	
41392	970	H G REYNOLDS COMPANY INC	01/29/2021	9,175.60		00	OUTSTANDING	
41393	52	HACH COMPANY	01/29/2021	906.74		00	OUTSTANDING	
41394	332	HURT & PROFFITT INC	01/29/2021	7,785.02		00	OUTSTANDING	
41395	9999999	LOGAN JAMES CALVIN	01/29/2021	33.00		00	OUTSTANDING	
41396	820	MASON'S TREE SERVICE	01/29/2021	29,000.00		00	OUTSTANDING	
41397	218	MINNESOTA LIFE	01/29/2021	119.12		00	OUTSTANDING	
41398	921	PRICE BUILDINGS INC	01/29/2021	13,840.00		00	OUTSTANDING	
41399	847	RR MANN FENCING CO INC	01/29/2021	2,668.50		00	OUTSTANDING	
41400	982	GARY SMITH	01/29/2021	210.00		00	OUTSTANDING	
41401	80	SOUTHSIDE ELECTRIC COOP	01/29/2021	974.83		00	OUTSTANDING	
41402	533	STIMULUS, LLC	01/29/2021	380.00		00	OUTSTANDING	
41403	136	USABLUEBOOK	01/29/2021	694.69		00	OUTSTANDING	
41404	793	XEROX FINANCIAL SERVICES	01/29/2021	415.78		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	137	CHECKS OUTSTANDING	2,023,050.08 ***
OUTSTANDING CHECKS:	137	RECONCILED CHECKS:	VOID CHECKS:
2,023,050.08	.00		.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
-------------	--------------	----------------	---------------	-----------------	-----------------	--------------	--------	--------------------

NO. OF CHECKS:	137	TOTAL CHECKS	2,023,050.08	***				
OUTSTANDING CHECKS:	137	RECONCILED CHECKS:	VOID CHECKS:					
2,023,050.08		.00	.00					.00

Town of Altavista
FY 2021 Revenue Report
58% of Year Lapsed

General Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	210,000	210,000	2,109	1	208,800	99	210,000
Public Service - Real & Personal	98,700	98,700	72	0	91,308	93	98,700
Personal Property	260,000	260,000	7,118	3	141,262	54	260,000
Personal Property - PPTRA	100,000	100,000	0	0	6,424	6	100,000
Machinery & Tools	1,844,000	1,844,000	0	0	2,009,151	109	1,844,000
Mobile Homes - Current	150	150	2	1	121	81	150
Penalties - All Taxes	4,500	4,500	1,191	26	2,761	61	4,500
Interest - All Taxes	3,500	3,500	167	5	2,100	60	3,500
Local Sales & Use Taxes	165,000	165,000	16,974	10	83,773	51	165,000
Local Electric and Gas Taxes	114,000	114,000	9,815	9	55,760	49	114,000
Local Motor Vehicle License Tax	46,000	46,000	2,334	5	39,045	85	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	4,763	6	55,310	69	80,000
Local Meal Taxes	973,000	973,000	91,314	9	521,090	54	973,000
Container Rental Fees	1,300	1,300	1,800	138	1,833	141	1,300
Communications Tax	34,000	34,000	2,421	7	12,776	38	34,000
Transit Passenger Revenue	5,000	5,000	0	0	40	1	5,000
Local Cigarette Tax	130,000	130,000	125	0	60,238	46	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	851	1	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	166	0	2,700

Town of Altavista
FY 2021 Revenue Report
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	525	48	1,078	98	1,100
Fines & Forfeitures - Court	15,000	15,000	197	1	3,067	20	15,000
Parking Fines	300	300	50	17	50	17	300
Interest and Interest Income	190,000	190,000	10,523	6	31,556	17	190,000
Rents - Rental of General Property	1,000	1,000	0	0	750	75	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	6,335	8	30,457	38	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	8,741	10	53,309	60	89,100
State Rental Taxes	1,000	1,000	72	7	474	47	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	2,113	70	2,113	70	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	4,896	0	11,376	0	0
Campbell County Grants	0	0	0	0	0	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	0	0	3,307	14	23,000
VDOT TEA 21 Grant	0	0	0	0	-17,936	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	0	0	55,632	44	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
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Misc. - Sale of Supplies & Materials	7,500	7,500	6,300	84	2,787	37	7,500
Misc. - Cash Discounts	100	100	2	2	8	8	100
Miscellaneous	25,000	25,000	22,003	88	262,281	1,049	25,000
Misc / Canoe Launch Project	0	0	1,519	0	2,297	0	0
Reimbursement of Insurance Claim	0	0	0	0	8,703	0	0
Misc. - State Forfeiture Fund	0	0	-6,300	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	3,000
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	176,290	176,290	0	0	0	0	176,290
Transfer from CIF	0	0	0	0	0	0	0
	<u>5,111,710</u>	<u>5,111,710</u>	<u>197,178</u>	<u>4</u>	<u>4,381,302</u>	<u>86</u>	<u>5,706,031</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
58% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,503,750	7,503,750	597,580	8	3,669,098	49	7,503,750
Debt Service	806,850	806,850	391,419	0	619,685	0	806,850
CIP	1,678,510	1,678,510	1,237,587	74	3,067,577	183	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
ALL FUNDS - GRAND TOTAL:	<u>10,079,110</u>	<u>10,079,110</u>	<u>2,226,586</u>	<u>22</u>	<u>7,356,497</u>	<u>73</u>	<u>10,079,110</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
58% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	2,823	7	24,879	63	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	0	3,300	0	20,040	0	0
Administration - TOTAL:	<u>39,400</u>	<u>39,400</u>	<u>6,123</u>	<u>16</u>	<u>44,919</u>	<u>114</u>	<u>39,400</u>
Administration							
Operations	906,610	906,610	53,152	6	510,277	56	906,610
Debt Service	0	0	0	0	0	0	0
CIP	<u>41,000</u>	<u>41,000</u>	<u>2,682</u>	<u>7</u>	<u>194,179</u>	<u>474</u>	<u>41,000</u>
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>55,834</u>	<u>6</u>	<u>704,456</u>	<u>74</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	33,025	7	147,563	31	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>33,025</u>	<u>9</u>	<u>147,563</u>	<u>41</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>33,025</u>	<u>9</u>	<u>147,563</u>	<u>41</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	88,262	8	620,710	55	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,250</u>	<u>75,250</u>	<u>9,976</u>	<u>13</u>	<u>81,906</u>	<u>109</u>	<u>75,250</u>
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>98,238</u>	<u>8</u>	<u>702,616</u>	<u>59</u>	<u>1,196,040</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
58% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,046,160	1,046,160	98,589	9	546,330	52	1,046,160
Debt Service	20,410	20,410	2,610	0	18,399	0	20,410
CIP	654,300	654,300	186,110	28	455,202	70	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>287,309</u>	<u>17</u>	<u>1,019,932</u>	<u>59</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	0	0	1,981	4	50,100
CIP	200,000	200,000	0	0	0	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>0</u>	<u>0</u>	<u>1,981</u>	<u>1</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	63,565	40	123,274	78	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>63,565</u>	<u>40</u>	<u>123,274</u>	<u>78</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	7,734	6	66,960	52	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>7,734</u>	<u>3</u>	<u>67,741</u>	<u>28</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	4,784	7	43,248	63	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>4,784</u>	<u>7</u>	<u>43,248</u>	<u>59</u>	<u>73,350</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
58% of Year Lapsed

GENERAL FUND TOTALS

Operations	3,881,650	3,881,650	351,934	9	2,085,223	54	3,881,650
Debt Service	20,410	20,410	2,610	0	18,399	0	20,410
CIP	1,085,350	1,085,350	202,067	19	752,108	69	1,085,350
GENERAL FUND - GRAND TOTAL:	<u>4,987,410</u>	<u>4,987,410</u>	<u>556,612</u>	<u>11</u>	<u>2,855,731</u>	<u>57</u>	<u>4,987,410</u>

Town of Altavista
Council / Planning Commission
FY 2021 Expenditure Report
58% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	882	3	16,327	58	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	1,941	30	8,553	134	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	3,300	0	20,040	0	0
Total Expenditures	39,400	39,400	6,123	16	44,919	114	39,400

Town of Altavista
Administration
FY 2021 Expenditure Report
58% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	519,100	519,100	33,601	6	261,085	50	519,100
Other Employee Benefits	36,060	36,060	772	2	11,520	32	36,060
Services	234,700	234,700	14,181	6	154,826	66	234,700
Other Charges	74,750	74,750	2,382	3	60,621	81	74,750
Materials & Supplies	42,000	42,000	2,217	5	22,225	53	42,000
Capital Outlay	41,000	41,000	2,682	7	194,179	474	41,000
Total Expenditures	947,610	947,610	55,834	6	704,456	74	947,610

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
58% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	56,260	56,260	0	0	14,610	26	56,260
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	0	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	1,000	100	1,000	100	1,000
Economic Development Incentives	166,150	166,150	0	0	7,500	5	166,150
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	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	1,250	25	3,250	65	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	341,010	341,010	27,250	8	116,360	34	341,010
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	2,171	0	11,691	0	0
Fuel - Fire Company	23,000	23,000	882	4	4,209	18	23,000
NON-DEPARTMENT - ND - TOTAL	23,000	23,000	3,053	13	15,900	69	23,000
NON-DEPARTMENTAL - SUBTOTAL	364,010	364,010	30,303	8	132,260	36	364,010
TRANSFER OUT							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
58% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
EDA Checking Account	0	0	0	0	4,500	0	0
TRANSFER OUT - TOTAL	119,300	119,300	0	0	4,500	4	119,300
CAPITAL OUTLAY - NEW							
Improvements Other than Building / Cardno	0	0	2,723	0	10,804	0	0
CAPITAL OUTLAY - NEW - TOTAL	0	0	2,723	0	10,804	0	0
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	483,310	483,310	30,303	6	136,760	28	483,310
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,010	364,010	33,026	9	132,260	36	364,010

Town of Altavista
Public Safety
FY 2021 Expenditure Report
58% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	959,000	959,000	76,464	8	515,164	54	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	3,225	9	17,482	51	34,340
Other Charges	54,550	54,550	4,208	8	48,529	89	54,550
Materials & Supplies	72,900	72,900	4,364	6	39,535	54	72,900
Capital Outlay	75,250	75,250	9,976	13	81,906	109	75,250
Total Expenditures	1,196,040	1,196,040	98,238	8	702,616	59	1,196,040

Town of Altavista
Public Works
FY 2021 Expenditure Report
58% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	652,950	652,950	44,243	7	309,722	47	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	30,861	54	58,829	103	57,260
Other Charges	46,180	46,180	6,594	14	69,746	151	46,180
Materials & Supplies	289,770	289,770	16,891	6	108,034	37	289,770
Debt Service	20,410	20,410	2,610	13	18,399	90	20,410
Capital Outlay	654,300	654,300	186,110	28	455,202	70	654,300
Total Expenditures	1,720,870	1,720,870	287,309	17	1,019,932	59	1,720,870

Town of Altavista
Economic Development
FY 2021 Expenditure Report
58% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	1,981	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
Total Expenditures	250,100	250,100	0	0	1,981	1	250,100

Town of Altavista
Community Development
FY 2021 Expenditure Report
58% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	127,600	127,600	6,596	5	56,990	45	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	1,374	14	10,000
Other Charges	15,150	15,150	56,779	375	64,612	426	15,150
Materials & Supplies	4,350	4,350	189	4	297	7	4,350
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	157,100	157,100	63,565	40	123,274	78	157,100

Town of Altavista
Transit System
FY 2021 Expenditure Report
58% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	103,470	103,470	6,349	6	49,983	48	103,470
Services	2,050	2,050	223	11	498	24	2,050
Other Charges	4,010	4,010	0	0	6,750	168	4,010
Materials & Supplies	19,600	19,600	1,162	6	9,729	50	19,600
Capital Outlay	109,800	109,800	0	0	781	1	109,800
Total Expenditures	238,930	238,930	7,734	3	67,741	28	238,930

Town of Altavista
Avoca Museum
FY 2021 Expenditure Report
58% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	67,900	67,900	4,703	7	37,416	55	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	37	8	5,678	1,262	450
Materials & Supplies	0	0	44	0	154	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	73,350	73,350	4,784	7	43,248	59	73,350

Town of Altavista
FY 2021 Revenue Report
58% 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	0	0	14,633	183	8,000
Water Charges - Industrial	1,283,320	1,283,320	111,026	9	656,439	51	1,283,320
Water Charges - Business/Residential	280,000	280,000	6,789	2	127,269	45	280,000
Water Charges - Outside Community	173,000	173,000	10,520	6	81,545	47	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	3,750	250	1,500
Bulk Water Purchase	2,000	2,000	1,797	0	13,454	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	132,636	9	777,072	50	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	5,576	2	115,868	47	248,000
Sewer Charges - Outside Community	2,600	2,600	386	15	772	30	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	0	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	920	1	23,460	16	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	4,147	8	24,374	49	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	0	0	72,755	52	140,000
Misc. Cash Discounts	0	0	12	0	17	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	725	3	7,300	29	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	0	0	208,950	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520	0	0	0	0	62,520
Transfer in From General Fund	0	0	0	0		0	0
ENTERPRISE FUND - REVENUE:	<u>4,014,340</u>	<u>4,014,340</u>	<u>274,533</u>	<u>7</u>	<u>2,127,657</u>	<u>53</u>	<u>4,014,340</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
58% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,376,490	1,376,490	99,651	7	677,942	49	1,376,490
Debt Service	604,090	604,090	249,732	0	601,286	0	604,090
CIP	229,650	229,650	4,866	2	182,712	80	229,650
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,210,230</u>	<u>354,249</u>	<u>16</u>	<u>1,461,940</u>	<u>66</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,490,060	113,688	8	773,339	52	1,490,060
Debt Service	182,350	182,350	139,076	76	0	0	182,350
CIP	131,700	131,700	1,030,654	783	2,057,828	<u>1,563</u>	131,700
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,804,110</u>	<u>1,283,418</u>	<u>71</u>	<u>2,831,167</u>	<u>157</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	213,339	7	1,451,281	51	2,866,550
Debt Service	786,440	786,440	388,808	0	601,286	0	786,440
CIP	361,350	361,350	1,035,520	<u>287</u>	2,240,540	<u>620</u>	361,350
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,014,340</u>	<u>4,014,340</u>	<u>1,637,667</u>	<u>41</u>	<u>4,293,107</u>	<u>107</u>	<u>4,014,340</u>

Town of Altavista
Water Department
FY 2021 Expenditure Report
58% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	688,690	688,690	52,416	8	363,548	53	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	7,188	5	39,294	27	147,100
Other Charges	242,450	242,450	19,210	8	118,023	49	242,450
Materials & Supplies	298,250	298,250	20,837	7	157,077	53	298,250
Debt Service	604,090	604,090	249,732	0	601,286	0	604,090
Capital Outlay	229,650	229,650	4,866	2	182,712	80	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
Total Expenditures	2,210,230	2,210,230	354,249	16	1,461,940	66	2,210,230

Town of Altavista
Wastewater Department
FY 2021 Expenditure Report
58% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	809,710	809,710	61,743	8	436,192	54	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	3,441	8	27,978	64	43,800
Other Charges	396,350	396,350	38,218	10	224,160	57	396,350
Materials & Supplies	240,200	240,200	10,286	4	85,008	35	240,200
Debt Service	182,350	182,350	139,076	76	139,076	76	182,350
Capital Outlay	131,700	131,700	1,030,654	783	2,057,828	1,563	131,700
Transfer Out	0	0	0		0		0
Total Expenditures	1,804,110	1,804,110	1,283,418	71	2,970,243	165	1,804,110

Town of Altavista
Fund Expenditure Totals
FY 2021
58% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	705,000	705,000	31,454	4	118,213	17	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>31,454</u>	<u>3</u>	<u>193,141</u>	<u>21</u>	<u>936,810</u>

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	852	2	14,380	28	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>852</u>	<u>1</u>	<u>14,380</u>	<u>19</u>	<u>75,550</u>

Town of Altavista
FY 2021 State/Highway Fund
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway/Interest Income	0	0	0	0	1,073	0	0
Street & Highway Maintenance	730,000	730,000	0	0	377,581	52	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	2	0	5	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>2</u>	<u>0</u>	<u>378,658</u>	<u>40</u>	<u>936,810</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	396	1	9,385	19	48,200
Maintenance - Pavement	400,000	400,000	0	0	7,981	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	11,297	20	36,936	65	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	230	2	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	1,548	3	13,065	22	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	17,540	35	43,588	87	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	636	1	7,029	9	80,000
State/Highway Reimb. Fund - Subtotal:	<u>705,000</u>	<u>705,000</u>	<u>31,454</u>	<u>4</u>	<u>118,213</u>	<u>17</u>	<u>705,000</u>
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
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<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>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0

Town of Altavista
FY 2021 Cemetery Fund
58% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	17,250	17,250	2,900	17	15,700	91	17,250
Interest/Interest Income	0	0	0	0	5,417	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	4,500	113	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
Cemetery Fund - GRAND TOTAL:	75,550	75,550	2,900	4	25,667	34	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	420	4	4,739	49	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	857	86	1,000
Benefits/FICA	800	800	30	4	397	50	800
Benefits/VRS	1,000	1,000	2	0	130	13	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	74	5	637	41	1,550
Benefits/Group Life	200	200	6	3	66	33	200
VRS Hybrid Employer Contr.	0	0	35	0	306	0	0
ICMA Hybrid Employer Contr.	0	0	5	0	46	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	2,261	23	759	8	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	-1,980	-8	5,445	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	852	1	14,380	19	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of
January 31, 2021



UNDESIGNATED BALANCES

General Fund Reserves

<i>Money Market Account</i>	3,790,769.32	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,642,838.09	
Sub-Total		\$ 14,360,001.95

Enterprise Fund Reserves

<i>Money Market Account</i>	229,698.80	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	556,760.06	
Sub-Total		\$ 786,458.86

Total Undesignated \$ 15,146,460.81

DESIGNATED BALANCES

Highway Fund

<i>Money Market Account</i>	57,361.92	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,005,792.31	
Sub-Total		\$ 1,063,154.23

Green Hill Cemetery

<i>Money Market Account</i>	50,417.55	
<i>Certificate of Deposit</i>	620,858.00	
<i>LGIP</i>	77,190.28	
Sub-Total		\$ 748,465.83

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,597.79	
Sub-Total		\$ 270,597.79

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$13,565.26

Operating Cash Account

\$ 785,675.27

Total Designated \$ 2,884,344.20

Grand Total Investments and Deposits \$ 18,030,805.01

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	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00
Main St Sidewalk Extension Match (VDOT)	187,158.00
Operating Acct over recommended balance (taxes)	2,500,000.00

Balance Remaining of Undesignated Funds \$ 1,671,616.45

RESERVE POLICY FUNDS

<u>General Fund:</u>	The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11)	6,133,612
<u>Enterprise Fund:</u>	Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11)	1,996,828
Total Reserve Policy Funds		8,130,440