



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

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

**Tuesday, March 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**

3. **CITIZEN'S TIME (Non-Agenda Items Only)**

*Citizens wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is NOT a question-and-answer session between the public and the Council.)*

4. **PARTNER UPDATES**

- a. **Altavista On Track**
  - i. **Distrix App**

5. **CONSENT AGENDA**

- A:    Approval the minutes of the February 9<sup>th</sup> Regular Meeting and the February 23<sup>rd</sup> Work Session**
- B:    Acceptance of Monthly Financial Reports**
- C:    Approval of reappointment to Recreation Committee**

6. **PUBLIC HEARING(S)**

*None Scheduled*

7. **NEW BUSINESS**

- A.    Consideration of ACTS Trolley Bid Award**
- B.    Consideration of Renewal of Town Health Insurance**
- C.    Discussion of Ordinance Amendment to Section 86-428. *Regulations for signs in the DRO.***
- D.    Discussion of an Ordinance Amendment to Authorize One Time Notification Per Season for Violations of Section 62-151 *Weed Control.***

8. **UNFINISHED BUSINESS**

- A. **Altavista Outreach and Enrichment Storybook Walk – English Park**

9. **REPORTS AND COMMUNICATIONS**

- A. **Town Manager’s Report**  
B. **Departmental Reports**  
C. **Calendars**

10. **MATTERS FROM COUNCIL**

11. **CLOSED SESSION**

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

12. **ADJOURNMENT**

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 2

**Recognitions and Presentations**

**Title:** Personnel Milestones/Changes

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

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**PERSONNEL UPDATES**

**New Hires**

Matthew Moore	Public Works	Maintenance Worker	2/8/2021
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**Departures**

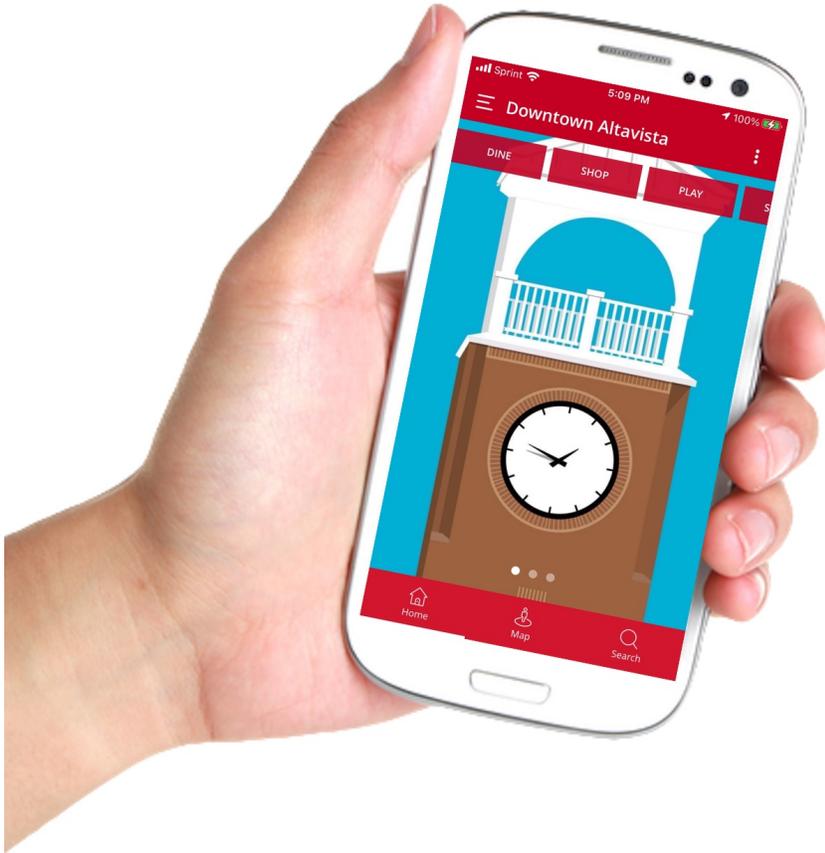
Kyle Haskins	Public Works	Maintenance Worker	2/26/2021
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# OUR OWN APP!

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## Downtown Altavista's New Mobile App



Reaching today's mobile users is more important than ever. We are pleased to announce that we now have our own mobile app as part of a nationwide network for all Main Street districts. It's a great way to let locals and visitors know all of the great things going on in our community. And best of all, it is part of a growing national network that includes all Main Street communities across the country. As more districts are added each month, mobile users throughout Virginia and across the country will be able to see information on your business, including a detailed business description, pictures, links to your website and social media channels and the ability to post your current promotional offers. Watch the brief explainer video on Distrx's YouTube channel!

Creating your listing in the mobile app, which also includes a page on the national website is quick, easy and very affordable..

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Go to <https://greetsmart.com/user/signup/price-plan> to get started

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Exciting News!

Better yet, the Downtown Altavista mobile app allows you to create promotional offers that will appear in the app and online. You can create recurring day-of-week or time-of-day offers, including pictures, text, coupons and barcodes, and you can change your content as often as you like.

Best of all, *all of this is available at no cost!* Your business listing is completely free and includes a search engine optimized web page on the national website at [www.distrx.com](http://www.distrx.com).

To get started, download the **distrx** mobile app, available free on the App Store and Google Play. As the **distrx** network grows to cover the entire country, your active participation will ensure your business message reaches mobile users.

Visit <https://greetsmart.com/user/signup/price-plan> to sign up. It's quick and easy, and your mobile listing will appear in the app in minutes.

Thank you for being part of this exciting new technology!

We're going mobile!



Joe's Bar & Grill is known throughout the region as the place where everyone gathers for food, fun and entertainment. Joe's world famous wings are crispy golden treasures and offered in 8 mouth-watering flavors. And if you love burgers, build your own custom Angus beef creation - add your choice of cheese, bacon or more than a dozen other toppings.



Sample In-app Listing

**Altavista is going mobile! Be part of our new mobile app.**

**Sign up today!**

Sample Web Listing



Scan to Download





TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 5A

**Consent Agenda**

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

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

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**Action(s):**

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

**Explanation:**

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

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

**Background:**

**Funding Source(s):**

N/A

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

1. 2.09.21 minutes – draft **(LINK)**
2. 2.23.21 minutes – draft **(LINK)**



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 5B

**Consent Agenda**

**Title:** Acceptance of Monthly Financial Reports

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

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**Action(s):**

Accept the Monthly Financial Reports.

**Explanation:**

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

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

**Background:**

**Funding Source(s):**

N/A

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

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 5C

**Consent Agenda**

**Title:** Appointment – Recreation Committee

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

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**Action(s):**

Reappoint Reverend Ed Soto to the Recreation Committee for a three (3) year term that would expire on March 31, 2024.

**Explanation:**

Reverend Soto’s term on the Recreation Committee expires on March 31, 2021.

**Background:**

The Recreation Committee serves in an “advisory” capacity to the Town Council. The Town Code, Chapter 50, Article II address the makeup and powers of the committee. The Recreation Committee has four members: Sarah Roach, Deidre Douglas, Victoria Mattox, Ed Soto and Tim George (Council representative).

**Funding Source(s):**

N/A

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

*None at this time.*



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 7A

**New Business**

**Title: Consideration of Bid Award – Transit Trolley**

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

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**Action(s):**

- Request approval of bid for purchase of transit trolley

**Explanation:**

Request approval of bid for the trolley that was approved in the current FY 2021 Capital Improvement Plan.

**Background:**

The purchase of a trolley for use by the Altavista Community Transit System (ACTS) was approved as part of the FY2021 CIP and was authorized as a replacement vehicle by DRPT. There was an extensive delay in getting the approval from DRPT due to COVID-19, and the delay in approval of their six-year plan, as well as the requirement that the vehicle be classified as Altoona tested and a mini-trolley rather than a large trolley. The invitation for bids was duly advertised and one bid was received. The bid package is over 200 pages in length and includes all the requisite federally required documentation and is available for review in the Finance Director's office.

The bidder, Double K dba Hometown Trolley submitted a bid of \$142,138.

Typically, federal funding is 80% and local is 20%; however, due to the special request for the mini-trolley as opposed to the usual body-on-chassis (BOC), federal funding will be 80% of usual and customary BOC style bus (\$62,080), and the remainder, (\$80,058) will be funded with local funds. This amount is \$35,838 higher than the amount approved in the FY2021 Budget. Current BOC cost is \$77,600, which would require \$15,520 of local funds.

The bidder was able to negotiate an agreement with Sonny Merryman for any future service needs.

**Funding Source(s):**

Funding – Federal - \$62,080; Local - \$80,058

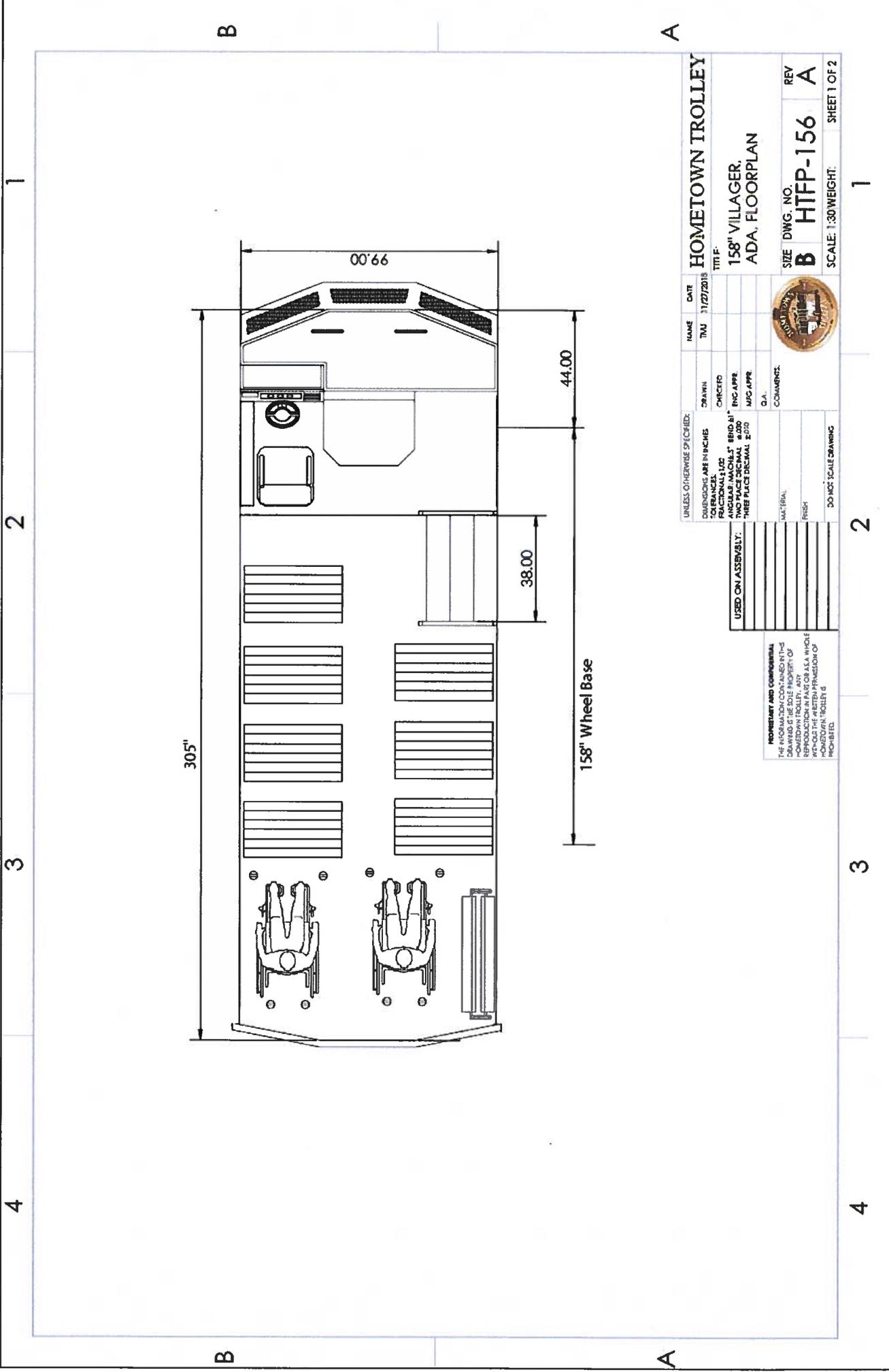
**Attachment(s):** *(Click on item to open)*

- *Villager Standards and ADA layout for 15 passenger vehicle*
- *Quote for Purchase*
- *Minutes Excerpts*



## VILLAGER STANDARDS

- Front end alignment
- Marine Plywood sub floor
- Stainless steel roll out battery tray with 2 group 31 batteries
- Engine alarm system high water temp
- Low oil pressure – Low water pressure gauge/alarm
- Standard rear bumper and 4x4 straight front bumper
- Rear and front tow hooks
- Rear wheel extended valve stems
- Front and rear wheel well flares
- Aluminum locking fuel door
- Dash AC/defrost/heat
- ASA radio with backup camera
- 9 Magnadyne ceiling speakers
- A&M electric entry door 32” w x 92” high with header access
- Entry door angled hand railings both sided
- Entry key lock with exterior toggle switch with cover located under passenger side headlight bucket
- Front driver area windows clear no tint
- Arch top windows with egress compliant w/ FMVSS
- Master disconnect in sealed battery compartment
- Interlock brake and transmission
- Vintage oak passenger seating
- Interior rear mirror and convex mirror
- 12v chrome center headlight
- Clearance light chrome guards
- LED exterior lighting DOT approved
- LED interior ADA light, door light, Driver light and stepwell lighting
- All required signage
- One piece transit style flooring
- Black barymat acoustic drivers mat
- Bostrom air suspension conductor seat- black fabric
- White step edges
- White standee line
- Engine cover
- Stainless steel hand railings including entry railings and drivers guard
- Oak panel interior
- Backup alarm
- Fire extinguisher 5lb
- Triangle reflector kit and safety kit
- Exterior interior PA with 2 way switch
- USB charging port
- Undercoating
- Gong bell with pull cord, continues rings or pull ding
- LED lighting as requested
- Cupola windows with etchings
- Paint two tone with standard pinstripe package
- Drivers fan
- Awning light above entrance door



UNLESS OTHERWISE SPECIFIED:  
 DIMENSIONS ARE IN INCHES  
 DECIMALS USE FRACTIONAL SIZE  
 ANGULAR DIMENSIONS "BOND-81"  
 THREE PLACE DECIMAL SIZE

NAME	DATE	DRAWN	CHECKED
TAL	11/27/2015		
USED ON ASSEMBLY:		INC. APPR.	COM. APPR.
		G.A.	COM. APPR.

PROPERTY AND CONFIDENTIAL  
 THE INFORMATION CONTAINED IN THIS  
 DRAWING IS THE SOLE PROPERTY OF  
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 HOMETOWN TROLLEY IS  
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DO NOT SCALE DRAWING

SCALE: 1:30WEIGHT

SIZE DWG. NO. **B** HTFP-156

REV **A**

SHEET 1 OF 2

HOMETOWN TROLLEY

158" VILLAGER,  
 ADA FLOORPLAN

HOMETOWN TROLLEY

11/27/2015

1



# Hometown Trolley/Coach Price Quote 2021

P.O. Box 185 Crandon, WI 54520  
 P. 715-301-0149  
 www.hometowntrolley.com

Price Quote 2021 Created for: **Town of Altavista, VA** 2/24/2021

**CUSTOMER NAME:** Tobie Shelton, Finance Director/Treasurer **QUOTE #** 02172021-1

<b>Year</b>	<b>Model</b>	<b>VL208G - Villager 24' FORD F53 V-8 7.3L</b>	<b>GVW</b>	<b>Passengers</b>
2021	VILLAGER	GASOLINE	18,000	12+

**Date Requested:** No Specification **Totals**



Body and Chassis Base Price see page 2	\$	129,971.00
Options see page 2	\$	21,265.00
<b>Total Cost (HGAC-KIB )</b>	\$	151,236.00
Factory Discount/DD		-\$9,097.97
<b>DLV020 - MANUFACTURER SCHEDULED DELIVERY</b>		
<b>Total Cost Delivered</b>		\$142,138.03

<b>Quantity</b>	1
<b>Grand Total</b>	\$ 142,138.03

## Payment Terms:

\$ 142,138.03	Customer has secured in financing
\$ 35,534.51	(25%) is due at time of placing the Purchase Order
\$ 106,603.52	is due at time of pick up or delivery.

**\*\*Customer is responsible for all taxes and licensing requirements\*\***

<b>Customer:</b>	Town of Altavista, VA		
<b>Company</b>	Town of Altavista, VA	<b>Address</b>	510 Seventh Street
<b>Contact Name</b>	Tobie Shelton	<b>City, St, Zip</b>	Altavista, VA 24517
<b>Title</b>	Finance Director/Treasurer	<b>Phone</b>	434-369-5001 x 104
<b>Email</b>	tshelton@altavista.gov	<b>website</b>	

<b>Purchaser Signature</b>	<b>Double K, Inc. d/b/a Hometown Trolley Signature</b>
<b>Title</b>	<b>Date:</b>
	<b>Title:</b> President <span style="float: right;"><b>Date:</b> 2.24.2021</span>

**Notes/Comments:** Includes slide out battery tray, floor access for fuel tank, dual overhead grab rails, vehicle flashers when door is open, ADA interlock override, antenna ground plate, slide out battery tray, lap belt extensions for ADA positions,



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Price Quote 2021 Created for: Town of Altavista, VA			2/24/2021
CUSTOMER NAME:	Tobie Shelton, Finance Director/Treasurer	QUOTE #	02172021-1

## Trolley Upgrades/Options in addition to base price

(in some cases replaces what is listed as standard equipment)

Part # / Description	Each	QTY	Extension
<b>CHASSIS OPTIONS</b>			
<b>Electrical Options:</b>			
Standard - STANDARD WIRING WITH PRINTED WIRE	\$ -	1	
ELO180 - ALTERNATOR UPGRADE 240 AMP ALTERNATOR ( Ford)	\$ -	1	\$ -
<b>AUDIO VIDEO OPTIONS:</b>			
Standard - ASA AM/FM/CD/IPOD/USB WITH 4 SPEAKERS	\$ -	1	\$ -
AV0120 - PAGE SYSTEM REI W/ 4 SPEAKERS	\$ 300.00	1	\$ 300.00
AV0100 - PAGE, SPEAKER EXTERIOR (EACH)	\$ 100.00	1	\$ 100.00
AV0140 - REI MIC,HANDHELD PANASONIC	\$ 75.00	1	\$ 75.00
<b>Flooring Options:</b>			
Standard - Altro Transit One Piece Floor	\$ -	1	\$ -
<b>HVAC OPTIONS:</b>			
HC0020 - ATC (Split System) 120,000 BTU	\$ 7,480.00	1	\$ 7,480.00
HC0120 - HEAT CIRCULATION PUMP	\$ 240.00	1	\$ 240.00
HC0170 - PASSENGER AREA HEATER 65,000 BTU	\$ 385.00	2	\$ 770.00
<b>Exterior Options:</b>			
EX0040 - FRONT BUMPER COW CATCHER WOVEN WIRE - BLACK	\$ 550.00	1	\$ 550.00
EX0230 - SPORTSWORKS 2 POSITION BIKE RACK	\$ 1,275.00	1	\$ 1,275.00
<b>Paratransit Options:</b>			
ADA020 - LIFT, PACKAGE BRAUN MILLENIUM, PLATFORM PRIORITY SEATING SIGNS, ADA LOCATION SIGNS, ADA LIGHTING, INTERLOCK, AUDIBLE	\$ 6,425.00	1	\$ 6,425.00
ADA190 - Q'STRAIT "L" TRACK ( EACH POSITION)	\$ 490.00	2	\$ 980.00
ADA240 - 2 POSITION FLIP SEAT PERIMETER FOLD UP WITH WOOD SLATS	\$ 580.00	1	\$ 580.00
ADA280 - STORAGE BOX FOR BELTS - HOLDS 1 SETS	\$ 40.00	2	\$ 80.00
<b>Safety Options:</b>			
<b>Interior Options:</b>			
Standard - NATURAL OAK INTERIOR WITH TRIM	\$ -		\$ -
Standard - BRASS OR STAINLESS HANDRAILS HORIZONTAL AND ENTRY	\$ -		\$ -
INO240 - NATURAL LEATHER GRAP STRAPS	\$ 55.00	6	\$ 330.00
<b>Graphics Options:</b>			
Standard - 2 Tone PPG Paint and HT Stripe Package (stock vinyl colors only)	\$ -	1	\$ -
<b>Fare Collection Options:</b>			
<b>Passenger Seating Options:</b>			
Standard - Vintage style seats with oak slats (per double seat) TROLLEY	\$ -	1	\$ -
<b>Driver Seating Options:</b>			
Standard - BOSTRUM AIR SUSPENSION SEAT BLACK FABRIC	\$ -	1	\$ -
<b>Extended Warranty Options</b>			
<b>Delivery Options</b>			
DLV020 - MANUFACTURER SCHEDULED DELIVERY	\$ 2,000.00	1	\$ 2,000.00

<b>Total Options</b>			<b>\$ 21,265.00</b>
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# Hometown Trolley/Coach Price Quote 2021

P.O. Box 185 Crandon, WI 54520  
 P. 715-301-0149  
 www.hometowntrolley.com

<b>Price Quote 2021 Created for: Town of Altavista, VA</b>			<b>2/24/2021</b>
<b>CUSTOMER NAME:</b>	<b>Tobie Shelton, Finance Director/Treasurer</b>	<b>QUOTE #</b>	<b>02172021-1</b>

**Options To Consider**

FCD020 - DIAMOND MFG. MDL E5 FARE COLLECTION WITH 1 VAULT	\$ 1,950.00	1	\$ 1,950.00
IN0240 - NATURAL LEATHER GRAP STRAPS	\$ 55.00	6	\$ 330.00
AV0300 - REI BUS WATCH 4 CAMERAS	\$ 2,150.00	1	\$ 2,150.00
SE0070 - PASSENGER SEAT BELTS PER DOUBLE SEAT	\$ 175.00	4	\$ 700.00
ADA221 - DUAL CHIME SIGNAL, PASSENGER STOP REQUEST BULKHEAD MOUNTED	\$ 780.00	1	\$ 780.00
DRS080 - USSC 9100 AIR SUSPENSION SEAT -BLACK VINYL	\$ 2,350.00	1	\$ 2,350.00
ADA200 - Q'STRAIANT SLIDE-N-CLICK ( EACH POSITION)	\$ 590.00	1	\$ 590.00
EL0200 - INVERTOR FOR 110v OUTLET with DECORATIVE LIGHTING around cupola interior	\$ 1,250.00	1	\$ 1,250.00
EX0250 - RAMCO HEATED REMOTE MIRRORS	\$ 450.00	1	\$ 450.00
SA0180 - DRIVERS STANCHION, w/LEXAN MODESTY BARRIER	\$ 942.00	1	\$ 942.00
SA0225 - REI BACK UP CAMERA- COLOR MONITOR	\$ 680.00	1	\$ 680.00
SA0170 - TRANSPEC 7600 MERGE YEILD SIGN LED	\$ 942.00	1	\$ 942.00
EX0230 - SPORTSWORKS 2 POSITION BIKE RACK	\$ 1,275.00	1	\$ 1,275.00

**INCLUDES STANDARD ITEMS:**

- 2021 Ford F53 Chassis ( see chasssis brochure for details)
- Gaseous Prep Package
- 18,000 GVW
- 19.5" Tires
- Front End Alignment
- Marine Plywood Sub Floor
- Stainless Steel Roll Out Battery Tray
- Engine Alarm System for Hi Water Temp
- Low Oil Pressure - Low Water Pressure Guage /Alarm
- Standard Rear Bumper
- Rear and Front Tow Hooks
- Rear Wheel Extended Valve Stems
- Front and Rear Wheel Well Flares
- Aluminum locking fuel door
- Dash Defroster/ Heat
- Silicone Heater Hoses with Constant Torque Clamps
- A & M Electric Entry Door 32" w x 92" high with Header Access
- Entry door angled handrailings both sides
- Entry Key lock with exterior toggle switch with cover located under passenger side headlight bucket
- Front Driver Area Windows Clear no Tint
- Arch Top windows with Egress compliant with FMVSS
- Master Disconnect in sealed battery compartment
- Interlock Brake and Transmission
- Vintage Oak Passenger Seating
- Interior Rear Mirror and Convex Mirror
- 12v Chrome Center Headlight
- Clearance Light Chrome Guards



# Hometown Trolley/Coach Price Quote 2021

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 P. 715-301-0149  
 www.hometowntrolley.com

<b>Price Quote 2021 Created for: Town of Altavista, VA</b>			<b>2/24/2021</b>
<b>CUSTOMER NAME:</b>	<b>Tobie Shelton, Finance Director/Treasurer</b>	<b>QUOTE #</b>	<b>02172021-1</b>

- LED Exterior Lighting DOT approved
- LED Interior ADA Light , Door Light, Driver Light and Step Well Lighting
- All Required Signage
- RCA, Altro or Gerflor Transit Flooring
- Black Barymat Accousitc driver mat
- White Step Edges
- White Standee Line
- Engine Cover
- Stainless Steel Handrailings including entry railings and Driver's Guard
- Oak Panel Interior
- Back Up Alarm
- Fire Extinguisher 5lb
- Triangle Reflector Kit
- Saftey Kit
- Exterior Interior PA with 3 way switch
- 12 Volt power outlet
- Undercoating
- Gong Bell with electrical switch and pull cord, continues rings or pull ding
- LED Lighting as requested
- Cupola Windows with Etchings
- Paint: I TBD by Customer

**OPTIONAL EQUIPMENT**

(Add-ons to the Base Vehicle described above. Price if available. Unavailability of an optional item does not affect meeting the above basic vehicle specifications requirements.)

Description	Option Order Code	MSRP \$	Discount off MSRP	Bid Price
<b>ADD ONS</b>				
FC0020				1950.00
IND240				330.00
AVD300				2150.00
SE0070				700.00
ADA221				780.00
DR5080				2350.00
ADA200				590.00
ELO200				1250.00
EX0250				450.00
SA0180				942.00
SA0225				680.00

Please include additional options that you would like the Town to consider adding to the contract:

Description	Order Option Code	MSRP	Discount off MSRP
SA0170	Transpec LEN YIELD sign		942.00
CH0010	Add 1 Row of Seating (4 positions)		2400.00
EX0230	Sportsworks 2 position Bike Rack		1275.00

Note: Quote for 12-14 passengers  
 Add 1 Row = 18 passengers  
 Add 1 Row = 22 passengers

**Altavista Community Transit System (ACTS)**

Mr. Coggsdale informed Council there were two items related to the Altavista Community Transit System (ACTS) for Council's review and consideration.

i. FY2021 Budget / CIP Request

Mr. Coggsdale provided Council with the proposed FY2021 ACTS Budget and CIP, per Mrs. Tobie Shelton, Town Finance Director. He stated the item was being provided at that time, due to the grant application deadline of the Virginia Department of Public Rail and Transportation (DRPT) due by February 3, 2020.

Mr. Coggsdale stated staff was requesting the item be placed on the Consent Agenda or Regular Agenda of the December Regular Town Council Meeting for approval and staff authorization in order for the town to be ready to apply for the grant funds by the required deadline.

Mr. Coggsdale referenced the ACTS proposed FY2021 Operations Budget and stated staff was requesting permission to apply for grant funding in the amount of \$117,580.

Mr. Coggsdale stated the amount was an 11.3% increase over last year's request, which was primarily due to the redistribution of salary amounts to "transit's" budget.

He stated the redistribution better reflected the time staff allocated to transportation duties and responsibilities.

Mr. Coggsdale informed Council there was an item (trolley style transit) in the ACTS FY2021 proposed budget that would affect both the operations and CIP side of the budget. He stated, in operations, additional costs for the "trolley" were associated with automobile insurance and CDL certification for drivers.

Mayor Mattox asked what the cost difference was between purchasing another transit bus (BOC-body on chassis) versus a purchasing a new trolley.

Mr. Coggsdale stated, in the ACTS CIP budget, the estimated cost of a new trolley would be \$140,000, which would cost the town \$62,400 more than if they purchased another transit bus.

Mrs. Dalton stated she would like to have more information and cost details regarding the proposed trolley versus a traditional bus the town currently uses.

Mr. Coggsdale stated funding from the Department of Rail and Public Transportation (DRPT) would only cover 80% of a BOC transit system purchase, which is estimated at \$62,080. He stated, if the town decided to purchase a trolley, DRPT funding would still only be \$62,080, and the town would be responsible for the remaining balance of \$62,400.

Mr. Coggsdale informed Council that the current town BOC bus is a 15 passenger vehicle, whereas the trolley quoted in the proposed budget was a 28 passenger vehicle.

Mrs. Dalton asked if the existing available bus capacity was sufficient enough for transit's current needs, to which Mrs. Shelton stated it was.

Minute Excerpts from November 26, 2019 Town Council Work Session

Mr. Mitchell stated the transit buses are only used for daily routes, other than the annual Uncle Billy's Day Festival. He stated, if the existing capacity was sufficient enough for the current daily bus routes, he did not see a need for the town to pay the extra cost of purchasing a trolley.

Mr. Emerson stated he favored the proposed trolley transit option. He stated he felt the town's transit "ridership" would increase with the addition of a trolley, especially with younger citizens.

Mr. Emerson stated trolleys are very unique and visually appealing to the public. He stated he felt the town having a trolley would set Altavista apart from other small towns in the area.

Mrs. Dalton stated, if the cost comparison was the same, she would be in favor of the town purchasing a trolley over a new bus. She continued stating, but with a new trolley costing so much more than a BOC bus, she would rather the town stay with the current bus style of transportation for the town's transit system.

Mayor Mattox asked, with a large number of the town's transit users being elderly, what the comparison was regarding access onto the trolley versus a bus; and also if there was a difference in comfort level one offers over the other.

Mr. Emerson stated trolleys usually have "air lifts" that allow passengers to "walk straight onto the vehicle" instead of climbing stairs.

Mr. Coggsdale stated the trolley would be ADA compliant.

Mayor Mattox also asked if there was an option for the town to purchase a "used" trolley for seasonal and special event use.

Mr. Coggsdale stated the town could consider that option, but a seasonal use trolley would not be eligible for grant funding, therefore, the town would be responsible for the entire cost of the used trolley.

Mrs. Shelton stated DRPT would only contribute grant funding for a vehicle being used on a daily "fixed route".

Mayor Mattox stated he would be interested in knowing what the cost would be for a used trolley for the town to consider using during special events, such as the town's annual Uncle Billy's Day Festival.

Mr. Coggsdale stated he would bring the requested information back to Council at a later work session for review and consideration.

Mr. Higginbotham stated he agreed with Vice-Mayor Dalton and did not favor the town purchasing a trolley for the town's transit system because of the extra cost. He stated, not only from the initial purchase, but also the extra cost of having CDL drivers

Mr. Higginbotham stated, since a trolley is larger than a bus, the trolley would use more gas than a bus, which would be less efficient.

Mr. George asked, since the town currently has two buses being used for ACTS transit, was the proposal to purchase two trolleys.

Minute Excerpts from November 26, 2019 Town Council Work Session

Mrs. Shelton stated only one of the two town BOC buses was currently eligible for replacement, therefore, the proposed budget only called to replace one ACTS vehicle. She stated the other bus had not yet met the "qualifications" for replacement.

Mr. George stated, since the town's ACTS transit system was eligible for DRPT funding, he felt the town having a trolley was a "cool" idea.

Mr. George stated he felt having a trolley would be a positive image for the Town of Altavista and stated he favored the concept.

Mr. Bennett asked, if the town chose, at this time, to purchase another BOC bus instead of a trolley, how long it would be before the opportunity was available again.

Mrs. Shelton answered Mr. Bennett stating the second ACTS bus would not need replacing for another two-three years.

Mr. Coggsdale confirmed Mrs. Shelton's comment. He stated the two existing BOC buses have to meet the stated requirements for replacement before they are eligible, but between the two vehicles, there is usually a two year timeframe.

Mr. Bennett referenced the new Rt.29 Business Bridge currently being built and also the recently proposed "Innovative Center/Co-worker Space" that will possibly be implemented within the next two years. He stated he felt having a trolley as part of the town's transit system would coincide with all of the upcoming projects and would be a unique way to help set Altavista apart from other small towns.

Mr. Bennett also referenced the size of a trolley versus a bus. He stated a trolley has, not only more seating room, but also more room for a passenger's "bags".

Mr. George asked what the cost difference would be between a gas powered trolley and a diesel trolley purchase.

Mr. Coggsdale stated staff would research the request and report the information back to Council at a later date.

Mrs. Dalton asked if the presented/proposed ACTS Budget would decrease if the town decided to continue using BOC buses over the purchase of a new trolley.

Mr. Coggsdale answered Mrs. Dalton stating the proposed operations budget would be slightly less due to lower fuel cost for a bus and not needing CDL drivers.

Mr. George asked what portion of the ACTS driver salaries did the DRPT pay for.

Mr. Coggsdale stated the DRPT contributes 80% of the ACTS "operations budget", which the driver's salaries are listed under. He stated the town pays for the other 20%.

Mr. George asked if the DRPT would continue to pay for driver salaries if the town purchased a trolley, therefore using CDL drivers.

Mr. Coggsdale stated the DRPT's contribution/funding would continue to be 80% whether the town used regular bus drivers or CDL drivers (trolley).

Minute Excerpts from November 26, 2019 Town Council Work Session

Mr. Coggsdale stated a CDL license was only required due to the larger number of passengers a trolley vehicle holds versus a bus. He stated anything over fifteen (15) passengers requires a CDL driver for operation.

Mrs. Dalton stated, if she were a CDL driver, she would not be driving a trolley, but would seek employment offering the highest salary. She stated a CDL driver's salary is currently at a "premium" cost.

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

Mr. Coggsdale asked Council if they had any additional information they wanted staff to gather for them regarding this item.

Mayor Mattox asked staff to investigate the cost and efficiency difference between operating a gas trolley versus a diesel trolley.

Mr. Bennett stated he was interested in knowing the cost of an electric BOC bus.

Mr. Coggsdale stated staff would gather the requested information and report back to Council at a later date.

Mayor Mattox asked Council if they were in agreement to place the proposed ACTS FY2021 Budget/CIP on the December regular meeting consent agenda.

All Council members were in consensus to do so.



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 7B

**New Business**

**Title: Renewal of Town Health Insurance**

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

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**Action(s):**

- Requesting approval to renew with the Local Choice for the FY 2022 plan year that begins July 1, 2021.

**Explanation:**

The Local Choice health benefits program provides health coverage to town employees and is due for renewal.

**Background:**

The Local Choice (TLC) health benefits program was created by the General Assembly in 1989 and has been providing health coverage to local jurisdictions since 1990. It is managed by the Virginia Department of Human Resource Management (DHRM). Medical, behavioral health, dental and routine vision benefits are covered in the plans offered, as well as a wellness program.

Annually premiums are rated and presented to each jurisdiction for renewal. For the FY 2022 plan year, rates for the Town are decreasing by .8%. A savings of almost \$4,000 compared to FY 2021.

The deadline for renewal is April 1<sup>st</sup>.

**Funding Source(s):**

Funding – FY 2022 Budget (Total of \$430,380)

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

- *No attachments at this time.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7C

## **New Business**

**Title:** Zoning Ordinance Text Amendment – DRO Signage

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

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

Scheduling a public hearing on a Zoning Ordinance text amendment for signage within the Downtown Revitalization Overlay District (DRO) and consideration of authorizing staff to advertise cases before Town Council without seeking prior approval.

### **Explanation:**

The Planning Commission met on Monday, March 1, 2021 to consider various amendments to consider two (2) text amendments to the Zoning Ordinance. At that meeting the Planning Commission voted to hold a public hearing on Monday, April 5, 2021 and recommended that Town Council hold a public hearing on April 13, 2021.

### **Background:**

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

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

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

Staff is also requesting to amend the town's process of asking Town Council for permission to advertise if a public hearing has been held by the Planning Commission. It would streamline the process by one (1) month.

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

N/A

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

- *Draft Ordinance Amendments*

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

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

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

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

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

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

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

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

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

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

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 7D

**New Business**

**Title:** Text Amendment – Weed Control

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

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**Action(s):**

Scheduling a public hearing to amend to Sec. 62-151 *Weed Control* of Town Code to allow one violation notice to cover the entire growing season.

**Explanation:**

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

**Background:**

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

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

**Funding Source(s):**

N/A

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

- Draft Ordinance [\(LINK\)](#)

Sec. 62-151. - Weed control.

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

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

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

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

(c) It shall be unlawful for any owner or occupant of a property in the town to cause or allow a public nuisance as described in this section to exist with respect to such property or such area of public right-of-way. An owner or occupant of such a property shall abate any such public nuisance on said property and where required on any public right-of-way bordering such property.

(d) Upon determination by the town manager, or his/her designee, that there exists on any property within the town, including the area between such land or premises and the curblines, any weeds as defined in subsection (a) above constituting a public nuisance under the provisions of subsection (b) above, notice shall be served on the owner of such property or his/her agent, or on the occupant thereof, or both, to cause such weeds to be cut and removed from such property within five days from the date of delivery of such notice. Such notice shall state that if such owner fails to cut and remove said weeds by the time specified the town may do so and in such event said owner will be charged with the expense thereof including an administrative fee of \$75.00.

(e) Service of the notice provided for in subsection (d) shall be by first class mail with delivery confirmation, personal delivery or posting in a conspicuous place upon the property; provided, however, that if the property is unoccupied and the owner or his/her agent cannot

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

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

(Ord. of 7-13-2004(3), § 1)



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

Agenda Item#: 8A

**Unfinished Business**

**Title:** Storybook Walk – English Park

**Staff Resource:** Amie Owens, Assistant Town Manager

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**Action(s):**

- Update regarding the Altavista Outreach and Enrichment storybook walk in English Park

**Explanation:**

Request approval of the route of the storybook walk in English Park

**Background:**

At the September 22, 2020 Town Council work session, Council unanimously voted to approve the request by Altavista Outreach and Enrichment that if they secured the funding for the storybook walk, it could be placed in English Park. Grant funding was awarded, and the storybook frames were ordered. A proposed placement/ reading route was shared with Luann Lee. The proposed route would start near the playground and utilize the less traveled foot bridge and path through the orchard away from vehicle traffic.

**Funding Source(s):**

Grant secured by AOE and installation of frames to be done by Public Works.

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

- *Minute excerpt from September Work Session*
- *Proposed path of storybook walk*

## Council Work Session September 22, 2020

### 5. Public Hearing

#### a. Amendments to FY2021 Adopted Budget

Mr. Coggsdale stated, pursuant to Section 15.2-2507 of the Code of Virginia, the Altavista Town Council would be conducting a public hearing that evening. He stated the hearing was in regard to amendments to the FY2021 Adopted Budget that would increase the budget in an excess of one percent (1%) of the adopted total.

Mr. Coggsdale stated there were several changes to the budget that fall into this category: (1) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds, (2) Hazard Mitigation Grant Program (WWTP Generator Project), (3) Town of Altavista Water Supply System-wide Emergency Power source, (4) Proceeds from the sale of the former Altavista National Guard Armory, and (5) Recreation/Trail Grant funds and local funds to support construction of the Dalton's Landing Canoe Launch Project.

Mr. Coggsdale informed Council, if approved, the amendments to the FY2021 Adopted Budget would be an estimated \$1,566,846. He stated a notice for the public hearing had been advertised accordingly.

Mayor Mattox opened the public hearing at 5:45 PM.

Mayor Mattox asked if there was anyone present at the meeting that would like to come forward with a comment or concern in regard to the fore-mentioned amendments to the FY2021 Adopted Budget, to which there were none.

Mayor Mattox closed the public hearing at 5:46 PM.

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

Mrs. Dalton, seconded by Mr. George, motioned to approve the proposed amendments to the FY2021 Adopted Budget.

Motion carried:

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

### 6. Items Referred from Previous Meetings

#### a. Altavista Outreach and Enrichment (AOE) Request – Storybook Walk

Background:

At the August 25<sup>th</sup> Work Session, Town Staff provided Council with correspondence from AOE in regard to a request for Council to allow them to pursue available “grant funding”, which would allow for AOE to place a “Storybook Walk” at Avondale Park. Following Council’s discussion, they asked staff to invite an AOE representative to appear before Council to further discuss and consider this project.

Mr. Coggsdale informed Council that Jane Green was in attendance that evening to answer any questions they may have in regard to AOE’s proposed storybook project.

Mrs. Green thanked Council for their time and for the opportunity to discuss this item.

## Council Work Session September 22, 2020

Mayor Mattox asked Council for their thoughts and questions regarding the proposed storybook walk.

Mr. Mitchell asked how much of the project's cost would the grant cover.

Mrs. Green stated the fore-mentioned grant would cover all costs of the storybook walk "stations". She stated the AOE would only need help installing the stations.

Mrs. Green asked if the town was able to help the AOE install the storybook stations. She stated, if not, they would ask a local Eagle Scout to help with the installation.

Mr. Mitchell asked if AOE would be implementing the storybook project in all town parks or only the proposed Avondale Park.

Mrs. Green stated the grant AOE was currently working to obtain would be used for a storybook walk at only one town park. She stated the grant would also be used to place "little libraries" at Avondale, Coleman, and Bedford Avenue Parks, as Shreve Park and English Park already have a Little Library.

Mrs. Green stated a storybook walk consisted of twenty stations, spaced out to create the encouraged "walk". She stated the project would need to be at a park that offered a large enough area for the stations to be adequately spaced apart, such as Avondale or English Park.

Mr. Mitchell asked if the storybook station was digital.

Mrs. Green informed Council there would be an actual book used to create the storybook walk. She stated there would be a page consecutively at each station, which would encourage a child to "walk" to each station in order to read the entire book.

Mayor Mattox asked Mrs. Green how often the story (book) would be changed.

Mrs. Green stated, in the summer months, the storybook would be changed out every two weeks, in order to keep the storybook walk current and encourage visitors.

Mrs. Green stated AOE's initial request was to place the storybook walk in Avondale Park, but now believe English Park would be a better fit for the project, as it is a larger park and offers more space for the storybook stations to be adequately spaced.

Mr. Emerson stated he was more in favor of the storybook walk being placed in English Park, as it is a "community park" and receives more visitors than the Avondale "neighborhood" park.

Mr. George referenced the fore-mention of the storybooks being changed out frequently. He asked what the storybook stations would be made of.

Mrs. Green stated the top of the storybook station was similar to a "photo frame". She stated the frame would have an acrylic type face for viewing and the AOE would have a secure way to access the frame.

Mr. Bennett thanked Mrs. Green and the Altavista Outreach and Enrichment group for the work they do for the children of this community.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if approved, would the town's Public Works Department be able to help install the storybook stations in English Park for AOE.

Mr. Coggsdale stated he felt Public Works would be able to help with the installation process of this project.

## Council Work Session September 22, 2020

Mayor Mattox also asked the Town Manager if a “consensus of Council” would be sufficient in this matter, or if Council needed to vote on AOE’s request.

Mr. Eller, Town Attorney, stated, since AOE was planning to pursue grant funding from the state for this project, the request would be better served by having Council vote on the item. He stated a vote would be necessary if the state required a “resolution” of approval for the grant process.

There were no additional questions or comments from Council.

Mayor Mattox thanked Mrs. Green for her time and for what she and the Altavista Outreach and Enrichment Program does for the Town of Altavista.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request by Altavista Outreach and Enrichment and allow them to pursue grant funding to cover the cost of placing a “storybook walk” in Altavista’s English Park.

Motion carried:

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

### b. Altavista Economic Development Authority (AEDA) Proposal

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

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

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

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

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

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

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



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## **Manager's Report for March 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 meeting with the project design team on a weekly basis. The design team indicates that they would like to have the scope and bid packet ready in the next two weeks.

Staff is working with the engineers in regard to the "environmental assessment" and the scope of services for interior and exterior renovations. Staff is working with Simply Branding on the implementation of the marketing plan. The goal for the opening of the facility is September 2021. Town Council approved/adopted the facility name of "Spark Innovation Center, along with a logo. River City Networks has been on-site installing conduit. Mid-Atlantic Broadband (MBC) and River City Systems will be on site the week of December 7<sup>th</sup> to begin brining fiber connectivity to the building. Staff is communicating with the Tobacco Commission regarding the grant requirements. Staff is also working on getting a "scope of work" developed for the interior and exterior improvements so a bid package can be created. Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor concerning the networking/cabling for the facility; as well as connection to broadband. Staff was noticed by Tobacco Commission staff that the grant for the project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT/security system design/installation.

### Booker Building Renovation Process

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

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

## Dalton's Landing Canoe Launch

Council was provided an update by the contractor at their February Work Session. It was indicated that the "in stream" work will begin on March 9<sup>th</sup> and the work should take five (5) days and be completed by the March 15<sup>th</sup> requirement.

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

Report to be delivered in March and file an application for remediation funds by April 1<sup>st</sup>. In addition, staff worked with the consultant to file a “remediation” grant for the hazardous material remediation for the Spark Innovation Center, we are seeking \$50,000.

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

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

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

The Utility Billing Discount Program, for town residential utility billing customers, became effective with the billing period that began December 1, 2020 (bill will be received in early April 2021). Eligible customers will receive a discount of 30% of the “base rate fee”; this will be a \$5.85 savings on their quarterly bill. We received 34 applications and 28 were approved. We reached out to the remaining six applicants, as they did not submit all the required information to determine eligibility.

Staff has reviewed the applications submitted; at this time, 28 customers are approved for the discount and six are pending further review/receipt of information. This discount will be applied to the utility bill that goes out in April (covers December – February billing period). Staff has completed the application packet and distributed it along with informational items in the recently mailed quarterly water bills. Applications are being received; the discount for eligible accounts will be effective on the bill that will be mailed/paid in April 2021. Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project; Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

## Shreve Park Improvements (Playground Equipment/Bridge)

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

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

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

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

The pavilion has been erected on site. Public Works will install the sidewalk and finish the grading.

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

## Streetlight (Decorative) LED Head Conversion Project

Staff 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 three times and is working on a draft Incentive Plan for consideration.

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

## Hazard Mitigation Plan (HMP)

Council adopted the Hazard Mitigation Plan.

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

## Source Water Protection Plan

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

## [Municipal Utility Relief Program \(CARES Act\)](#)

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

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

- Lynch Creek Sewer Project**    **(LINK)**
- Water Treatment Plant Filter Rehab Project**            **(LINK)**
- WWTP Electrical Improvements**            **(LINK)**
- WWTP Aeration Project**            **(LINK)**
- Riverview Waterline Replacement Project** **(LINK)**
- Melinda Tank High Pressure Zone Improvements** **(LINK)**
- Clarion Road Control Valve Improvements** **(LINK)**
- WWTP Clarifier #1 Project**    **(LINK)**

## [VDOT Administered Projects](#)

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

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

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

## [COMPLETED PROJECTS/ITEMS](#)

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

Chemical Storage Building (Public Works) *(2020)*

Farmer's Market Shade Improvements *(2020)*

Utility Financing *(2020)*

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

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Downtown Public Parking Sign and Banners

Washington Street Sidewalk Project

Meals Tax Audit Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

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

Ridgeway Avenue Drainage Evaluation and Construction

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

Main Street Speed Study

English Park Gazebo Roof Replacement

Main Street Coordinator hired

Spring 2020 Paving Completed

Staunton River RIFA Withdrawal

**2019 CIP Town of Altavista Projects**

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

**3 March 2021**

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

-----  
**Recent Activities:** Contractor has completed all punchlist items except for completion of as-built dwgs and regrading of drainage ditches. Town staff has received the fuel polishing system for the generator and requested guidance if this system is to be installed by Contractor or staff. Final payment apps have been sent to Town for processing and Change Order 3 has been signed by all parties. Contractor has been emailed regarding remaining punchlist items of grading and footer correction. Contractor installed concrete cylinders for footer issues. Engineer is checking to see if the cylinders will be acceptable.

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

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

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

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

**Schedule Constraints:**

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

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

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

**Balance to Complete:** \$1525

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

**Issues Town Should Be Aware Of:**

**2019 CIP Town of Altavista Projects**

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

**3 March 2021**

**Project Name:** English Park Riverbank Stabilization

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

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

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**Recent Activities:**

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

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

**Upcoming Tasks:**

**Outstanding Issues:**

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**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** None, investigative phase

**Invoiced To Date:** \$0

**Balance to Complete:**

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

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

**2019 CIP Town of Altavista Projects**

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

**3 March 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:** Pay app 4 has been signed for processing. Engineer and Town staff have determined the sump pump and sump requirements for the manholes. Contractor has been notified and will resubmit manhole design with new sumps. Contractor has started laying out the conduit as working conditions allow. Contractor has installed DB A north of the power building and backfilled with flowable fill. Progress meeting held 24 February on site. Engineer rejected the flowable fill condition poured over DB A. Contractor has proposed a resolution to remediate DB A flowable fill. DEQ representative reports no progress with obtaining the tax exemption documentation. Engineer will revise termination of ductbank at aerators. Progress meeting notes will be sent separate of this report.

**Anticipated work over the next two weeks:** Continue reviewing shop dwgs. Awaiting revisions to the platform footers.

**Upcoming Tasks:** Continue work.

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

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

**Schedule Constraints:**

**Projected Completion:** November 2022

**Approved Budget:** \$303,100 (combined II and III projects including CA)

**Invoiced To Date:** \$208,950

**Balance to Complete:** \$94,150

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**Town Input Required:**

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

**2019 CIP Town of Altavista Projects**

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

**3 March 2021**

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

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

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

**Upcoming Tasks:**

**Outstanding Issues:**

-----

**Design Schedule:** TBD Complete design plans and specs  
TBD Advertise for Bids (if Town desires)  
**Schedule Constraints:** Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades  
See note below regarding potential schedule adjustment.  
**Projected Completion:** 31 October 2021  
**Approved Budget:** \$198,000  
**Invoiced To Date:** \$19,200  
**Balance to Complete:** \$178,800

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**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**

**3 March 2021**

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

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**Recent Activities:** Plans and specs have been submitted to Town staff and VDH. Town staff has responded with comments. Advertise for open end SCADA work.

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

**Upcoming Tasks:** Awaiting review comments from VDH. Respond to comments and advertise for bids when ready. Open bids for SCADA on 30 March.

**Outstanding Issues:**

-----

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

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

**Projected Completion:** TBD

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

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

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

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**Town Input Required:**

**Issues Town Should Be Aware Of:**

**2019 CIP Town of Altavista Projects**

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

**3 March 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

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**Recent Activities:** Advertised the project for bid on 13 February. Submitted plans to Campbell County building inspector and Pittsylvania County for review. Revised plans and provided comment/response letter to VDH regarding first comments. Provided exemption request for proximity of diesel fuel tank in generator to Staunton River intake. Pre-bid meeting 2 March 10:00 am. Provided SCADA estimate to Town.

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

**Upcoming Tasks:** Open-bids 18 March 2:00 pm

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

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

**Schedule Constraints:**

**Projected Completion:**

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

**Invoiced To Date:** \$21,800

**Balance to Complete:** \$21,800

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

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

**2019 CIP Town of Altavista Projects**

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

**3 March 2021**

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

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

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

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**Recent Activities:** Met w/ Town staff to review the issues in the church field and along Frazier Road. Contacted a relining contractor regarding budget costs for relining the storm sewer. Met w/ Town staff on 24 February to field review Lynch Mill Road. Town was meeting with VDOT to discuss if Lynch Mill Road drainage is the responsibility of VDOT. Provided a budget cost for relining of the Lynch Mill Road culvert.

**Anticipated work over the next two weeks:** Provide sketches and notes to Town staff regarding recommendations and potential costs to remediate issues.

**Upcoming Tasks:**

**Outstanding Issues:**

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**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

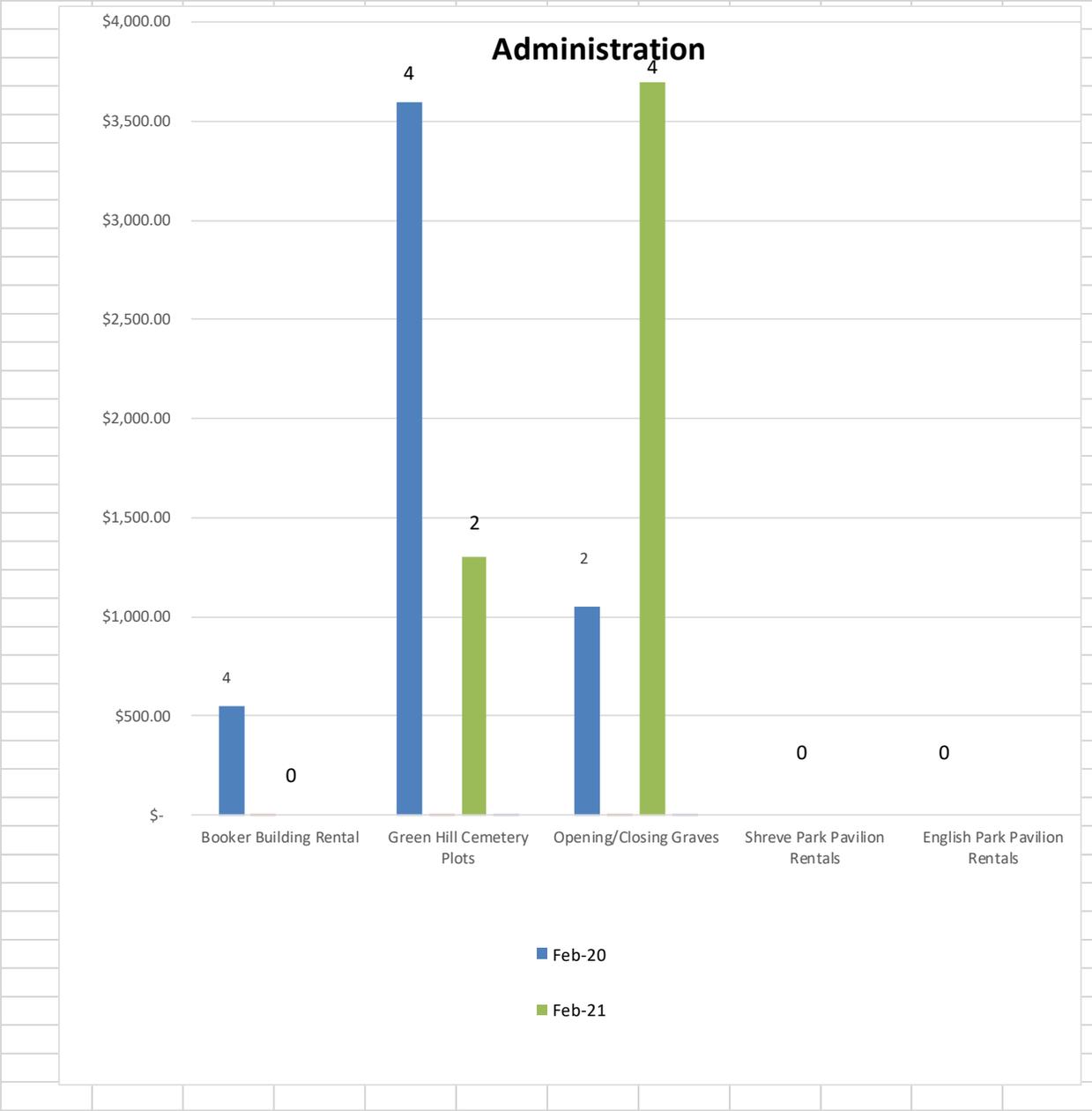
**Approved Budget:** None, investigative phase

**Invoiced To Date:** \$0

**Balance to Complete:**

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

**Issues Town Should Be Aware Of:**



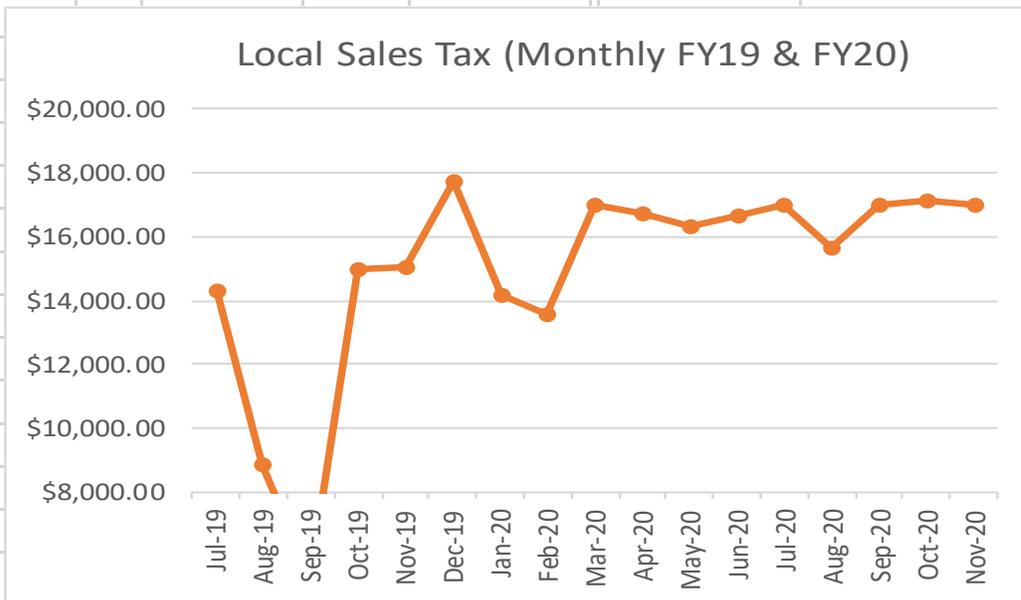
## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

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	\$579,530.63
May-20	\$83,548.86	FY2021	\$607,107.02
Jun-20	\$85,413.70	+/-	\$27,576.39
Jul-20	\$88,787.18	<b>Budgeted:</b>	<b>\$955,000</b>
Aug-20	\$85,975.65	Remaining Revenue	-\$347,892.98
Sep-20	\$86,501.21	% of Budget to date	63.57%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		



**Town of Altavista  
Local Sales Tax**

<b>Jul-19</b>	<b>\$14,308</b>		<b><u>YTD TOTAL (FY)</u></b>
<b>Aug-19</b>	<b>\$8,868</b>	<b>FY2017</b>	<b>\$166,834</b>
<b>Sep-19</b>	<b>\$5,261</b>	<b>FY2018</b>	<b>\$171,886</b>
<b>Oct-19</b>	<b>\$14,965</b>	<b>FY2019</b>	<b>\$169,649</b>
<b>Nov-19</b>	<b>\$15,058</b>	<b>FY2020</b>	<b>\$170,672</b>
<b>Dec-19</b>	<b>\$17,754</b>		
<b>Jan-20</b>	<b>\$14,151</b>		<b><u>MTD TOTAL (FY)</u></b>
<b>Feb-20</b>	<b>\$13,558</b>	<b>FY2020</b>	<b>\$76,214</b>
<b>Mar-20</b>	<b>\$17,023</b>	<b>FY2021</b>	<b>\$103,216</b>
<b>Apr-20</b>	<b>\$16,735</b>	+/-	\$27,002
<b>May-20</b>	<b>\$16,338</b>	<b>Budgeted:</b>	<b>\$165,000</b>
<b>Jun-20</b>	<b>\$16,653</b>	+/-	-\$61,784
<b>Jul-20</b>	<b>\$17,032</b>	<b>% of Budget</b>	<b>62.56%</b>
<b>Aug-20</b>	<b>\$15,648</b>		
<b>Sep-20</b>	<b>\$16,975</b>		
<b>Oct-20</b>	<b>\$17,144</b>		
<b>Nov-20</b>	<b>\$16,974</b>		
<b>Dec-20</b>	<b>\$19,443</b>		

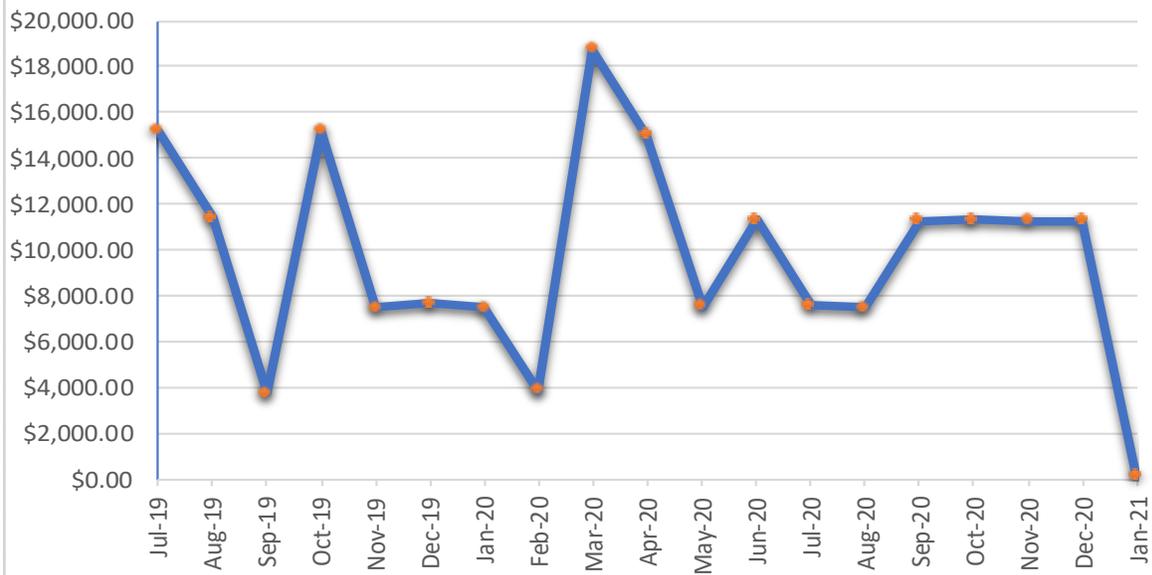


NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

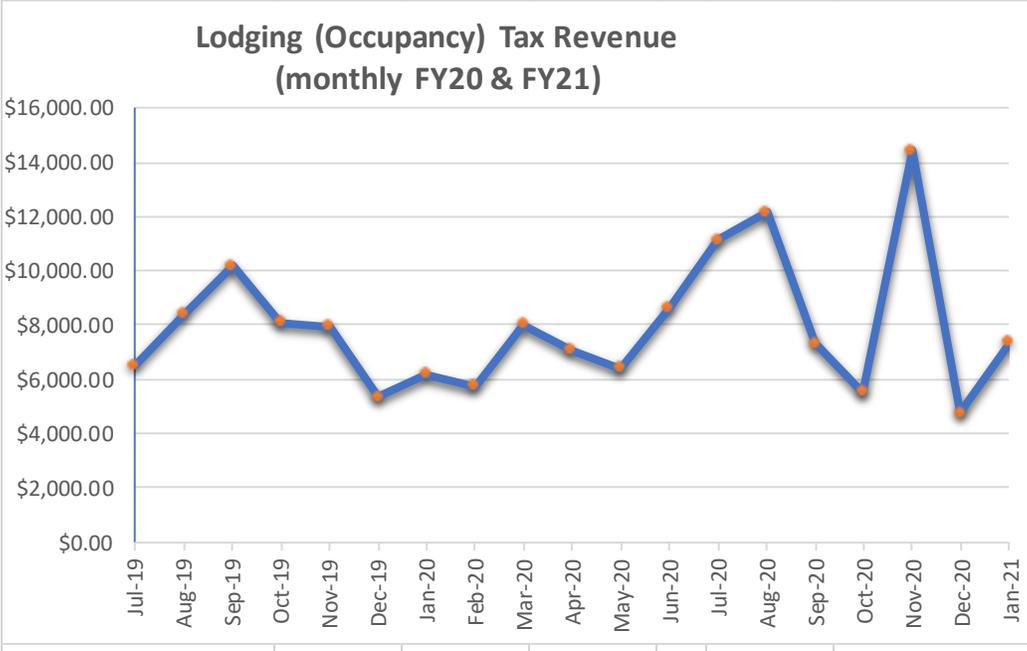
**Town of Altavista  
Local Cigarette Tax**

Jul-19	\$15,187		<b>FISCAL YEAR TOTAL</b>	
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			<b>MTD TOTAL (FY)</b>
Mar-20	\$18,750	FY2020		\$72,090
Apr-20	\$15,000	FY2021		\$63,987
May-20	\$7,545	+/-		-\$8,103
Jun-20	\$11,299			
Jul-20	\$7,556	<b>Budgeted:</b>	<b>\$130,000</b>	
Aug-20	\$7,500	+/-	-\$66,013	
Sep-20	\$11,250	%/Budget	49.22%	
Oct-20	\$11,306			
Nov-20	\$11,250			
Dec-20	\$11,250			
Jan-21	\$125			
Feb-21	\$3,750			

**Cigarette Stamp Revenue (monthly FY19, FY20 & FY21)**



Town of Altavista			
Lodging (Occupancy) Tax			
Jul-19	\$6,502		
Aug-19	\$8,383		<b>FISCAL YEAR</b>
Sep-19	\$10,187		<b>TOTAL</b>
Oct-19	\$8,088	FY2020	\$88,534
Nov-19	\$7,934		
Dec-19	\$5,338		<b>MTD TOTAL (FY)</b>
Jan-20	\$6,206	FY2020	\$52,638
Feb-20	\$5,732	FY2021	\$62,677
Mar-20	\$8,030	+/-	\$10,040
Apr-20	\$7,079		
May-20	\$6,413	<b>Budgeted:</b>	<b>\$80,000</b>
Jun-20	\$8,643	+/-	-\$17,323
Jul-20	\$11,145	%/Budget	78.35%
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513		
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368		





## MEMORANDUM

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

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

**Date: March 3, 2021**

**Re: February 2021 Community Development Report**

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### Permits

There were seven (7) Zoning Permits issued during the month of February:

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

### Violations

Staff is working on twelve (12) active code enforcement complaints. Three (3) new violations were reported in February.

### Planning Commission:

The Planning Commission met on February 1, 2021 to receive public comments on the proposed Source Water Protection Plan. After receiving an update from Tom Fore, Public Utilities Director, the Planning Commission voted 5-0 to recommend that Town Council adopt the plan.

The Planning Commission also discussed proposed changes to the Downtown Revitalization Overlay District (DRO) and requested that staff review other Main Street communities to compare how they regulated signage.

The Planning Commission discussed information provided by Councilman Bennett related to tiny houses and shipping containers as affordable housing options in Altavista. The National Center for Healthy Veterans in Campbell County is currently building a tiny house community. The Planning Commission took no action; however, they agreed to take it under advisement.

### Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in February.

### Recreation Committee:

The Recreation Committee met on February 16, 2021. Assistant Town Manager Amie Owens provided an update on the Recreation Committee Capital Improvement requests.

The Recreation Committee received information on a rotating shade sail proposal that was presented to the Town Manager for its possible use by the town. The Recreation Committee thought it was an interesting idea; however, requested a demonstration prior to making a recommendation.

The Recreation Committee agreed to partner with Altavista On Track (AOT) on a walking tour of the proposed Art on Main project to promote the benefits of walking.

### Staff Projects/Meetings:

The Assistant Town Manager, Main Street Coordinator and Community Development Director met with representatives from Microsoft Tech Spark, Small Business Development Center, Campbell County Economic Development Department, and Liberty University to discuss programming 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 with the engineering team to discuss the renovations for the Spark Innovation Center.

The Community Development Director and participated in a meeting with Virginia's Joint Legislative Audit & Review Commission and Virginia Planners to discuss an affordable housing study. The discussion included the background on how local zoning and planning impact the availability of affordable housing; how localities and planners assess local need for affordable housing and set goals for meeting that need; most pressing needs and challenges related to affordable housing; perception of areas where state and local agencies' programs or efforts are effective in meeting the need for affordable housing as well as areas where the effectiveness of housing programs could be improved; and perspectives on what issues and questions their study could address to add the most value.

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

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.

Simply Branding is completing work on the Spark Innovation Center website. It is expected that the complete site will go live in March, to include an email campaign and "Lunch and Learn" series to create public interest in the facility until it opens.

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



## Main Street Coordinator February 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
- Rountrey Hardware
- Scoops
- SPT Salon
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Vista Fitness
- Vital Edge Nutrition

### AOT Activities

- Accounting Software: The Main Street Coordinator met with staff from Publiq Accounting to begin the onboarding process for the new accounting software. The conversion from the current QuickBooks software to the new Publiq software will take approximately 3-4 weeks.
- Boundary Expansion: DHCD staff notified the Main Street Coordinator of its approval of the recent boundary expansion request. However, before an official approval letter is drafted, VMS requested that AOT develop a new work plan that builds consensus and identifies worthwhile projects and initiatives that align with the local Main Street organization's mission and Transformation Strategies. AOT will be developing a work plan for FY21-22 at the March 11<sup>th</sup> board meeting.
- Budget Review: The Main Street Coordinator met with the AOT Board President on February 12<sup>th</sup> to discuss the proposed FY21-22 budget for AOT. A draft copy of the budget will be provided at the March 11<sup>th</sup> AOT meeting.
- Distrx App: Development on AOT's new app continued to be a priority. The MSC sent information regarding the app's capabilities to business owners in the AOT district. Full release of the app is expected by the end of March.
- Donation Software: The MSC met with Michael Hudson, Executive Director at Avoca Museum, to discuss donation campaigns. Mr. Hudson provided information on the process Avoca uses to request donations, including letters and emails. A donation page was established on AOT's website, and an active donation campaign will be discussed at the March 11<sup>th</sup> Board meeting.
- Downtown Business Investment Grant: At the February 11<sup>th</sup> meeting, the AOT Board of Directors voted to provide DBIG funding to Mr. Bryan Perkins to open a hair/nail salon at 600 Broad Street.

Mr. Perkins currently operates salons in Rocky Mount and the Timberlake area of Lynchburg. Information was also provided regarding the Façade Loan Program and the Altavista Revolving Loan Fund.

- Downtown Investment Grant: At the February 11<sup>th</sup> board meeting, the AOT Board of Directors voted to allow the MSC to apply for DIG funding to assist with AOT's Downtown Business Investment Grant (DBIG). As a reminder, the DBIG provides a \$3,000 grant to new business owners in the AOT district that covers three months of rent and utilities (water, sewer, gas, and electric). DIG funding from DHCD will allow AOT to provide additional funding to new businesses in the downtown district.
- Liberty University Internships: The MSC met with the Community Development Director and Brian Hastoglis, Employer Relations Coordinator with Liberty University, to discuss the possible utilization of interns for downtown businesses. Several businesses have stated that they do not have the time and/or expertise to develop a website and social media platforms to market themselves during the COVID-19 pandemic. Mr. Hastoglis stated that departments at Liberty, specifically undergraduate, were constantly guiding students towards internships in the surrounding areas, both paid and unpaid types. He informed us that finding qualified interns would not be an issue. Depending on need, the MSC will contact additional universities in the area (Randolph College, University of Lynchburg, Sweet Briar College, and CVCC) to inquire about intern services.

### **Town Activities**

- Art on Main: The MSC continued to contact vacant property owners in the downtown district requesting permission to participate in the upcoming Art on Main program. As of March 1<sup>st</sup>, three business have given their approval, one has declined, and five have not been reached.
- Spark Innovation Center – Construction: The Town Manager, Assistant Town Manager, Community Development Director, and Main Street Coordinator met with staff from Hurt & Proffitt to continue discussions on the co-working space.

### **Town Social Media Activities**

- **Page Likes:** 1,955 (+31 during February)
- **Page Followers:** 2,094 (+32 during February)
- **Post Reach:** 6,309 (+17% compared to January)
- **Total Posts:** 16 posts
- **Most Popular Post:** Hiring of New Main Street Coordinator (February 2<sup>nd</sup>) – 4,120 reached

### **AOT Social Media Activities**

- **Page Likes:** 1,659 (+10 during February)
- **Page Followers:** 1,760 (+10 during February)
- **Post Reach:** 1,069 (+59% compared to January)
- **Total Posts:** 4 posts
- **Most Popular Post:** Hiring of New Main Street Coordinator (February 2<sup>nd</sup>) – 983 reached

**BUILDINGS AND GROUNDS**

March 2, 2021

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: February 2021

Vacation / Comp. Time Used / Sick Leave Taken		2
Meetings / Data Entry / Work Planning / Training		78.75
# of Call Duty Hours		16
# of Assisting other Crews		6
Holiday		0
<b>Green Hill Cemetery</b>		
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>
# of Burials	4	85.75
# of Cremations		
Cemetery Grounds Maintenance		21.50
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
<b>Solid Waste Collection</b>		
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>
Residential Garbage Collected (Tonnage)	85.57	103.50
Residential Garbage Collected (Tonnage) Town of Hurt	33.83	32
# of Curbside Brush Collected (Stops)	74	27.50
Loads of Brush Collected	5	
# of Curbside Bulk Collected (Stops)	72	24
Bulk Collection (Tonnage)	9.02	
# of Tires Collected	7	.50
# of Residential Garbage Citations Issued	0	
Seasonal		
<b>Parks</b>		
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>
Landscaping Buildings		
# of Building Maintenance Hours		128.50
# of Park Cleaning		157.75
# of Parks Ground Maintenance Hours		148.50
# of Acres Mowed by Town		
# of Acres Mowed by Contractors ****		0
Special Projects / Special Events		
# of Veh. Maintenance Hours		28
Snow/Ice Removal		154.25
*** HOURS NOT ADDED		
<b>Total Labors Hours for the Month</b>		<b>1014.50</b>

**FLEET MAINTENANCE DEPARTMENT**

**DATE: March 2, 2021**

**TO: TOWN MANAGER**

**FROM: DAVID GARRETT**

**MONTH: February 2021**

<b>DESCRIPTION</b>	<b>Labor Hours</b>
Vacation	0
Safety Meetings	6
Holiday	0
Daily/ Weekly/ Planning & Scheduling	24.50
Sick Leave Used	0
CIP / Budgeting	12.50
Preventive Maintenance	71.50
Full Services	9
General Repair's	17.00
Troubleshoot and Diagnostic	10
Assisting Other Crew	0
Tire Changes & Repairs	2.50
Building & Grounds	1.50
Picking Up & Delivery	1.50
State Inspections	4
Snow Event	
<b>Total Labor Hours for the Month</b>	<b>160</b>

## STREET DEPARTMENT MONTHLY REPORT

DATE: March 2, 2021

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

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	4
Safety Meetings/Data Entry/ Planning Schedule	74.75
VDOT Education and Training	0
Weekend Trash Truck	0
Street Sweeping	9
Road Hazards	0
Litter Control	40.25
Assisting Other Crews	68.25
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0 Times
Sign Maintenance	7.50
Landscaping	0
Ditch & Drainage Pipe Maintenance	95.00
Sidewalks	0
Pothole Patching	1
Dead Animal Removal	2
Decorative Street Light	32
Delivery / Pick Up	0
Shop Clean Up	34.50
Trees/ Trimming/ Removal	.75
Vehicle Maintenance	19.75
Shoulder Work and Stone	9
Snow Prep / Stand By	80.50
Snow Event	66.75
Snow Clean Up	87.50
Bags Of Litter	27
Storm Damage Clean-Up	6
Special Projects / Special Events	0
Total Labor Hours for the Month	638.50

**Monthly Staff Report Water Plant**

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

**Operation and Production Summary**

The Actual water production line ( filtering of water) for the entire month averaged 17.4 Hours per day which yielded approximately 1,848,857 gallons of water per day.

**Rain** 5.67 **YTD Rain** 8.745 **Snow** 0 **YTD Snow** 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>18.60</u>	hrs			
Average Hours per day (weekends)	<u>14.40</u>	hrs			
Average produced (week days)	<u>1,911,200</u>	gallons per day			
Average produced (weekends)	<u>1,387,000</u>	gallons per day			
Total Raw Water Pumped:	<u>51.77</u>	million gallons			
Total Drinking Water Produced:	<u>49.32</u>	million gallons			
Average Daily Production: (drinking)	<u>1,761,490</u>	gallons per day			
Average percent of Production Capacity:	<u>58.72</u>	%			
Plant Process Water:	<u>2,445,450</u>	(finished water used by the plant)			
Bulk Water Sold @ WTP:	<u>50,400</u>	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use	<u>0</u>	gallons			
McMinnis Spring					
Total Water Pumped:	<u>7.476</u>	million gallons	average hours per day	<u>15.2</u>	
Average Daily Produced:	<u>287,539</u>	gallons per day	Rain at MC	<u>7.13</u>	<b>YTD Rain</b> <u>9.91</u>
Reynolds Spring			snow	<u>0</u>	<b>0.000</b>
					<b>Total</b>
Total Water Pumped:	<u>6.947</u>	million gallons	average hours per day	<u>17</u>	<b>Precip</b> <u>9.91</u>
Average Daily Produced:	<u>315,773</u>	gallons per day	Rain at RE	<u>6.03</u>	<b>YTD Rain</b> <u>9.29</u>
Purchased Water from CCUSA	<u>1,020,272</u>	gallons	snow	<u>0</u>	<b>0</b>
					<b>Total</b>
Sold to Hurt	<u>2,249,800</u>	gallons			<b>Precip</b> <u>9.29</u>
Industrial Use	<u>44,385,253</u>	gallons			
			<b>Water lost due to leaks</b>	<u>108,000</u>	

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 Cryptosporidium Sampling was completed for the month on February 9 , 2020 (Last One)  
 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. 90% 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. Federally required by July 2021  
 Risk and Resiliency Accessment is completed and certified with EPA. Also Federally required by July 2021  
 The Source Water Protection Plan, planning commision recommended approval to Town Council  
 Generator project to be bid in March  
 Standard Operating Procedures were updated for review and reviewed by all staff in January 2021  
 Advertising RFPs for SCADA firms

**Utilities Distribution and Collection**

# of Service Connections	1	Addresses:	
		101 Windy Ridge Road	
# of Service Taps	1	Addresses:	
		1663 Tardy Mountain Road	
# 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	20.00		
	167.75	Tons	
# of Location Marks made for Miss Utility	41		
# of Meters Replaced	0		
# of Water Lines Repaired	2		1 # of Sewer Lines Unstopped
Locations:			Locations:
1411 Lynch Mill Road			1100 Block of 8th Street
1030 7th Street			
# Air Relief Valves Inspected	35		
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	22		
# of Blow-Off Valves Flushed			
# of Blow-Off Valves Located	13		
Push Camera Footage	0	Sewer Main Cleaned	621'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	2
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	500'	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	12	Water Right of Way Clearing Footage	0
		Sewer Manholes Inspected	2
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:  
 Installed PRV on Woodland Ave.  
 Smoke Test completed on 2-24-21 on sewer line @

DEPARTMENT: Wasterwater Plant  
 MONTH: Feb-21

Average Daily Flow	2.40 MGD	
TSS Reduction	88 %	
BOD Reduction	89 %	
VPDES Violations	0	
Sludge ( Regional Land Fill)	189 tons	(estimated)
Rain Total	4.80 Inches	Snow Total _____ Inches

**Other Wastewater Activities and CIP Projects:**

Month: February 2021  
 Week: 1st

Month: February 2021  
 Week: 8th

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Serviced UV system Bank A
- Ran All Generators
- Submitted Monthly DMR
- Submitted Monthly Industrial Billing
- Continued work on Permit renewal
- Interviewing applicants for open position
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Contractor Hit NPW line, sludge building power line, some spare control wires
- Moores Electric reviewed RVPS for estimate on replacing outside well conduit
- Replaced #3 sludge return pump assembly
- Continued work on Permit renewal
- Interviewing applicants for open position
- Made official offer to applicant for open position
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: February 2021  
 Week: 15th

Month: February 2021  
 Week: 22nd

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Employee out with COVID
- High water event Monday 2/15/21 Influent flow 5.2 MG
- Changed oil in Digester Blowers 1 and 2
- Changed oil in basin blowers 1, 2, and 3
- Continued work on Permit renewal
- Interviewing applicants for open position
- Winter weather event (sleet / Ice) 2/18/21
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Serviced UV Bank B 2/23/21
- Polymer shipment received 2-24-21
- Set up start date and orientation for new employee 3-3-21
- COVID vaccine 2-25-21 Steve, Andy and Donald
- Continued work on Permit renewal
- Interviewing applicants for open position
- Employee retirement Andy Wyatt 2-26-21
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade continues  
 New employee to begin work on March 3 2021  
 Andy Wyatt Retired on March 1 2021 after 30 years service

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

Customer Class	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21	Average
Residential Base-IT	6	1,265	16	12	1,329	7	12	1,245	16	11	1,240	9	431
Commercial Base-IT	27	188	43	44	195	43	27	176	27	28	157	44	83
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	31	31	31	30
Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	5	4	4	4	4	5	5	5	5	5	5	5	5
<b>TOTAL</b>	<b>69</b>	<b>1,632</b>	<b>94</b>	<b>91</b>	<b>1,709</b>	<b>87</b>	<b>75</b>	<b>1,600</b>	<b>79</b>	<b>77</b>	<b>1,576</b>	<b>90</b>	<b>603</b>
Residential Use-IT	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	11,360	51,732,948
Commercial Use-IT	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	2,763,740	42,640,509
Residential Use-OT	-	1,593,550	-	-	1,840,710	2,560	-	1,778,750	-	8,440	1,513,390	-	6,737,400
Commercial Use-OT	2,098,900	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	2,539,800	28,387,729
Municipal	186,560	289,680	338,300	350,180	137,470	920,400	552,930	271,080	275,720	289,950	278,340	293,710	4,184,320
Industrial	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	46,314,631	493,037,825
<b>TOTAL WATER SOLD</b>	<b>39,707,239</b>	<b>66,468,136</b>	<b>52,609,567</b>	<b>46,883,484</b>	<b>69,211,826</b>	<b>54,204,146</b>	<b>25,939,652</b>	<b>66,005,017</b>	<b>49,285,645</b>	<b>46,568,103</b>	<b>57,914,675</b>	<b>51,923,241</b>	<b>626,720,731</b>
NET DELIVERED	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	63,600,827	712,202,241
FRACTION BILLED	70%	117%	91%	70%	105%	128%	37%	113%	92%	82%	90%	82%	88%
Total ( TOA,sold,hydrnts, Leaks)	24,100	81,900	116,850	73,575	455,600	197,800	182,771	162,100	116,400	80,550	65,800	-	1,557,446
Residential Base & Use-IT	256	57,244	830	397	65,103	219	482	60,626	546	373	56,503	281	242,861
Commercial Base & Use-IT	15,236	20,129	8,427	19,750	19,375	22,409	5,824	27,423	3,085	14,277	12,259	9,486	177,680
Residential Base & Use-OT	-	11,191	-	-	12,599	43	-	12,235	-	62	2,901	-	39,031
Commercial Base & Use-OT	8,159	9,862	9,185	9,784	9,654	11,306	10,802	10,385	9,971	10,477	577	10,652	110,815
Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	84,381	109,049	118,058	103,204	121,340	117,906	53,272	106,850	115,726	95,797	110,892	126,459	1,262,933
<b>TOTAL</b>	<b>108,033</b>	<b>207,474</b>	<b>136,500</b>	<b>133,135</b>	<b>228,071</b>	<b>151,883</b>	<b>70,380</b>	<b>217,519</b>	<b>129,328</b>	<b>120,986</b>	<b>183,132</b>	<b>146,878</b>	<b>1,833,320</b>

Customer Class	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21	Average
Residential Base-IT	6	1,129	16	11	1,150	4	12	1,085	16	9	1,079	9	377
Commercial Base-IT	26	174	42	42	146	40	25	158	25	25	136	43	74
Commercial Base-OT	1	8	8	1	8	1	-	1	1	7	6	1	4
Municipal	8	8	8	8	7	8	8	8	8	9	8	8	-
Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	3	3	3	3	4	4	4	4	4	4	4	4	4
<b>TOTAL</b>	<b>44</b>	<b>1,322</b>	<b>77</b>	<b>65</b>	<b>1,315</b>	<b>57</b>	<b>49</b>	<b>1,256</b>	<b>54</b>	<b>54</b>	<b>1,233</b>	<b>65</b>	<b>458</b>
Residential Use-IT	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	8,194	37,330,469
Commercial Use-IT	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	1,792,160	19,642,403
Commercial Use-OT	230,000	741,842	382,900	151,300	328,292	113,700	-	136,940	100,000	374,096	240,800	82,300	2,882,170
Municipal	100,460	106,930	75,130	51,390	44,240	129,020	83,400	99,360	85,810	84,140	82,690	94,250	94,250
Industrial	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	41,610,000	467,050,000
<b>TOTAL SEWER BILLED</b>	<b>37,049,521</b>	<b>50,732,509</b>	<b>40,720,889</b>	<b>43,038,184</b>	<b>56,908,022</b>	<b>44,982,927</b>	<b>23,514,185</b>	<b>53,780,928</b>	<b>43,465,541</b>	<b>40,795,913</b>	<b>49,366,341</b>	<b>43,586,904</b>	<b>526,905,043</b>
WWTP EFFLUENT	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	66,310,000	772,454,100
FRACTION BILLED	65%	87%	59%	58%	98%	107%	35%	74%	59%	58%	79%	66%	68%
Residential Base & Use-IT	120	29,706	351	96	36,091	28	207	33,208	177	118	29,176	57	10,778
Commercial Base & Use-IT	3,951	10,707	4,803	6,275	5,516	7,137	3,787	8,187	3,484	2,510	7,810	5,730	5,825
Commercial Base & Use-OT	1,662	3,375	1,936	502	1,182	429	506	386	778	1,904	1,148	620	1,202
Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	122,124	136,000	134,980	138,856	148,036	144,500	78,642	140,484	144,296	133,960	132,753	142,639	1,597,270
<b>TOTAL</b>	<b>127,857</b>	<b>179,788</b>	<b>142,070</b>	<b>145,730</b>	<b>190,825</b>	<b>152,095</b>	<b>83,142</b>	<b>182,265</b>	<b>148,734</b>	<b>138,492</b>	<b>170,887</b>	<b>149,046</b>	<b>1,615,075</b>

Customer Class	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21	Average
Curbside-IT STOPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Curbside - Brush	72	304	260	241	221	148	95	226	166	72	83	74	155
Curbside- BULK	107	89	119	118	39	93	102	111	126	85	90	72	85
<b>TOTAL</b>	<b>179</b>	<b>393</b>	<b>379</b>	<b>359</b>	<b>260</b>	<b>241</b>	<b>197</b>	<b>337</b>	<b>292</b>	<b>157</b>	<b>173</b>	<b>173</b>	<b>240</b>
Curbside-IT	92	101	93	95	101	102	112	100	112	116	89	86	1,096
Curbside-BULK	15	15	13	10	7	10	17	17	17	24	21	9	153
<b>TOTAL</b>	<b>107</b>	<b>116</b>	<b>107</b>	<b>105</b>	<b>109</b>	<b>112</b>	<b>129</b>	<b>117</b>	<b>129</b>	<b>140</b>	<b>110</b>	<b>95</b>	<b>1,249</b>

# MARCH 2021

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

# APRIL 2021

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Sat.
		<b>NOTES:</b> <u>April 13<sup>th</sup></u> - designate May 11 <sup>th</sup> as Public Hearing for FY2022 Budget	<b>NOTES:</b> <u>April 21<sup>st</sup></u> – first public hearing advertisement <u>April 28<sup>th</sup></u> – second public hearing ad	1	2	3
4  Easter	5  Planning Commission 5pm	6	7	8	9	10
11	12	13  <u>Council Meeting</u> 6pm (First Reading of Budget)	14	15  AOT Meeting 5:15pm	16	17
18	19	20  Recreation Meeting 5:30	21	22  Earth Day	23	24
25	26	27  <u>Council Work Session</u> 5pm “Budget Work Session”	28  ...continue budget work session (if needed)	29	30	

# Town Council Regular Meeting February 9, 2021

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on February 9, 2021 at 6:00 PM.

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

## Council Members

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

Absent: 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, Altavista Utilities Director  
Ms. Sharon Williams, Community Development Director  
Mr. George Sandridge, AOT Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

Altavista Utilities Director Tom Fore, gave the invocation.

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

## 1. Agenda Adoption

Mayor Mattox informed Town Council of two additions/amendments to Section #8 "Unfinished Business" of the February 9, 2021 Regular Council Meeting Agenda.

- 8C. Spark Innovation Center – Design/Bid Phase Proposal Request
- 8D. Utility Fee Waiver Request for - 10" Waterline Connection

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed February 9, 2021 Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Lowman, to approve Council's February 9th Meeting Agenda as amended.

Motion carried.

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

# Town Council Regular Meeting February 9, 2021

## 2. Recognitions and Presentations

- Proclamations
  - Black History Month – February

Mayor Mattox read aloud the proclamation declaring February 2021 Black History Month in the Town of Altavista.

*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.*

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the Black History Month Proclamation.

Motion carried.

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

Ms. Tywana Whorley, Staunton River Memorial Librarian, was present at the meeting to accept the proclamation, to be posted at the library.

Mayor Mattox thanked Ms. Worley for the work she does for the Town of Altavista.

## Town Council Regular Meeting February 9, 2021

- Multiple Sclerosis Awareness Month – March

Mayor Mattox read aloud the proclamation declaring March 2021 as Multiple Sclerosis Education and Awareness Month in the Town of Altavista.

*PROCLAMATION DECLARING MARCH 2021 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.*

Vice Mayor Bennett made a motion, seconded by Councilman George, to approve the Multiple Sclerosis Education and Awareness Proclamation.

Motion carried.

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

Ms. Denise Ellis, on behalf of the Multiple Sclerosis Alliance of Virginia, was present that evening to accept the MS proclamation.

Mayor Mattox thanked Ms. Ellis and the MS Alliance for the good work they do.

## Town Council Regular Meeting February 9, 2021

- Personnel Updates & Changes since January 1st, 2021

- Employee Milestones:

Town Manager Waverly Coggsdale informed Council, after 30+ years of service to the Town of Altavista, Mr. Andy Wyatt, WWTP Superintendent was retiring, effective March 1, 2021.

Mr. Coggsdale stated he would like to take a moment to officially congratulate Mr. Wyatt for his retirement and stated he appreciated the good work and hard effort Andy always showed on his job at the town.

- New Hires:

Town Manager Waverly Coggsdale reminded Council of Mr. George Sandridge (formally a Community Development Town Intern) being hired on full-time for the position of AOT Main Street Coordinator. He stated Mr. Sandridge's full-time status went into effect as of February 1, 2021.

- Departures:

Mr. Coggsdale also informed Council that Mr. Graham Petrie, Public Works Maintenance Worker, left his position with the Town of Altavista on January 20<sup>th</sup>.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the February 9, 2021 Council Meeting Agenda, to which there were none.

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.

### 4. Partner Updates

There were no updates from either Altavista On Track, nor the Altavista Area Chamber of Commerce at the February 9, 2021 Council Meeting.

### 5. Consent Agenda

A. Approval of Council Meeting Minutes

- January 12<sup>th</sup>, 2021 Regular Meeting
- January 26<sup>th</sup>, 2021 Work Session

B. Acceptance of Monthly Financial Reports

- January 2021 Revenue And Expenditures

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 the CVPDC Regional Hazard Mitigation Plan.

F. Approval of the Town of Hurt's request regarding "modified connection" at Altavista's Water Treatment Plant.

G. Approval to amend Avoca's Security Camera System Project.

## Town Council Regular Meeting February 9, 2021

Mayor Mattox reminded Council the CVPDC Hazard Mitigation Plan 2020 Update was part of the February 9<sup>th</sup> Consent Agenda.

*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.*

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the February 9, 2021 Consent Agenda, to which there were none.

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

Motion carried.

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

### 6. Public Hearing(s)

There were no public hearings scheduled for the February 9, 2021 Council Meeting.

# Town Council Regular Meeting February 9, 2021

## 7. New Business

### A. Delivery of the FY2022 Draft Budget and FY2022-2026 Capital Improvement Plan (CIP).

#### Background:

The “budget” is the process by which Town Council allocates funds for town operations and capital items. Once adopted, the budget directs the expenditures of staff. Annually, Town Staff provides Town Council with a draft budget and capital improvements plan. Accordingly, Town Council adopts a schedule for budget discussions. Town Council has set aside time at their monthly work sessions in February and March for budget discussions, as well as the potential for meeting on the next evening, if deemed necessary. The schedule calls for the “First Reading” of the draft 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.

Town Manager Waverly Coggsdale referenced the draft FY2022 Budget and the draft FY2022-2026 Capital Improvement Plan (CIP) given to Town Council that evening. He stated the first budget discussion was scheduled for Tuesday, February 23<sup>rd</sup>, Council’s next work session. He stated that would be the first opportunity for Council to go over the draft budget and capital improvement plan with staff and provide input and direction.

Mr. Coggsdale informed Council that Altavista’s Finance Director Tobie Shelton led the efforts in creating the draft budget; and Assistant Town Manager Amie Owens led the efforts in creating the CIP. He thanked all of Town Staff for their hard work in helping create the FY2022 Draft Budget and FY2022-2026 Draft CIP for Town Council’s consideration.

Mr. Coggsdale stated he felt the draft budget process was the most important task Town Council takes on each year, by setting a budget to achieve the town’s goals and objectives for the next fiscal year.

Mr. Coggsdale stated, with Council having two weeks to review the FY2022 Draft Budget and draft CIP, Town Staff looked forward to “diving into” the budget process on February 23<sup>rd</sup>, by giving Council a brief overview of the draft budget and CIP for their consideration.

Mayor Mattox asked if the February Work Session had any other items for discussion that evening, other than Council’s scheduled draft budget discussion. He suggested, if so, Council may need to consider starting the February work session earlier than 5PM.

Mr. Coggsdale stated, in accordance with the agreement between Altavista On Track (AOT) and Town Council that requires AOT to submit an annual plan of intent, the AOT Board would like to brief Council at the next work session in regard to their 2021 plans.

Councilman Emerson stated it would be difficult for him to arrive at a meeting any earlier than 5PM. He suggested Council consider dividing the budget discussions into more than one meeting.

Mr. Coggsdale reminded Council the adopted budget meeting schedule had extra days built into the schedule, in case Council needed additional time for budget discussions. He stated, in February and March, the schedule designated 5PM the Wednesday after each (Tuesday) budget work session for continued discussion meetings, if necessary.

Mr. Coggsdale stated Town Staff would be available any time Council needed to meet for budget discussions.

## Town Council Regular Meeting February 9, 2021

Mayor Mattox asked Council if they had any questions or comments in regard to the presented draft budget and CIP, or draft budget schedule, to which there were none.

### B. Special Event Request for Use of English Park – AAU Softball Team Fundraiser

Assistant Town Manager Amie Owens gave Town Council a brief overview of this special event request. She stated Mr. Bart Pannell, 15 Dogwood Lane, Altavista, asked for permission to hold a basketball tournament at English Park on Saturday, May 8, 2021, as a fundraiser to help purchase uniforms and equipment for an Altavista girls softball team.

Ms. Owens stated the request was to have a 4-on-4 basketball tournament for ages ranging from 18 years old to 40. She stated the charge would be \$15 per player/\$60 per team.

Ms. Owens stated Mr. Pannell did not ask for use of the Booker Building, only the basketball courts and softball field. She stated the softball field would be utilized as a “tryout” for the team; and also a place to give parents a chance to meet the coaches.

Ms. Owens stated the tournament hours were proposed for 11AM to 5PM and a “rain date” had been proposed for Saturday, May 22<sup>nd</sup>.

Ms. Owens informed Council, in accordance with the Commonwealth of Virginia’s regulations in regard to COVID-19, the following safety measures would be required:

1. No more than 250 participants
2. All Coaches, referees and/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.

Councilman George asked if the event was fundraising for basketball or softball.

Ms. Owens stated the event was a “basketball” tournament, but the funds raised were intended to go towards a local softball team.

Ms. Owens informed Council that Mr. Pannell was present that evening to answer any questions or address any concerns Council many have in regard to the proposed request.

Mr. Pannell thanked Council for their time and consideration of his event request.

Mr. Pannell referenced the tournament timeframe and asked Council to consider allowing the event time to be extended to 10AM to 6PM, which would allow for setup before the tournaments start, and cleanup of the area after the tournaments were over.

Mr. Pannell stated, for “safety purposes” he would like to acquire two off-duty police officers to be present at the event. He also informed Council that players would be required to sign “waivers” to participate in the basketball tournament.

Mr. Pannell stated, if the event goes well, he would like the opportunity to hold the fundraiser/basketball tournament every year moving forward.

Mayor Mattox asked Mr. Pannell if there would be different age groups playing in the tournament.

Mr. Pannell stated the initial idea was to offer the tournament to players age 18 to 40.

## Town Council Regular Meeting February 9, 2021

Mr. Pannell stated, since that time, he has had youth ages 16 and 17 ask to be in the tournament. He ask Council to consider allowing him to amend his request to offer the basketball tournament to players ages 16 to 35, with players under the age of 18 being accompanied by a parent.

Councilman Higginbotham asked Mr. Pannell how many teams he anticipated would be playing in the basketball tournament.

Mr. Pannell stated he anticipated at least ten (10) teams would be participating, and the hopes of fifteen, with a maximum allowance of twenty teams in the tournament.

Vice Mayor Bennett asked if everyone participating in the tournament would be at the basketball court area at the same time.

Mr. Pannell stated the games would be approximately 20 minutes long, and the first team to reach a score of 15 would be the winner. He stated the losing teams would be expected to leave the basketball court area..

Councilman George stated there were no benches or seating in the area for spectators.

Mr. Bennett asked Mr. Pannell, due to COVID-19, to consider staggering the basketball games, in order for social distancing to be practiced throughout the tournament.

Mayor Mattox shared his favor with allowing the basketball tournament. He stated outdoor activities help promote kids being outside more often. He stated it would also highlight the Town of Altavista to out of town visitors/players of the tournament.

Mr. Pannell agreed with the Mayor's statement. He stated he knew of several young individuals from out of town, and in college, that would like to play in the tournament.

Councilman Higginbotham made a motion, seconded by Councilman George, to approve Mr. Pannell's request, and allow the basketball tournament fundraiser to be held at the English Park basketball courts on Saturday, May 8<sup>th</sup>, 2021 from 10AM to 6PM.

Mayor Mattox asked Council if they had any additional questions or comments in regard to the basketball tournament fundraiser request.

Vice Mayor Bennett reiterated his suggestion for Mr. Pannell to have plenty of people/officials at the tournament to make sure the COVID rules and regulations were being followed and enforced.

Motion carried.

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

Mayor Mattox thanked Mr. Pannell for his presentation and wished him "good luck" with the basketball tournament fundraiser.

# Town Council Regular Meeting February 9, 2021

## 8. Unfinished Business

### A. English Park (Passive) Trail Surface Follow-up

#### Background:

This project was included in the FY2021 Budget/CIP, as a “mowed” trail. The project includes a bridge and several stream crossings. The project’s budget totaled \$150,000; with \$10,000 being allocated to planning/design, and the remaining \$140,000 for trail improvements. Approximately \$60,000 has been earmarked for the bridge and stream crossings, leaving approximately \$80,000 for the trail portion of the projects, with a small amount being needed for signage. Town Staff provided Town Council with information relative to several options for the surface of the new passive trail in English Park at their January 12, 2021 Regular Council Meeting. Council directed staff to evaluate two options: 1) “21A” Crushed Stone; and 2) Recycled Crushed Concrete. Council indicated staff could proceed with the most viable option, with a cost not to exceed the remaining budget funds of \$80,000.

Town Manager Waverly Coggsdale informed Council that David Garrett, Altavista’s Public Works Director, would be giving them an update on the trail surface options.

Mr. Garrett shared with Council the most recent information staff gathered in regard to the surface options Council requested additional information for.

#### Option #1 - Mowed Trail

Initial Construction Cost:	\$5,800	10' wide trail at 2.5" grass height
Annual Maintenance Cost:	\$1,200	Cut 10' wide trail to 2.5" height
		Includes 32 cuttings
	\$700	Bush hog 30' on each side of trail
		Includes 16 cuttings
	\$300	Fertilize and over-seed 10' trail
	<u>\$2,200</u>	<u>TOTAL</u>

#### Option #2 - Millings Trail

(Millings Provided by Town Milling & Paving Projects)

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$26,000	Labor and Equipment
	<u>\$4,175</u>	<u>Contingency (10%)</u>
	\$45,925	TOTAL
Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control &amp; Replace Milling</u>
	\$1,700	TOTAL

#### Option #3 - Millings Trail

(Purchased Millings)

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$26,000	Labor and Equipment
	\$40,700	Purchased Millings (1,850 tons)
	<u>\$8,245</u>	<u>Contingency (10%)</u>
	\$90,695	TOTAL
Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control &amp; Replace Milling</u>
	\$1,700	TOTAL

## Town Council Regular Meeting February 9, 2021

### Option #4 - Stone Trail

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$14,250	Labor & Equipment
	\$49,919	#21-A Stone (1,850 tons)
	<u>\$7,991</u>	<u>Contingency (10%)</u>
	\$87,910	TOTAL

Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control &amp; Replace Milling</u>
	\$1,700	TOTAL

### Option #5 - Crushed Concrete Trail

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$26,000	Labor and Equipment
	\$29,785	Crushed Concrete Town Provide
	<u>\$7,153</u>	<u>Contingency (10%)</u>
	\$78,688	TOTAL

Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control &amp; Replace Milling</u>
	\$1,700	TOTAL

Mr. Garrett stated his initial thinking was the crushed concrete (Option #5) would be the least expensive option. He stated, however, he was informed that option alone would not give the result of a smooth trail.

Mr. Garrett stated it was suggested, if using crushed concrete, to also put a 2" layer of stone, such as 21A, to smooth out the trail more evenly for walking and biking. He stated, by doing so, would increase the expense of the crushed concrete option to double the cost of a milling trail (Option #2).

Mr. Garrett shared his recommendation with Council, stating he felt Option #2 was the most viable option for the town to consider.

Councilman Higginbotham agreed that a "millings" trail would have the smoothest finish. He suggested PW doing what they could with the millings they have, and adding an additional layer of millings the following spring when new millings were available. He stated, by doing this, would allow for the first millings to bind and settle for strength before adding the next layer of millings to the trail surface.

Mr. Garrett stated, during his recent observation of the passive trail area, he felt there were a few dead trees and brush that needed to be removed before any type of material was added to the trail. He stated this would allow trucks and equipment to utilize the trail for removing the trees without the threat of damaging a new trail surface.

Councilman George stated he agreed, if trees and brush were going to be removed, it was more viable to do so before surfacing the trail, in order to ensure the new surface would not be disturbed or destroyed.

Councilman Higginbotham referenced the town's Utilities Department going to the Rustburg Landfill a couple of times per week. He stated, if the town chooses to buy and "stockpile" millings for this project, he suggested utilizing the Utilities' truck for hauling the millings back to town/Public Works.

Mayor Mattox asked Council if they had any additional questions or comments; and if there was any objection to Mr. Garrett's recommendation to choose Option #2 (millings) for the English Park passive trail surface and wait on surfacing the trail until dead trees in the area could be removed.

## Town Council Regular Meeting February 9, 2021

All Council members were in consensus to do so.

Town Manager Waverly Coggsdale asked Council for “clarification” of their consensus. He referenced the following tasks fore-mentioned by Council:

- Create the “mowed” trail first
- Remove some of the dead trees and brush from the trail area
- After the town’s annual spring paving is completed and millings are available,
  - Excavate/prepare the trail
  - surface the trail with town-supplied millings

Mayor Mattox shared his favor with the tasks being completed in that order.

Councilman Higginbotham suggested the Public Works Department save some of the town millings to apply a second/top layer on the trail’s surface. He stated the first layer should be allowed to settle for a period of time, in order to find “soft” spots that may need extra filler.

Mr. Coggsdale asked Town Council for a desired timeframe for the project to be completed.

Councilman George suggested there be a set schedule for each task, to keep the project on a definitive timeline, with hopefully no longer than 1-1 ½ years for completion.

Mayor Mattox stated, since the town would not have millings available until April or May of 2021, he suggested Public Works move forward with completing a “mowed” trail, then start on removing the dead trees and brush from the area. He stated the trail would then be ready for millings by the May timeframe.

Mayor Mattox stated, furthermore, the town could hold off on milling the trail surface this year (2021), to combine additional millings from next year’s paving projects, and complete the trail surfacing phase of this project at one time, all within 15-16 months.

All Council members were in consensus for Public Works to begin with creating the mowed trail, clearing trees and brush from the area, and saving millings from this year’s paving to combine with next year’s millings to complete the surfacing phase of the trail project within the estimated 15-16 month timeframe.

Mr. Coggsdale reminded Town Council this project had been approved and budgeted for in the FY2021 Budget. He asked Council, so the town would not have to re-budget for this item, he suggested the remaining \$80,000 be carried over and earmarked in the FY2022 Budget for remaining expenses of the trail surfacing project.

All Council members were in consensus to do so.

Councilman George asked for an update on the “bridge portion” of the English Park Passive Trail Project.

Mr. Coggsdale the bridge phase of the project was ongoing. He informed Council that Town Staff recently received preliminary drawings for the design of the passive trail bridge and would use the drawings to move forward in the process.

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

## Town Council Regular Meeting February 9, 2021

### B. Booker Building – Floor Resurfacing Follow-up Discussion

#### Background:

Town Council has been evaluating improvements to the Booker Building for some time. Town Staff was asked to provide costs for a “grind and polish” floor refurbishing option. Staff provided the cost information to Town Council; with an alternative to use a “metallic epoxy” covering on a section of the floor that consisted of a concrete patch (former interior stage area at the far end of the building). This alternative was presented to Council after meeting with the contractor and being informed that the concrete patched area would not match the rest of the floor with only a grind and polish method. After discussion at their January work session, Town Council asked staff to provide a quote for the “metallic epoxy” at a future meeting for their review and consideration.

Altavista Public Works Director David Garrett addressed Town Council regarding this item. He stated, at that time, Town Staff was seeking direction from Council on their preferred option for the Booker Building floor refurbishing project.

Mr. Garrett offered Council a cost comparison of the two floor refurbishing options:

• Polished Concrete	\$22,250
○ Patch holes of entire floor	\$3,000
○ <u>Epoxy old stage area</u>	<u>\$5,745</u>
TOTAL	\$30,995
• Epoxy Coating	\$16,485
○ <u>Patch holes of entire floor</u>	<u>\$3,000</u>
TOTAL	\$19,485

Mr. Garrett referenced the \$3,000 patch cost. He stated, whether the town chose polished concrete or an epoxy coating, this was recommended by the contractor, in order to fill existing cracks and holes in the floor before the finished application.

Mr. Garrett stated, while investigating the two options, he was informed the epoxy coating was more susceptible to scratches, as the polished concrete was less likely to be damaged by general use.

Mr. Garrett shared his recommendation in the polished concrete for its long-term durability.

Councilman Lowman asked if “patching” would still be necessary with the concrete option, to which Mr. Garrett answered patching would be necessary with either option.

Councilman Higginbotham asked Mr. Garrett if he was satisfied with the sample area of floor the contractor recently did at the Booker Building using the polished concrete.

Mr. Garrett stated the initial sample of polished concrete consisted of a light color of patch. He stated it was decided the patch would need to be a little darker in order for the floor to look more natural and visually appealing.

Councilman Lowman stated polished concrete was common for multiple uses and he felt the application had “tons of character”. He stated, even though the polished concrete option had a more expensive cost upfront, he favored its long-term durability over the epoxy, which would need to be redone quicker than the concrete application, therefore costing the town more money in the long run.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to accept Town Staff’s recommendation and approve the “polished concrete” option for refurbishing the entire interior floor of the Booker Building, at a cost of \$25,250.

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Motion carried.

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

Town Manager Waverly Coggsdale stated, based on Council's action that approved the Booker Building Floor Refurbishing Project to move forward with a "polished concrete" application, Town Staff would bring back to Council a proposed budget amendment at their next meeting to allocate funding for the project.

Mayor Mattox asked if the budget amendment would be proposed for the current FY2021 Budget so the project could move forward, to which Mr. Coggsdale stated it would.

### C. Spark Innovation Center – Design/Bid Phase Proposal Request

Town Manager Waverly Coggsdale informed Council that Town Staff had been working with Hurt & Proffitt (one of the town's on-call firms) in regard to the town's new Spark Innovation Center, and the scope of work/next steps needed to move the project forward.

Mr. Coggsdale reminded Council the funds for this project were included in the town's FY2021 Budget/CIP in the amount of \$200,000. He stated, along with a grant from the Tobacco Commission in the amount of \$184,306, there was a total of \$384,306 available for the design, bid, and construction phases of this project

Mr. Coggsdale informed Council that Hurt & Proffitt provided staff with a preliminary proposal in the \$95,000-\$100,000 range; for engineering, design, and construction administration.

Mayor Mattox stated he felt the proposed amount was a big number. He asked the Town Manager if the large (proposed) amount was normal.

Mr. Coggsdale stated the proposed amount was about average, considering construction administration alone was approximately \$60,000.

Councilman Higginbotham asked who staff's contact was with Hurt & Proffitt.

Mr. Coggsdale informed Council the Hurt & Proffitt representative, "for this project", was Bif Johnson.

Mr. Higginbotham suggested staff request a detailed summary/cost break-down of the proposed \$95,000-\$100,000 amount.

Vice Mayor Bennett asked if staff had investigated all avenues for funding this project.

Mr. Coggsdale stated the \$384,306 was the amount the town currently "had on hand", but Town Staff would continue to look for additional funds/grants to help assist in funding the Spark Innovation Center Project.

Mr. Coggsdale stated Town Staff was working toward the goal of a completion date for the Spark Innovation Center of September 1<sup>st</sup>, 2021.

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Mr. Coggsdale stated, at that time, Town Staff was seeking direction from Town Council on whether or not to proceed with Hurt & Proffitt's proposal for "design/bidding/construction administration services" related to the Spark Innovation Center Project.

Mayor Mattox asked if a decision had to be made that evening, or could the decision be held off until staff spoke with Mr. Johnson (Hurt & Proffitt) again in regard to the proposal.

Mr. Coggsdale informed Council of a meeting with Hurt & Proffitt scheduled for Thursday February 11<sup>th</sup> in regard to the project.

Mr. Coggsdale stated, if Council was ready to move forward, Town Staff was requesting authorization to negotiate a proposal with Hurt & Proffitt in an amount not to exceed \$95,000.

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

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to move this project forward by authorizing Town Staff to negotiate with Hurt & Proffitt their proposal for design, bidding, and construction administrative services for the Spark Innovation Center Project in an amount not to exceed \$95,000.

Motion carried.

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

### D. Altavista Utilities Department – Connection Fee Waiver Request

Town Manager Waverly Coggsdale informed Town Council that Tom Fore, Altavista Utilities Director, had been working with a local company in regard to the installation of a new 10" water line that would be installed for the company's benefit.

Mr. Coggsdale reminded Council the town's current Connection Fee Schedule called for a \$172,500 fee for a 10" connection. He stated, however, there were several components of the connection fee that were going to be paid for by the company, a \$95,000 value.

Mr. Coggsdale stated, based on connections normally being for new customers that have not been paying into the system for infrastructure needs, staff feels the partial waiver is appropriate in light of the costs the company would be paying in regard to the project.

Mr. Coggsdale stated the company would be paying for the installation of the line that had an estimated cost of approximately \$592,700, including the fore-mentioned \$95,000 costs. He stated, after construction, the line to the company's property would be transferred to the town's ownership.

Mr. Coggsdale stated, at that time, Town Staff was requesting Council's consideration for a partial waiver of connection fees related to the water line construction project in the amount of \$95,000.

Mayor Mattox asked Town Council if they had any questions in regard to this request.

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Councilman Higginbotham asked how much money this project was costing the town.

Altavista Utilities Director Tom Fore stated the company requesting the connection fee waiver was paying for the construction of the project. He stated the only cost to the Town of Altavista for this project was administrative.

Mr. Higginbotham asked if Altavista's Utility Department was furnishing any of the town's equipment for the project, to which Mr. Fore stated the town was not.

Councilman Higginbotham made a motion, seconded by Councilman Lowman, to accept Town Staff's recommendation and approve the \$95,000 partial connection fee waiver request for a new 10" water line connection project for an existing company in town.

Motion carried.

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

Mayor Mattox suggested the town consider having a policy to set a precedence for this type of situation moving forward.

Town Manager Waverly Coggsdale stated he understood the Mayor's suggestion, but this particular situation was unique because the company requesting the waiver was not a new company in town, but an existing company that had been paying into the town's utility infrastructure for years.

There were no additional comments in regard to this item.

### 9. Reports and Communication

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

The Town Manager Report, Annual Reports, Departmental Reports, and Council Calendars were delivered to Council at an earlier date with their February Council Meeting Pre-packet.

Town Manager Waverly Coggsdale stated he and Town Staff would be glad to answer questions from Council in regard to any of the town's current or ongoing projects.

Mayor Mattox asked Town Council if they had any questions for the Town Manager or Town Staff in regard to the February reports.

- Councilman Emerson referenced the Spark Innovation Center. He stated, during previous Council discussions, there was mention of possibly closing the alleyway between the Police Department and the Spark Innovation Center

Mr. Coggsdale stated "that was the goal", to eventually stop the flow of traffic through that alley, in order to provide an "outdoor space" for the Spark Innovation Center.

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Mayor Mattox referenced the Spark Innovation Center and reminded Council of the buildings original use as a fire station. He stated the initial vision was to have an old fire engine in the alley as a nod to the original use of the building and would now be part of a playground area.

Councilman Emerson informed Council there was an old 1972 fire truck, formally owned by the Town of Altavista, currently for sale in Richmond, VA. He stated the old fire truck was listed for sale for less than \$5,000.

Mr. Emerson stated, if the town was able to purchase the old fire truck, it would give them the opportunity to offer a unique recreational item for the proposed playground in the alley area.

Mayor Mattox asked for Council's input on whether or not to pursue purchasing the fire truck.

Councilman Lowman stated he would be willing to go to Richmond and take a look at the old fire truck to determine whether or not the truck was salvageable.

Mayor Mattox shared his favor with Councilman Lowman's offer. He stated he would also be in favor of allowing a staff member accompany him to investigate whether or not the old fire truck had value for the town's desired use.

Town Manager Waverly Coggsdale stated he would also investigate how the town could potentially pay \$5,000 for the old fire truck.

All Council members were in consensus with staff investigating this item further.

- Town Manager Waverly Coggsdale also referenced the Dalton's Landing Canoe Launch Project. He stated Assistant Town Manager Amie Owens was diligently working on the project, in order to have the "in-water" phase complete by the March 15<sup>th</sup> deadline.

Ms. Owens informed Town Council that a decision would be made by the end of the following week for whether or not the cofferdams would stay the same, or need to be raised.

- Councilman Higginbotham referenced the Shreve Park Pedestrian Bridge Replacement Project. He asked the Town Manager for an update on the project.

Mr. Coggsdale stated there had not yet been a definitive decision made on the bridge.

Mr. Higginbotham stated, between himself and David Garrett (Altavista Public Works Director), he felt they would be able to come up with a "rough design" for Council's consideration.

Mayor Mattox asked for confirmation of the bridge replacement being in the town's FY2021 Budget.

Town Manager Waverly Coggsdale confirmed the funds for the Shreve Park Pedestrian Bridge Replacement Project were allocated in the FY2021 Budget.

Mayor Mattox asked for Council's input and direction for moving this item forward.

All Council members were in consensus to allow Town Manager Waverly Coggsdale, Public Works Director David Garrett, and Councilman Higginbotham to draft a design for the replacement of the pedestrian bridge at Shreve Park for Council's consideration; in order to move this project forward and achieve the desired CY2021 completion date.

# Town Council Regular Meeting February 9, 2021

## 10. Matters from Council

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

- Vice Mayor Bennett Vice Mayor Bennett asked for an update on the agreement between the Town of Altavista and the “Department of Game and Inland Fishery” (now the Department of Wildlife Resources (DWR)).

Town Manager Waverly Coggsdale confirmed the town’s “letter of intent” to terminate the agreement that had been sent to DWR. He stated he was hopeful and anticipated the process of termination would be complete by the end of July 2021.

Mayor Mattox thanked everyone for attending the February 9<sup>th</sup> Council Meeting. He also thanked the Town Manager, Assistant Town Manager, and all Town Department Directors for the work they do for the Town of Altavista, especially during the “budget process”.

## 11. Closed Session

DATE: Tuesday February 9, 2021

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the 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.

A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

With a reminder by the Town Manager, and consideration by Town Council, an addition was made to that evening’s Closed Session.

A motion was made by Vice Mayor Bennett, seconded by Councilman Higginbotham, to add the following discussion to their February 9, 2021 Closed Session:

Section 2.2-3711 (A)(1) Discussion, consideration, and/or interviews of prospective candidates for appointment to the Altavista Parks & Recreation Committee and Board of Zoning Appeals.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

Council went into Closed Session at 7:03 PM.

Notice was given that Council was back in regular session at 7:15 PM.

## Town Council Regular Meeting February 9, 2021

### FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Lowman, 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.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

There were no actions taken during Council's February 9<sup>th</sup> Closed Session.

## **12. Adjournment**

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

The meeting was adjourned at 7:18 PM.

\_\_\_\_\_  
Michael Mattox, Mayor

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

## Council Work Session February 23, 2021

The Altavista Town Council's February 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on February 23<sup>rd</sup>, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.<sup>9</sup>

### Council members

Present: Mayor Michael Mattox  
Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham (entered at 5:13pm)  
Dr. Scott Lowman  
Mr. Wayne Mitchell

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

### 1. Agenda Adoption

Mayor Mattox informed Council of an amendment to the February Work Session Agenda.

- Section #2/Item 3: Daltons Landing Canoe Launch - Counts & Dobyys Update

Mayor Mattox asked if Town Council had any questions, comments, or concerns regarding the proposed February 23<sup>rd</sup>, 2021 Council Work Session Agenda, to which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve the agenda as amended.

Motion carried:

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

### 2. Recognitions and Presentations

There was a phone issue while trying to connect with Andy Klepac, Hurt & Proffitt, for a conference call. Mr. Klepac was scheduled to speak in regard to the first two items of the "Presentation" section of the agenda, related to English Park improvement projects.

There was a consensus of Council to move forward with the meeting and come back to Section #2 of the agenda when Mr. Klepac could be reached.

At that time, Council moved forward with Section #3, Citizens Time.

## Council Work Session February 23, 2021

### 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 discussion at the work session.

### 5. Items for Discussion (New and Unfinished)

#### A. Town of Hurt Request for Utility Related Services

##### Background:

Per a Town Council approved agreement, the Town of Altavista currently provides a weekly solid waste collection service to the Town of Hurt. Recently, Mayor Mattox and Mayor Hodnett, along with Altavista's Town Manager, met to discuss potential mutual opportunities. The provision of additional utility services was discussed; and information in regard to the costs of those services was requested by Mayor Hodnett.

Town Manager Waverly Coggsdale stated the Town of Hurt had requested the Town of Altavista to enter into an agreement in regard to the provision of utility related services.

Mr. Coggsdale informed Town Council that the Town of Hurt was currently without a Public Works Director; and was in the need of assistance with "emergency waterline repairs and MISS UTILITY marking services".

Mr. Coggsdale stated he worked with Tom Fore, Altavista Utilities Director, to compile a cost sheet of the requested services for Council's discussion and consideration. He stated Mr. Fore was available that evening to answer any questions Council may have in relation to the requested utility service assistance agreement.

Mayor Mattox told Mr. Fore the Altavista Town Council trusted his utility expertise and highly respected his opinion as such. He asked Mr. Fore for his input in regard to the request for utility service assistance by the Town of Hurt.

Mr. Fore referenced the mention of "emergency water and sewer repairs". He reminded Council the Town of Altavista was already assisting the Town of Hurt with such issues.

Mr. Fore referenced the assistance of MISS UTILITY marking services. He stated it could be very costly if a utility line was damaged during the marking process.

Mr. Fore stated the Town of Altavista did not have knowledge of Hurt's system, therefore, he was not in favor of assisting them with that project on a daily basis, only emergencies.

Mr. Fore stated he felt it was the right thing for the Town of Altavista to help the Town of Hurt when they were able to, but he did not want to put Altavista in a liability situation.

Mayor Mattox referenced the labor costs currently charged by the town for utility assistance. He asked Mr. Fore if he was "comfortable" with the current rate structure to use as part of the proposed agreement.

## Council Work Session February 23, 2021

Mr. Fore stated he was. He informed Council the rates were reviewed annually to appropriate the labor charges.

Councilman Mitchell stated he felt the town assisting with MISS UTILITY services was not only a liability issue, but could also be a “man power” issue for the town. He shared his dis-favor with the agreement including MISS UTILITY assistance.

Mr. Fore stated the initial agreement was verbal only. He stated Town Staff’s proposal was to establish an annual “written” agreement between the two localities. He stated this was an opportunity for Council to offer input and direction for the proposed agreement.

Mr. Fore stated Altavista’s Utility Department would need at least two additional employees to assist the Town of Hurt on a daily basis. He suggested the proposed assistance agreement be for “emergency situations only”.

Councilman George stated he thought MISS UTILITY was only for power and phone lines.

Mr. Fore referenced the recent addition of fiber-optic lines in Altavista. He stated, when projects like that are installed, the town has to “mark” the location of existing “utilities” everywhere the new lines will be run/placed.

Mr. Fore stated, if the Town of Hurt ever had fiber-optics or gas lines installed, they would also need to mark their existing utilities. He stated, at the moment, they have no one employed to do the task, therefore would need assistance in doing so.

Vice Mayor Bennett referenced the “price per hour” for equipment assistance. He ask Mr. Fore, considering fuel fluctuation, if he was “comfortable” with the current cost.

Mr. Fore stated he felt the current cost structure was appropriate. He suggested Council consider adding a provision for the potential of year-to-year fuel fluctuations. He stated, if Council approved of implementing a written utilities assistance agreement, he would work with the Town Manager to include a fuel surcharge provision in the agreement.

Councilman Jay Higginbotham entered the Council Meeting at this time (5:13PM).

Mayor Mattox stated he felt everyone would agree to provide “emergency services” when needed. He referenced Mr. Fore’s recommendation to have a written agreement outlining the cost of the services. He stated there would need to be a consensus of Council to place this item/request on the March Regular Meeting Consent Agenda for approval.

All Council members were in consensus to do so. Mayor Mattox excluded Councilman Higginbotham from the consensus, due to not hearing the entire discussion.

At this time, Town Council returned to Section #2 of the agenda with “Presentations”.

- English Park - Entrance Improvements Design

#### Background:

This project was included in Altavista’s Parks and Trails Master Plan; and is identified as project #10. The Altavista Recreation Committee submitted a CIP request for improvements to the entrance of English Park. The project was funded through the town’s General Fund for “planning and design work” to occur in the current fiscal year (2021). A funding source would need to be identified for any construction planned for FY2022.

Altavista Community Development Director Sharon Williams addressed Town Council in regard to this item. At that time, Mr. Klepac was also present by phone conference.

Ms. Williams stated that she, along with Assistant Town Manager Amie Owens and Altavista’s Public Works Director David Garrett, had been working together on several projects in regard to English Park.

## Council Work Session February 23, 2021

Ms. Williams informed Town Council that Town Staff had recently been working with Hurt & Proffitt on the scope of work and plans for improvements to the English Park entrance. She presented photos of two design options for Council's consideration.

At that time, Mr. Klepac gave Council an overview of the two proposed options. He referenced the option photos and stated they were both similar in structure and layout, however, the first option included a "wood" fence design, while the second option offered a "metal" picket fence design.

Mr. Klepac informed Council that both options included a continuation of the sidewalk from Main Street along the right side of Pittsylvania Avenue to the park's entrance. He stated the entrance would also include a rock retaining wall (for safety reasons) that would house either fence option the town chose.

Mr. Klepac stated he felt the current entrance was somewhat "non-descript". He stated the proposed improvements would give the entrance a "gateway" esthetic going into the park.

Mr. Klepac stated the Altavista sign in the proposed plans would be an image of the town's logo in order to mirror other signs throughout the town.

Mr. Klepac asked Town Council if they had any questions in regard to the proposed options for the English Park entrance improvements.

Councilman Emerson referenced the photos of the proposed entrance improvements. He stated it looked as if the photo was depicting one-way traffic. He asked for confirmation.

Mr. Klepac stated the possibility of a one-way traffic flow at this particular park entrance was evaluated, and due to there being a business located on Third Street, the option did not seem viable. He stated, at that time, the proposal was to continue with two-way traffic.

Mayor Mattox shared his concern with the traffic flow remaining in a two-way pattern. He stated English Park was very busy during the summer season and park events.

Mayor Mattox stated, with plans for the entrance to be narrowed to include a sidewalk, he felt keeping a two-way traffic flow would be more dangerous than implementing a one-way pattern, especially for the pedestrians utilizing the new sidewalk.

Councilman Emerson reminded Council of a previous discussion regarding this matter. He stated he thought Council had leaned toward implementing a one-way traffic pattern at this particular park entrance.

Mayor Mattox stated the fore-mentioned business located on Third Street also had access to their building through their loading docks, which was adjacent to the boat ramp entrance/exit of the park.

Councilman Higginbotham asked which fencing material option would have the least amount of "long-term" maintenance.

Mr. Klepac stated wood eventually deteriorates, therefore, the aluminum picket fence option would have the least amount of maintenance involved over a long period of time.

Vice Mayor Bennett asked if "powder-coating" was available for the aluminum pickets.

Mr. Klepac stated aluminum pickets had many finish options available, including powder-coating. He stated aluminum pickets that have been powder-coated would last for several years without needing maintenance, unless damaged by such things as falling tree limbs.

Mayor Mattox asked which fence material option would be the most cost effective overall.

Mr. Klepac stated, although wood fencing was less expensive initially, aluminum pickets would be less to maintain over a long period of time, therefore, a more feasible option.

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Community Development Director Sharon Williams informed Council the cost estimates for both entrance improvement options were located within the proposed FY2022-2026 CIP Budget to be discussed later in the evening. She stated the photo presentation was an “introduction” to that discussion and informational only.

There were no additional comments or questions from Council at this time in regard to this item.

- English Park – Boat Ramp Improvements Design

Background:

The Recreation Committee submitted a CIP request for improvements to English Park’s Boat Ramp entrance. This project was included in Altavista’s Parks and Trails Master Plan and is identified as project #11. The project planning and design work occurring in the current fiscal year (2021) was funded through the town’s General Fund. A funding source would need to be identified for any approved construction planned for FY2022. Staff has been working with Hurt & Proffitt on the scope of work and plans for improvements to the boat ramp, parking area, and circulation.

Community Development Director Sharon Williams and Andy Klepac of Hurt & Proffitt presented Council with two design options for visual consideration; to be further discussed during the FY2022 Budget and FY2022-2026 CIP discussions later that evening.

Mr. Klepac stated, in discussion with Town Staff to gather the needs of the individuals that utilize the English Park Boat Ramp/River Access, there were two favorable options for improvements in that area of the park.

Mr. Klepac stated the main need seemed to be for a “well defined” fishing area, separate from the boat ramp, for individuals to access by foot. He stated the existing platform was not esthetically pleasing and was often flooded due to its lower location.

Mr. Klepac referenced the proposed improvements. He stated the new platform’s height would be raised to help deter the platform from being flooded. He stated the location would also consist of more grass and vegetation to achieve a better esthetic in the park.

Mr. Klepac continued stating the next phase of this project would address the parking lot in the boat ramp area. He stated currently there was no “defined” parking, so the plan consists of designated parking for cars, as well as, longer spaces for trucks with boat trailers and potentially campers.

Mr. Klepac informed Council of another option for this project, which, if desired, would be the third and final phase of the English Park Boat Ramp/River Access Project. He stated the third option would be to offer a separate canoe/kayak access point from English Park, either adjacent to the boat ramp, or 1,500’ further upstream, at the sand bar/swim area.

Mr. Klepac stated this option was intended to deter any conflict between canoe or kayakers and traditional boat users of the boat ramp, which takes additional time to unload. He stated there would also be a separate sidewalk designated specifically for canoes/kayaks.

Mr. Klepac concluded his presentation.

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

Councilman George shared his favor with the proposed improvements. He also shared his concern in whether or not the current plan raised the fishing platform enough to be out of danger from flooding. He stated the area flooding several times over the past year.

Mayor Mattox stated he did not feel there needed to be a separation between kayakers and boaters. He stated the boat ramp/river access had not been busy enough to cause concern.

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Councilman Higginbotham reference the fishing platform. He suggested offering two levels of fishing platforms; one at the proposed height, and one lower/closer to the river.

Councilman Mitchell asked if this project was in the current (2021) CIP.

Community Development Director Sharon Williams informed Town Council the English Park Boat Ramp/River Access Project was in the FY2021 CIP Budget for planning and design. She stated the construction phase of the project was proposed for the upcoming FY2022 CIP Budget and would need a funding source to be identified for this phase.

Ms. Williams stated this project's two options were discussed with the Altavista Recreation Committee for their input. She stated the committee favored the second option, which consisted of the canoe/kayak entrance being separate from the boat ramp and located at the sand bar/swim area of English Park.

Councilman George stated he did not feel there was enough traffic from neither kayaks nor boats for it to be necessary to have a separate river access point for each.

Mayor Mattox stated when there was more than one individual needing to use the existing boat ramp, he felt they had always worked together without conflict.

Mr. George referenced the proposal of the separate canoe/kayak river entrance being further up the river/further down the park, which only had one access point by vehicle. He stated he did not favor having additional traffic traveling back and forth through that area.

Councilman Emerson reminded Council, due to the recent addition of the new splash pad in English Park, there were plans to update and improve the traffic pattern the area Mr. George spoke of.

Councilman Emerson stated there were a lot of families that already utilized the sand bar/swim area being proposed as a new river access point for kayaks. He stated he felt it would be nice to have better/safer river access for that area.

Councilman Mitchell stated he would see patrons at the fore-mentioned swim area every time he floated the river.

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

Mayor Mattox thanked Ms. Williams and Mr. Klepac for the introductory presentation of this item. He stated Council would continue reviewing the item during the budget process.

- Dalton's Landing Canoe Launch - Counts & Dobyys (contractor) Update

Background:

Dalton's Landing Canoe Launch is a project that has been planned for several years. Construction began in October 2020. The contract states the work would be substantially completed on or before February 15, 2021; and completed and ready for payment on or before March 15, 2021. Since there were delays in the site preparation due to weather, 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 Staff 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. The only deadline that may be met is the in-river construction deadline by March 15, with the addition of the elevated coffer dams.

Altavista's Assistant Town Manager Amie Owens and the contractor for this project, Brent Whorley (Counts & Dobyys), updated Town Council on this project.

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Ms. Owens shared with Council an email she received that morning from Engineer Tim Guthrie, Gay & Neel, with the most recent progress updates available.

*Amie, please see below.*

*We have been continuing to pursue opportunities for either of our two options. By way of review, those options were: (1) work with SML to lower the river flows so as to achieve water levels of 3-4' deep and use the original coffer dam arrangement, or (2) work with SML to lower the river flows so as to achieve water levels of 6-7' deep and use a combination of rip-rap "foundations" and coffer dams on top of that to safely work within the slightly elevated river levels. However, despite our ongoing coordination and communication with SML staff to implement either option (multiple calls from Contractor to SML each week), both options have been foiled by the constant rain that has prevented the reduced river flows. In fact, the constant rain has kept river conditions at 10 to 11+ft deep thereby preventing cofferdams of any size to be placed safely or cost effectively.*

*Attached is the estimated cost of option 2, the extended cofferdams, at \$24,000. This is the highest option with riprap that is safe to do with 6 to 7ft water levels. Per your earlier email on 2/12/21, it is my understanding that the Council understands and approves of the cost increase if this option is pursued.*

*Based on my discussion with the Contractor, there needs to be a good window of 5 to 7 days of no precipitation to afford time for them to complete all their work within the river. This means that the weather will continue to dictate if or when we can proceed. If there is an adequate window in the weather, the Contractor will proceed and utilize which ever cofferdam option he thinks he can safely use to work within that window of time. We did discuss other options for the current 10ft+ water levels; however, they would require sheet pilings, additional geotechnical design and investigation, and highly expensive temporary construction — none of which could be accommodated within the time frame remaining nor afforded by the project.*

*Currently, the Contractor is in constant contact with SMI- at least 2-3 times a week in an attempt to coordinate a window if one can be achieved and will move expediently when it does. We may need to be considering options for the "worst case" scenario if there is no window in the weather and the project is forced into a seasonal delay.*

*Thanks,  
Tim*

At that time, Mr. Whorley addressed Council in regard to the plans for moving forward.

Mr. Whorley reminded Council the past couple of years had been record-breaking years for rainfall. He stated he had been watching the weather closely, along with Smith Mountain Dam, to catch the necessary “window of opportunity” needed to proceed with the in-water phase of this project.

Mr. Whorley stated there needed to be five consecutive days without rain for the in-water phase to be completed. He stated, due to the upcoming rainfall predicted, the next date of opportunity would be March 9<sup>th</sup>.

Mr. Whorley informed Council there was quite a bit of “prep work” accomplished ahead of time, and the contractor had “pre-formed” walls and steps ready to put in place when the time comes. He stated the current plan was to utilize the March 9<sup>th</sup> date to complete the in-water phase of this project.

Mayor Mattox referenced the unprecedented rainfall recently and over the past year. He stated he realized the contractors could only accomplish what the weather allows them to.

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

Councilman George asked if the contractor and site workers were able to work through the weekend, if need be, to help complete this project by the March 15<sup>th</sup> deadline.

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Mr. Whorley stated that question had already been asked and the answer was yes. He stated the AEP/Smith Mountain Lake Dam representatives were also aware of the situation and had agreed to work with the town on this project as much as they could, even on weekends.

Mayor Mattox thanked Mr. Whorley for doing the best he could with the current circumstances. He stated the town was hopeful for the best outcome and the weather to cooperate, so the project could be completed on time.

Vice Mayor Bennett asked if there was an alternate plan in place if the weather did not cooperate, and the March 9<sup>th</sup> in-water date was not available.

Mr. Whorley stated, if that occurred, the town would have to wait until June 15<sup>th</sup> to continue the project's in-stream (in-water) work.

Councilman Mitchell asked if paving the canoe launch parking lot would also be postponed, or could that work continue while waiting on in-water work to move forward.

Town Manager Waverly Coggsdale reminded Council the entire Dalton's Landing Canoe Launch area was an "active worksite". He asked Mr. Whorley for his input.

Mr. Whorley stated the project was still considered an "open worksite", therefore, he would need to consult his firm's legal counsel to find out if there would be any liability concerns in the matter/request.

Mr. Mitchell stated he had suggested the fore-mentioned request because he would like to have "something" available for the public to use before summer, in case the March deadline was missed.

Councilman Emerson stated he would also be in favor of allowing river access through the site, if Mr. Whorley could deem the site safe to do so.

Mayor Mattox thanked Mr. Whorley and stated he felt Mr. Whorley and his team were doing the best they could with the given circumstances.

Assistant Town Manager Amie Owens informed Council the initial estimate of \$15,000 to \$20,000 to elevate the height of the coffer dams had increased to \$23,785. She asked Council for their consideration of the "change order" request for that amount (\$23,785).

Ms. Owens stated there were still funds available in the project's "contingency" to cover the increased cost.

Mayor Mattox reminded Council this was a time-sensitive matter. He asked if Council had any additional questions or comments in regard to this item, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the \$23,785 change order request for elevating the coffer dams, in order to move the Dalton's Landing Canoe Launch Project forward when weather permitted to do so.

Motion carried.

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

At this time, Council returned to Section #5 (Items for Discussion) of the agenda and proceeded with item 5.B English Park Recreation Projects.

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### B. English Park Recreation Projects

#### Explanation:

Councilman George requested that two items, related to proposed improvements in English Park, be placed on the 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.

#### Background:

The restroom facility was taken out of the FY2021 CIP and Budget and staff has been working on developing this item as a new CIP item for consideration in the FY2022-2026 CIP. The field project is included in the fourth year (FY2024) for the design phase and in FY2025 and FY2026 of the FY2021-2025 CIP, adopted in June 2020. The Recreation Committee is in the process of reviewing these projects in order to make a recommendation on the draft FY2022-2026 Capital Improvement Plan, which will be a part of the upcoming budget process.

Mayor Mattox asked Councilman George, since he requested this item to be placed on the agenda, if the discussion could be deliberated during that evening's FY2022 Draft Budget/CIP discussion.

Town Manager Waverly Coggsdale stated the cost estimates for each English Park Recreation Project were all listed in the Draft CIP for Council's consideration.

There was a consensus of Council to postpone discussion of this item until later that evening, during the Parks and Recreation portion of the Draft Budget/CIP discussion.

### C. FY2022 Budget and FY2022-2026 Capital Improvement Plan (CIP) Discussion

#### Background:

- Each year, the town is required to adopt a budget prior to July 1st; which is the beginning of a new fiscal year.
- Town Staff submits a draft budget and capital improvement plan, in addition to the town's fiscal policies, to Town Council in accordance with state and local ordinances.
- The Town Budget utilizes funding in the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. The funding comes from a variety of sources such as taxes, user fees, and state funds, and more.
- The Draft FY2022 Budget and the Draft FY2022-2026 Capital Improvement Plan (CIP) were delivered to Town Council at their February 9th Regular Meeting.
- Town Council's Budget Calendar calls for discussion and consideration of the draft budget and draft CIP during their February and March work sessions.

Town Manager Waverly Coggsdale informed Council that he would be reviewing the FY2022 Draft Budget with them, and the Assistant Town Manager Amie Owens would be covering the FY2022-2026 Draft Capital Improvement Plan (CIP).

Mr. Coggsdale stated, after each review, Town Staff would be happy to answer any questions Council may have and also receive any input or direction from Council.

Mr. Coggsdale shared a PowerPoint presentation regarding the FY2022 Draft Budget. He stated the draft budget was the product of many hours of collaboration by Town Staff and he truly appreciated everyone's efforts in the development of this budget.

Mr. Coggsdale gave Council the proposed Operations Budget totals:

General Fund	\$ 4,867,970
Utility (Enterprise) Fund	\$ 4,132,800
Highway Fund	\$ 730,000
Cemetery Fund	\$ 21,750
<u>(does not include \$56,400 transfer from GF)</u>	
Total Operations FY2021-22 Budget	\$ 9,752,520

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Mr. Coggsdale shared with Council the town's General Fund revenue from FY021-2022, and its projected revenue for FY2022-2023, in regard to local taxes and fees.

FY2021-2022	\$4,557,800
FY2022-2023	\$4,498,650

Mr. Coggsdale noted the \$53,150 decrease in revenue from the current fiscal year. He stated this was due to interest revenue from tax fees not being in the proposed/draft budget as income, but being placed back into the General Fund to grow the account.

Mayor Mattox referenced the Cemetery Fund. He stated it was his "recollection" of the previous discussion among Council regarding the interest from this revenue would be placed back into the fund, in order to grow/increase the fund over time, and hopefully help the cemetery to become "self-sustaining", and not needing additional funds from the General Fund for annual operations.

Mayor Mattox stated he did not think it was Council's intent to also do the same with interest revenue from the General Fund.

Mr. Coggsdale stated it would be up to Council to decide whether or not to use the revenue as a source of income that could be added to the Draft FY2022 Budget, or re-invest it back into the General Fund to grow the Reserve Fund balance.

Mayor Mattox asked how much the projected interest revenue would be for FY2022.

Mr. Coggsdale stated the rate from the previous year was lower than the current year.

Town Treasurer Tobie Shelton informed Council the projection was approximately \$90,000 for FY2022, which was half of the previous year's number (\$180,000).

Mayor Mattox asked Council for their input on this matter.

Councilman Lowman stated, if the intent was to use the interest revenue on projects that would be an "investment" in the community, he was in favor of doing so.

Mayor Mattox stated he agreed with Dr. Lowman's statement.

Councilman Higginbotham stated he felt the interest revenue generated from the Reserve Fund should remain in that account in order to grow the fund.

Vice Mayor Bennett stated he did not see any reason to change what the town had done in the past with the interest revenue, which was utilizing the revenue for CIP. He stated he was in favor of using the interest revenue towards accomplishing the town's upcoming projects for the community.

Councilman Emerson stated he felt the Reserve Fund was already well established. He shared his favor with investing the interest income into community projects, such as restoring the town's newly acquired property, the old Vista Theatre.

Councilman Mitchell stated he also favored investing the interest revenue into community projects.

Town Manager Waverly Coggsdale reminded Council when interest revenue from the Reserve Fund is "released" into the General Fund, there is no specific allocation for those funds. He stated the funds were then considered "part of the pot".

Mr. Coggsdale suggested, if Council desired, reinvesting the interest revenue back into the Reserve Fund, but allocating that specific dollar amount to future "community" CIP projects, such as the fore-mentioned revitalization of the old Vista Theatre.

All Council members were in consensus to do so.

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Mr. Coggsdale moved forward in the presentation by sharing “other” sources of General Fund revenue.

<u>GENERAL FUND</u>	<u>FY2020-2021</u>	<u>FY2021-2022</u>	<u>Difference</u>
State (Non-Categorical)	\$116,450	\$118,450	\$2,000
State (Categorical)	\$131,220	\$134,550	\$3,330
Federal (primarily transit)	\$126,950	\$51,570	(\$75,200)

<u>HIGHWAY FUND</u>			
State	\$730,000	\$730,000	0

Councilman Higginbotham referenced the amount of federal revenue and its decrease in FY2021-2022 by \$75,200. He asked for why the amount decreased.

Town Treasurer Tobie Shelton confirmed the FY2020-2021 included federal funding for a new transit bus/trolley, while FY2021-2022 did not call for a new transit vehicle in the CIP.

At that time, Mr. Coggsdale shared expenditures for the Draft FY2022 Budget.

<u>Town Administration</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>Difference</u>
Town Council/Planning Comm.	\$ 39,400	\$ 39,400	- 0-
Administration	\$ 906,610	\$ 914,250	7,640
Transit System	\$ 129,130	\$ 128,240	(890)
Community Development	\$ 157,100	\$ 256,620	99,520
Economic Development	\$ 216,250	\$ 204,400	(11,850)
Total:	\$1,448,490	\$1,542,910	\$94,420

<u>Public Safety/Public Works/Avoca</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>Difference</u>
Public Safety (Police)	\$1,120,790	\$1,142,080	39,400
Public Works	\$1,066,570	\$1,143,320	76,750
Avoca	\$ 68,350	\$ 69,810	1,460
Total:	\$2,255,710	\$2,355,210	\$99,500

<u>Non-Departmental</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>Difference</u>
Contributions/Other Charges	\$ 174,860	\$ 182,950	8,090
Fuel Reimbursement - Fire	\$ 23,000	\$ 10,000	(13,000)
Transfers Out	\$ 119,300	\$ 776,900	657,600
Total:	\$ 317,160	\$ 969,850	\$652,690

Mr. Coggsdale shared some highlights from the (Draft) FY2021/2022 General Fund:

- ◆ Proposes no change to the current tax rates or fees;
- ◆ Proposes converting the existing part-time position (Office Assistant) into a full-time position;
- ◆ Contributes \$25,000 to the Cemetery Perpetual Maintenance Fund;
- ◆ Provides operating expenses (\$75,310) for the new Spark Innovation Center;
- ◆ Provides \$34,800 for a performance-based merit pool;
- ◆ Earmarks \$360,000 in Reserves as match for potential FEMA “Building Resilient Infrastructure Communities (BRIC) Grant for the Shoreline Improvement Project.
- ◆ Provides \$655,500 (surplus) for use in funding the Capital Improvement Plan (CIP).

Councilman Higginbotham referenced the \$75,310 allocated for the new Spark Innovation Center. He asked what that expense cost would cover.

Mr. Coggsdale stated most of the annual expense would be for the center’s broadband internet services. He stated the annual expense would also include utilities.

Mr. Higginbotham asked if the annual expense included “staffing” the facility/center.

Mr. Coggsdale stated the center would house Altavista On Track’s Main Street Coordinator office, which would actually help keep the center’s operational cost lower.

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Mr. Higginbotham asked when the new Spark Innovation Center would be operational.

Mr. Coggsdale stated it was the town's intent to open the center September 1<sup>st</sup>, 2021.

Mr. Higginbotham stated he felt the projected operational cost seemed high/expensive.

Mr. Coggsdale stated the \$75,310 was an estimate at that point, because the center was not operational yet.

Councilman Lowman asked if there had been any rental interest in the center.

Mr. Coggsdale stated, currently there was at least \$30,000 in revenue income expected for the first year. He stated the initial feasibility study predicted it would be three to four years before the center would "break even". He stated the town has hopes that amount of time will be sooner.

Councilman George referenced the \$360,000 earmarked in Reserves for the potential FEMA "Building Resilient Infrastructure Communities (BRIC) Grant in regard to the English Park Shoreline Improvement Project.

Mr. George asked for confirmation, if Altavista received the BRIC Grant, would the town "have to" use the entire \$1.4 million grant, and accordingly the \$360,000 match.

Mr. Coggsdale stated the \$360,000 was earmarked as a placeholder for the potential match obligation. He stated it was "good policy" to do so, in order to cover the match if the town was awarded the BRIC Grant.

Mr. George asked what the funds would be used for.

Mr. Coggsdale reminded Council of a previous discussion when Council was presented with options for addressing the erosion issue along the riverbank in English Park. He stated the funds (BRIC Grant and town match) would be used for that purpose.

Mayor Mattox stated the river changes from natural occurrences and there was no guarantee that any option would work, or prevent the issue from happening again. He stated he was not in favor of spending so much of the town's reserve funds on this project.

Mr. Coggsdale stated the town did not have to do everything presented in the options, but there was a major erosion issue closest to the picnic area that needed to be addressed.

Councilman Mitchell asked what method was used along the river bank under the new Rt. 29 Business Bridge to help deter erosion.

Councilman Higginbotham informed Council that stabilization cloth and rip rap stone was used for that project. He stated that was the least expensive option for that purpose.

Mr. Mitchell suggested Council consider using that process in the most prevalent areas for the English Park riverbank erosion issues.

Mr. Coggsdale stated there was a "plan" looked at in order for the town to be able to apply for the BRIC Grant. He stated he would share the plan with Council again for their further review and consideration of this project.

Mr. Mitchell stated the \$360,000 was only a placeholder in the budget at that point, in case the funds were needed. He reminded Council the funds would not be spent if not necessary.

There were no additional comments in regard to this item at that time.

Mr. Coggsdale referenced the last General Fund "highlight". He stated, after revenue and expenditures, the draft FY2022 General Fund Budget would provide \$655,500 (surplus) for use in funding the Capital Improvement Plan (CIP).

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Councilman Emerson asked if that number was average compared to previous years.

Mr. Coggsdale stated whether or not the town showed a surplus at the end of a fiscal year depended on how much the town spends throughout that year. He stated it tends to be less with larger projects, such as building a splash pad or purchasing an industrial park.

Mayor Mattox referenced Meals Tax revenue. He stated the revenue was currently going into the General Fund, and not being utilized to “repay” the town and help eliminate the Meals Tax agreement between Altavista and Campbell County.

Mayor Mattox stated he and the Town Manager wanted to remind Council of this, so they could discuss and consider the matter further.

Mr. Coggsdale shared a document with Council in regard to the town’s Reserve Fund currently, and over the past four years. He stated, even with building the splash pad in English Park, the fund balance had remained approximately the same.

Mr. Coggsdale stated he would be glad to discuss the town’s options further with Council, or answer any questions they may have on the matter.

Mayor Mattox suggested Council reflect on the information given to them that evening in regard to this matter and discuss the item further for consideration at a later date.

All Council members were in consensus to do so.

Mr. Coggsdale continued the draft budget presentation with the Utility Fund.

<u>Revenue:</u>	
FY2021	\$4,014,340
<u>FY2022 (draft)</u>	<u>\$4,132,800</u>
Difference	\$118,460

<u>Expenditures:</u>	
FY2021	\$3,652,990
<u>FY2022 (draft)</u>	<u>\$3,673,170</u>
Difference	\$20,180

Mr. Coggsdale shared some highlights of the FY2022 Draft Utility (Enterprise) Fund:

- ◆ Implements the fourth year of a five year plan of rate increases; 10% water and 5% sewer with an effective date of December 1, 2021;
- ◆ Proposes a new position in the Wastewater Department for a “maintenance worker” this expense is cost neutral compared to expenses in last year’s budget due to the retiring of two long-term employees;
- ◆ Provides \$34,300 for a performance-based merit pool;
- ◆ Incorporates the debt service associated with several borrowings last year for infrastructure projects;
- ◆ Provides \$420,530 (surplus) for use in funding Capital Improvement Plan (CIP).

Mr. Coggsdale moved forward with the presentation and shared revenue and expenditures from “other” sources.

<u>Highway Fund - Revenue</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Difference</u>
Street & Highway Maintenance	\$ 730,000	\$ 730,000	\$ 0
<u>Street &amp; Highway Carryover/TI</u>	<u>\$ 206,810</u>	<u>\$ 0</u>	<u>(\$206,810)</u>
Total:	\$ 936,810	\$ 730,000	(\$206,810)
<u>Highway Fund – Expenditures</u>	\$ 936,810	\$ 730,000	(\$206,810)

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<u>Cemetery Fund - Revenue</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Difference</u>
Permits /Burials	\$ 17,250	\$ 17,250	\$0
Misc./Sale of Real Estate	\$ 4,000	\$ 4,500	\$ 500
Total:	\$ 21,250	\$ 21,650	\$ 500
<u>Cemetery Fund – Expenditures</u>	\$ 50,550	\$ 50,900	\$ 350

Mr. Coggsdale concluded his overview of the FY2022 Draft Budget. He stated he and Town Staff would be happy to answer any questions or supply Council with any additional documents they needed or desired for further review.

Mayor Mattox thanked Mr. Coggsdale for the overview of the draft budget.

—

At that time, Assistant Town Manager Amie Owens presented Council with an overview of the town’s FY2022-2026 Draft Capital Improvement Plan (CIP).

FY2022 CIP General Fund Requests                      \$2,174,650  
 (Includes a transferred in amount of \$575,420 - from previous year funding and grant match of \$360,000)

Ms. Owens stated the one-time grant match of \$360,000 was for the English Park Shoreline Stabilization Project, which would be transferred in from the Reserve Fund if the town was awarded the FEMA BRIC Grant.

Ms. Owens informed Council there were grants totaling \$86,200 that would be used as follows:

- Transit bus shelter                                      \$20,000
- Avoca - Painting of House                            \$58,000 (maintenance reserves)
- Jenks Fund for Recreation                            \$ 8,200

Ms. Owens shared with Council some examples of the fund requests: New tablets for Town Council, painting at Town Hall, bus shelter, APD Tasers, vehicles, permitting software, PW equipment replacement, maintenance projects at Booker Building, and Parks and Recreation Projects.

Mayor Mattox stated he was comfortable with his current tablet and did not feel that Town Council needed new tablets.

Councilman Emerson stated, most of the time, governed items, such as the Town Council tablets, were merely a process of “trading” them for newer versions when available.

Councilman Mitchell asked his fellow Council members if they were comfortable using an Apple “IPAD” tablet, or if they had more experience with other brands.

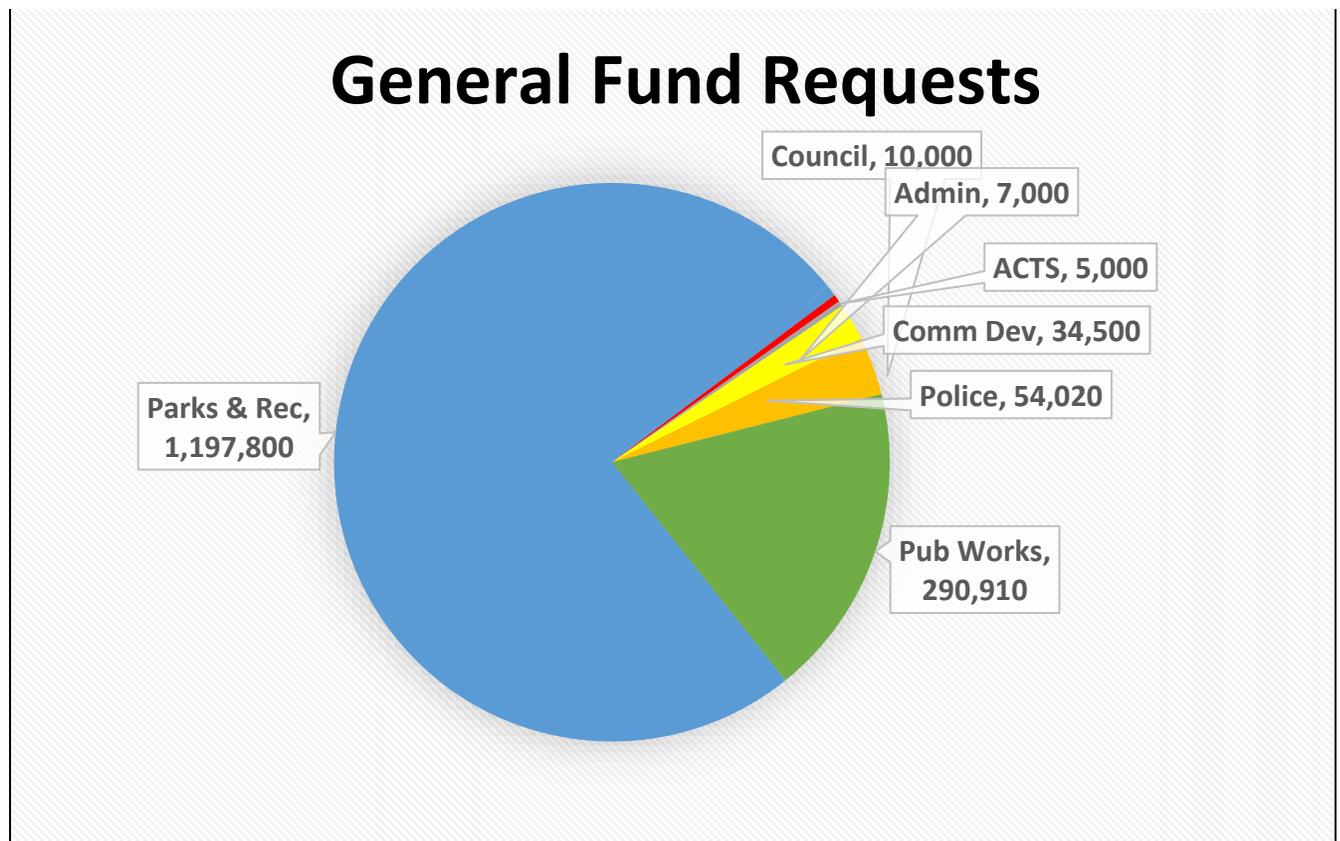
Mayor Mattox and Councilman Emerson both stated they were used to, and comfortable, with Council’s current IPAD tablets.

Councilman Emerson stated he also had experience using other types of computers, so he would be comfortable with either one.

There were no additional comments in regard to this item.

Ms. Owens offered Council a pie chart view as a visual reference of the FY2022 Draft CIP fund requests by department.

Councilman George referenced the Parks and Recreation proposed FY2022 CIP Budget, \$1,109,800, as shown on the pie chart. He asked, other than the \$360,000 for the English Park Shoreline Re-stabilization Project, what else was included/proposed in FY2022’s CIP.



Ms. Owens answered Mr. George stating \$660,000 of the Parks and Recreation FY2022 Draft CIP was for the Recreation Committee’s recommendation to update the English Park entrance into the park on Third Street from Pittsylvania Avenue.

Ms. Owens continued her presentation by referencing the Public Works’ proposed CIP. She reminded Council that department draws funding from several sources including the General Fund, Highway Fund, and Enterprise Fund (water and wastewater); and also includes “transfer in” from the General and Highway Funds.

Mayor Mattox asked Public Works Director David Garrett if the town’s street sweeper was in running order.

Mr. Garrett stated he and the Town Manager had a recent discussion in regard to this item. He stated the sweeper was previously placed on the FY2022 CIP for replacement. He stated he would look at the item closer to determine a more precise timeline for when the sweeper would need to be replaced.

Mayor Mattox asked if the Town of Gretna was still using the sweeper for their use as well; and if so, did Altavista drive or haul the sweeper to Gretna.

Mr. Garrett confirmed that Gretna was still using the street sweeper, but only every other month.

Councilman Higginbotham referenced the knuckle-boom truck that was also on the PW CIP list for replacement. He asked the condition of that vehicle.

Mr. Garrett informed Council the knuckle-boom truck had a lot of breakdowns over the past year to year and a half. He stated the 2007 model truck was well used with 83,499 miles. He stated, in his opinion, the truck needed to be replaced.

Mr. Higginbotham stated he did not feel that 83,499 miles was a lot.

Mr. Garrett stated the “arm” of the knuckle-boom truck that picks up the brush and bulk items was wore out and other parts were continuously being replaced. He stated the gear box was currently in need of being replaced.

Mr. Higginbotham asked the name brand of knuckle-boom arm on the town’s current truck.

Mr. Garrett stated he was unsure, but would gather the information to give to Council at the next Council meeting.

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Councilman Mitchell referenced the PW FY2022 CIP. He asked for detail of the “message board” purchase request.

Mr. Garrett stated the town would use the message board to alert drivers to work zones and potential hazards.

There were no additional comments in regard to this item.

Ms. Owens continued her presentation with Parks and Recreation’s proposed FY2022 CIP.

Ms. Owens referenced the \$25,000 allocated in the FY2022 for “new fields” in the rear area of English Park. She informed Council there was \$1.4 million allocated in the FY2024 Parks and Recreation CIP for the completion of this project, and the \$25,000 was designated for a study to gather the most current information needed to start the project.

Councilman George asked what the study for the new fields would include.

Ms. Owens stated, once the town and Recreation Committee gave staff direction for what they wanted the fields to look like, the funds would cover the design work of said fields.

Mr. George reminded Council and staff the fields initial “foundation work” had already been completed previously by the county. He stated there would not be too much additional work needed to complete the fields as desired.

Ms. Owens concluded the proposed F2022 General Fund CIP overview by sharing the cost calculations for the “requests verses available funding”.

- With the completion of the Operations Budget and total provision of services supported, there is a projected difference of \$ 655,500.
- These funds can be utilized to pay for CIP items; however, they will not pay for all requests.
- Need Council’s direction related to re-prioritization and/or approval for funding.
- If all projects were to be funded for FY 2022, there would be a need to supplement this CIP with \$ 943,730.

Ms. Owens moved forward with her presentation with an overview of the proposed CIP for Utilities (water and wastewater). She stated the propose Utilities Draft CIP for FY2022 had a total budget of \$5,134,780, which included transfer-ins and borrowings.

Ms. Owens stated the Utilities CIP dollar amount included major projects, such as tank maintenance, water line replacement (McMinnis and Melinda Drive HPZ), computer upgrades for SCADA (monitoring), replacement of pumps and other equipment, vehicle replacement, building maintenance and the electrical upgrade project at the WWTP.

Ms. Owens informed Council that bond proceeds made up the majority of funding the Utilities CIP. She concluded her overview of the proposed Utilities CIP by sharing the cost calculations for the “requests verses available funding”.

- With the completion of the Operations Budget for the town’s Water and Wastewater Departments; and total provision of services (including debt service) supported, there was a projected difference of \$ 459,630.
- The majority of CIP requests are covered by the Bond Proceeds of \$4,714,250.
- If all CIP requests were funded, there was \$39,100 remaining for potential transfer from reserves.

Ms. Owens concluded her presentation. She stated she would be happy to answer any questions Council may have in regard to the FY2022-2026 Draft CIP.

Mayor Mattox asked if Council had any questions regarding CIP, to which there were none.

Mayor Mattox and Council thanked Town Staff for their hard work on the Draft FY2022 Budget and FY2022-2026 CIP.

## Council Work Session February 23, 2021

Town Manager Waverly Coggsdale asked if Council needed any additional information to help them during the budget process.

Councilman Mitchell asked Council to keep the town's newly acquired theatre building in mind during consideration of the proposed budget and CIP.

Councilman Higginbotham asked if there were funds allocated in the proposed budget for the theatre project, to which Mr. Coggsdale stated there were not.

Mr. Coggsdale stated, at this point, any funding for this project would come from reserves.

Councilman Emerson suggested the town explore what grant options were available for this project.

Councilman Higginbotham referenced the recently proposed English Park entrance improvements and its potential cost of \$660,000; and the desire to renovate the old theatre building. He suggested further consideration and prioritizing the projects.

Councilman Mitchell suggested Council consider forming "sub-committees" among Council, in order to review and discuss the larger desired projects. He stated the sub-committees could then offer Council as a whole a potential plan to move forward.

Mayor Mattox stated he felt the suggestion was an interesting thought. He stated, however, in past experience, individuals and small groups have the potential to disagree with Council as a whole.

Mayor Mattox reminded Council, if more than two Council member meet, there would have to be public advertisement of such meeting.

Mayor Mattox stated, if three or more Council members wished to form a committee in regard to a specific project, or projects, to let him and the Town Manager know.

There were no further comments from Council in regard to this matter.

### 6. Updates/Informational Items

There were no "informational items" scheduled for the February Work Session.

### 7. Public Comments (Non-Agenda Items)

There were no town citizens present at the February 23<sup>rd</sup>, 2021 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

### 8. Matters from Council

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

Councilman Emerson referenced the soon-to-be upcoming spring/summer months. He asked if Town Staff had any current information in regard to whether or not the town would be able to open the splash pad in English Park this summer.

Town Manager Waverly Coggsdale stated, there had been indication to that date, but the Governor (of Virginia) was due to speak that following day. He stated he would keep Council posted on any new updates as they were received.

Mr. Emerson stated he was concerned, if the state approved the splash pad to open, but under a minimum allowance of participates, how would the town monitor that number.

Mr. Coggsdale stated Town Staff would discuss the matter and offer Council recommendations for the potential of that occurrence.

## Council Work Session February 23, 2021

There were no additional comments or questions from Council.

### 9. Closed Session

DATE: Tuesday February 23, 2021

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) Discussion in regard to the annual performance evaluation of the Town Manager.

A motion was made by Vice Mayor Bennett, and seconded by Councilman George.

Motion carried.

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

Town Council went into Closed Session at 7:11 PM.

Notice was given that Council was back in regular session at 8:10 PM.

#### FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman George, to adopt the certification of a closed meeting.

#### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with 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. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Notice was given, there was no official action(s) taken by Council during this Closed Session.

## Council Work Session February 23, 2021

### 10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 8:12 PM.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41405	9999997	ADKINS, MAGGIE	02/05/2021	83.14		00	OUTSTANDING	
41406	103	BEACON CREDIT UNION	02/05/2021	305.00		00	OUTSTANDING	
41407	12	BRENNTAG MID-SOUTH INC	02/05/2021	5,203.93		00	OUTSTANDING	
41408	16	CAMPBELL COUNTY UTILITIES & SE	02/05/2021	253.92		00	OUTSTANDING	
41409	145	CHANDLER CONCRETE CO INC	02/05/2021	273.00		00	OUTSTANDING	
41410	32	CONTROL EQUIPMENT CO INC	02/05/2021	3,480.20		00	OUTSTANDING	
41411	874	CORPORATE MEDICAL SERVICES	02/05/2021	192.00		00	OUTSTANDING	
41412	125	CVCJA	02/05/2021	453.70		00	OUTSTANDING	
41413	303	ALTAVISTA CHAMBER OF COMMERCE	02/05/2021	10,000.00		00	OUTSTANDING	
41414	9999999	DAVID HALFILL	02/05/2021	63.60		00	OUTSTANDING	
41415	164	DMV	02/05/2021	175.00		00	OUTSTANDING	
41416	20	J JOHNSON ELLER JR	02/05/2021	2,000.00		00	OUTSTANDING	
41417	1	GRAHAM PETRIE	02/05/2021	17.75		00	OUTSTANDING	
41418	622	HEYWARD INC	02/05/2021	2,592.65		00	OUTSTANDING	
41419	57	ICMA RETIREMENT TRUST-457 #304	02/05/2021	295.00		00	OUTSTANDING	
41420	566	INTEGRATED TECHNOLOGY GROUP IN	02/05/2021	5,653.70		00	OUTSTANDING	
41421	1	JEFF ARTHUR	02/05/2021	100.00		00	OUTSTANDING	
41422	860	MUNICIPAL EMERGENCY SERV DEPOS	02/05/2021	177.25		00	OUTSTANDING	
41423	843	BETTY PICKERAL	02/05/2021	1,150.00		00	OUTSTANDING	
41424	476	SHARP BUSINESS SYSTEMS	02/05/2021	204.82		00	OUTSTANDING	
41425	872	TIAA COMMERCIAL FINANCE INC	02/05/2021	153.00		00	OUTSTANDING	
41426	85	TREASURER OF VA /CHILD SUPPORT	02/05/2021	253.15		00	OUTSTANDING	
41427	92	UNIFIRST CORP	02/05/2021	1,938.51		00	OUTSTANDING	
41428	900	US BANK EQUIPMENT FINANCE	02/05/2021	232.66		00	OUTSTANDING	
41429	9999999	WOLFE GREGORY	02/05/2021	72.32		00	OUTSTANDING	
41430	9999999	BENJAMIN & KRISTEN BELL	02/12/2021	108.88		00	OUTSTANDING	
41431	978	REGINALD C BENNETT	02/12/2021	50.00		00	OUTSTANDING	
41432	736	MARVIN CLEMENTS	02/12/2021	75.00		00	OUTSTANDING	
41433	36	DOMINION VIRGINIA POWER	02/12/2021	46,793.52		00	OUTSTANDING	
41434	301	ENGLISH'S LLC	02/12/2021	494.97		00	OUTSTANDING	
41435	122	FEREBEE-JOHNSON COMPANY INC	02/12/2021	1,329.77		00	OUTSTANDING	
41436	41	FISHER SCIENTIFIC	02/12/2021	3,326.24		00	OUTSTANDING	
41437	639	GAY AND NEEL INC	02/12/2021	350.00		00	OUTSTANDING	
41438	111	GRAINGER INC	02/12/2021	493.36		00	OUTSTANDING	
41439	916	GRANITE TELECOMMUNICATIONS	02/12/2021	655.47		00	OUTSTANDING	
41440	332	HURT & PROFFITT INC	02/12/2021	4,134.60		00	OUTSTANDING	
41441	892	J & J PORTAPOTTY INC	02/12/2021	85.00		00	OUTSTANDING	
41442	9999999	JASON & MICHELE SHORT	02/12/2021	147.68		00	OUTSTANDING	
41443	564	JOHN JORDAN	02/12/2021	75.00		00	OUTSTANDING	
41444	9999999	KENDRICK CONNIE & BENNY SAUNDE	02/12/2021	82.00		00	OUTSTANDING	
41445	829	MARIE MITCHELL	02/12/2021	50.00		00	OUTSTANDING	
41446	954	JENNIFER MORTON	02/12/2021	50.00		00	OUTSTANDING	
41447	300	NAPA AUTO PARTS	02/12/2021	3,161.99		00	OUTSTANDING	
41448	67	ORKIN PEST CONTROL LLC	02/12/2021	318.65		00	OUTSTANDING	
41449	798	PEED & BORTZ LLC	02/12/2021	18,150.00		00	OUTSTANDING	
41450	535	RED BUD SUPPLY INC	02/12/2021	79.35		00	OUTSTANDING	
41451	857	RIVERSTREET NETWORKS	02/12/2021	369.25		00	OUTSTANDING	
41452	76	RYDIN DECAL	02/12/2021	247.33		00	OUTSTANDING	
41453	1	SHARON WILLIAMS	02/12/2021	25.95		00	OUTSTANDING	
41454	476	SHARP BUSINESS SYSTEMS	02/12/2021	78.67		00	OUTSTANDING	
41455	304	TOTER DBA WASTEQUIP LLC	02/12/2021	1,702.60		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41456	601	VACORP	02/12/2021	658.65		00	OUTSTANDING	
41457	413	VERIZON WIRELESS - VSAT	02/12/2021	70.00		00	OUTSTANDING	
41458	756	WAGWORKS INC	02/12/2021	139.39		00	OUTSTANDING	
41459	658	WKDE-FM	02/12/2021	110.00		00	OUTSTANDING	
41460	9	AFLAC	02/19/2021	3,051.99		00	OUTSTANDING	
41461	84	ALTAVISTA JOURNAL	02/19/2021	650.10		00	OUTSTANDING	
41462	103	BEACON CREDIT UNION	02/19/2021	305.00		00	OUTSTANDING	
41463	984	BOB JOHNSON'S COMPUTER INC	02/19/2021	682.97		00	OUTSTANDING	
41464	4	BOXLEY AGGREGATES	02/19/2021	3,711.14		00	OUTSTANDING	
41465	294	BUSINESS CARD	02/19/2021	17,467.14		00	OUTSTANDING	
41466	284	DEWBERRY ENGINEERS INC	02/19/2021	675.00		00	OUTSTANDING	
41467	118	FERGUSON ENTERPRISES LLC	02/19/2021	4,253.18		00	OUTSTANDING	
41468	305	HAWKINS-GRAVES INC	02/19/2021	921.52		00	OUTSTANDING	
41469	974	HILL STUDIO PC	02/19/2021	2,887.58		00	OUTSTANDING	
41470	332	HURT & PROFFITT INC	02/19/2021	150.00		00	OUTSTANDING	
41471	57	ICMA RETIREMENT TRUST-457 #304	02/19/2021	295.00		00	OUTSTANDING	
41472	1	JOHN HENDERSON	02/19/2021	100.00		00	OUTSTANDING	
41473	816	PACE ANAYLTICAL SERVICES LLC	02/19/2021	2,667.65		00	OUTSTANDING	
41474	510	RIVER VALLEY RESOURCES LLC	02/19/2021	619.75		00	OUTSTANDING	
41475	847	RR MANN FENCING CO INC	02/19/2021	11,401.37		00	OUTSTANDING	
41476	85	TREASURER OF VA /CHILD SUPPORT	02/19/2021	253.15		00	OUTSTANDING	
41477	35	TREASURER OF VA/VITA	02/19/2021	5.49		00	OUTSTANDING	
41478	110	VUPS INC	02/19/2021	70.35		00	OUTSTANDING	
41479	793	XEROX FINANCIAL SERVICES	02/19/2021	415.78		00	OUTSTANDING	
41480	91	ANTHEM BLUE CROSS/BLUE SHIELD	02/26/2021	42,592.00		00	OUTSTANDING	
41481	583	CAMPBELL COUNTY PUBLIC LIBRARY	02/26/2021	946.20		00	OUTSTANDING	
41482	427	CENTURYLINK	02/26/2021	600.73		00	OUTSTANDING	
41483	959	CONSOLIDATED PIPE & SUPPLY CO	02/26/2021	295.32		00	OUTSTANDING	
41484	937	ENGLISH CONSTRUCTION CO INC	02/26/2021	50,046.00		00	OUTSTANDING	
41485	916	GRANITE TELECOMMUNICATIONS	02/26/2021	693.21		00	OUTSTANDING	
41486	332	HURT & PROFFITT INC	02/26/2021	2,974.00		00	OUTSTANDING	
41487	58	INSTRUMENTATION SERVICES INC	02/26/2021	708.00		00	OUTSTANDING	
41488	9999999	LERETA LLC	02/26/2021	165.20		00	OUTSTANDING	
41489	743	MEYERCORD REVENUE INC	02/26/2021	3,407.40		00	OUTSTANDING	
41490	860	MUNICIPAL EMERGENCY SERV DEPOS	02/26/2021	1,044.25		00	OUTSTANDING	
41491	608	NORFOLK SOUTHERN RAILWAY CO	02/26/2021	380.00		00	OUTSTANDING	
41492	72	PHYSICIANS TREATMENT CENTER	02/26/2021	50.00		00	OUTSTANDING	
41493	847	RR MANN FENCING CO INC	02/26/2021	2,668.50		00	OUTSTANDING	
41494	1	SHERRY JAMES	02/26/2021	31.45		00	OUTSTANDING	
41495	1	SHIRLEY TAYLOR	02/26/2021	50.43		00	OUTSTANDING	
41496	9999996	SMARTSTYLE #4547	02/26/2021	4.70		00	OUTSTANDING	
41497	575	SOUTHERN REFRIGERATION CORP	02/26/2021	508.40		00	OUTSTANDING	
41498	80	SOUTHSIDE ELECTRIC COOP	02/26/2021	1,042.04		00	OUTSTANDING	
41499	9999999	STAPLES SHIRLEY S & ROBERT L	02/26/2021	63.12		00	OUTSTANDING	
41500	186	THE NEWS & ADVANCE	02/26/2021	360.00		00	OUTSTANDING	
41501	872	TIAA COMMERCIAL FINANCE INC	02/26/2021	153.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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OUTSTANDING CHECKS: 97 RECONCILED CHECKS: .00 VOID CHECKS: .00 ORIGINAL AMOUNT .00

278,105.73

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	97	TOTAL CHECKS	278,105.73	***				
OUTSTANDING CHECKS:	97	RECONCILED CHECKS:						
	278,105.73		.00					.00

Town of Altavista  
 FY 2021 Revenue Report  
 67% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	210,000	210,000	2,432	1	211,231	101	210,000
Public Service - Real & Personal	98,700	98,700	9	0	91,317	93	98,700
Personal Property	260,000	260,000	14,833	6	156,095	60	260,000
Personal Property - PPTRA	100,000	100,000	82,875	83	89,299	89	100,000
Machinery & Tools	1,844,000	1,844,000	11,955	1	2,021,106	110	1,844,000
Mobile Homes - Current	150	150	5	3	126	84	150
Penalties - All Taxes	4,500	4,500	4,683	104	7,444	165	4,500
Interest - All Taxes	3,500	3,500	1,041	30	3,142	90	3,500
Local Sales & Use Taxes	165,000	165,000	19,443	12	103,216	63	165,000
Local Electric and Gas Taxes	114,000	114,000	1,160	1	56,920	50	114,000
Local Motor Vehicle License Tax	46,000	46,000	2,888	6	41,932	91	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	7,368	9	62,678	78	80,000
Local Meal Taxes	973,000	973,000	86,017	9	607,107	62	973,000
Container Rental Fees	1,300	1,300	0	0	1,833	141	1,300
Communications Tax	34,000	34,000	2,578	8	15,355	45	34,000
Transit Passenger Revenue	5,000	5,000	396	8	436	9	5,000
Local Cigarette Tax	130,000	130,000	3,750	3	63,988	49	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	30	0	30	0	10,000
Business Licenses 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  
 67% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	150	14	1,228	112	1,100
Fines & Forfeitures - Court	15,000	15,000	619	4	3,687	25	15,000
Parking Fines	300	300	0	0	50	17	300
Interest and Interest Income	190,000	190,000	1,356	1	34,676	18	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	8,152	10	38,609	48	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	0	0	53,309	60	89,100
State Rental Taxes	1,000	1,000	15	2	489	49	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	3,466	116	5,579	186	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	630	13	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	0	0	11,376	0	0
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	473	2	4,666	20	23,000
VDOT TEA 21 Grant	0	0	21,831	0	3,895	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	9,283	7	64,915	51	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  
 67% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	2,787	37	7,500
Misc. - Cash Discounts	100	100	0	0	8	8	100
Miscellaneous	25,000	25,000	3,806	15	266,086	1,064	25,000
Estate of Roberta F. Jenks			776		776		
Misc / Canoe Launch Project	0	0	0	0	2,297	0	0
Reimbursement of Insurance Claim	0	0	0	0	8,703	0	0
Misc. - State Forfeiture Fund	0	0	0	0	2,141	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding			0	0	138	0	0
Police Challenge Coin	0	0	0	0	0	0	0
Donations	0	0	0	0	100	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	0	0	0	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
	<b><u>5,111,710</u></b>	<b><u>5,111,710</u></b>	<b><u>291,390</u></b>	<b><u>6</u></b>	<b><u>4,675,973</u></b>	<b><u>91</u></b>	<b><u>5,706,031</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
67% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,503,750	7,503,750	460,957	6	4,130,526	55	7,503,750
Debt Service	806,850	806,850	0	0	758,761	0	806,850
CIP	1,678,510	1,678,510	94,042	6	3,161,619	188	1,678,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	138	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>10,079,110</u></b>	<b><u>10,079,110</u></b>	<b><u>554,999</u></b>	<b><u>6</u></b>	<b><u>8,051,043</u></b>	<b><u>80</u></b>	<b><u>10,079,110</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
67% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	39,400	39,400	19,072	48	43,952	112	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	0	-16,740	0	3,300	0	0
Administration - TOTAL:	<u>39,400</u>	<u>39,400</u>	<u>2,332</u>	<u>6</u>	<u>47,252</u>	<u>120</u>	<u>39,400</u>
Administration							
Operations	906,610	906,610	53,235	6	563,582	62	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	41,000	0	0	193,829	473	41,000
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>53,235</u>	<u>6</u>	<u>757,410</u>	<u>80</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	10,563	2	158,127	33	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.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>364,010</u>	<u>10,563</u>	<u>3</u>	<u>158,127</u>	<u>43</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>10,563</u>	<u>3</u>	<u>158,127</u>	<u>43</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	90,244	8	710,955	63	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	75,250	683	1	82,589	110	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>90,927</u>	<u>8</u>	<u>793,543</u>	<u>66</u>	<u>1,196,040</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
67% of Year Lapsed

GENERAL FUND (FUND 10)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Public Works							
Operations	1,046,160	1,046,160	67,179	6	613,509	59	1,046,160
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	<u>654,300</u>	<u>654,300</u>	<u>25,142</u>	<u>4</u>	<u>480,694</u>	<u>73</u>	<u>654,300</u>
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>92,321</u>	<u>5</u>	<u>1,112,602</u>	<u>65</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	0	0	1,981	4	50,100
CIP	<u>200,000</u>	<u>200,000</u>	<u>182</u>	<u>0</u>	<u>182</u>	<u>0</u>	<u>200,000</u>
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>182</u>	<u>0</u>	<u>2,163</u>	<u>1</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	9,328	6	132,602	84	157,100
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>9,328</u>	<u>6</u>	<u>132,602</u>	<u>84</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	7,566	6	74,525	58	129,130
Debt Service	0	0	0	0	0	0	0
CIP	<u>109,800</u>	<u>109,800</u>	<u>0</u>	<u>0</u>	<u>781</u>	<u>1</u>	<u>109,800</u>
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>7,566</u>	<u>3</u>	<u>75,307</u>	<u>32</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	5,081	7	48,329	71	68,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>5,081</u>	<u>7</u>	<u>48,329</u>	<u>66</u>	<u>73,350</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
67% of Year Lapsed

<b>GENERAL FUND TOTALS</b>							
Operations	3,881,650	3,881,650	262,269	7	2,347,561	60	3,881,650
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	1,085,350	1,085,350	9,267	1	761,375	70	1,085,350
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,987,410</u>	<u>4,987,410</u>	<u>271,536</u>	<u>5</u>	<u>3,127,335</u>	<u>63</u>	<u>4,987,410</u>

Town of Altavista  
 Council / Planning Commission  
 FY 2021 Expenditure Report  
 67% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	28,000	28,000	2,332	8	18,659	67	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	16,740	262	25,293	395	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	-16,740	0	3,300	0	0
<b>Total Expenditures</b>	<b>39,400</b>	<b>39,400</b>	<b>2,332</b>	<b>6</b>	<b>47,252</b>	<b>120</b>	<b>39,400</b>

Town of Altavista  
Administration  
FY 2021 Expenditure Report  
67% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	519,100	519,100	34,729	7	295,815	57	519,100
Other Employee Benefits	36,060	36,060	659	2	12,179	34	36,060
Services	234,700	234,700	7,894	3	162,720	69	234,700
Other Charges	74,750	74,750	4,068	5	64,758	87	74,750
Materials & Supplies	42,000	42,000	5,885	14	28,110	67	42,000
Capital Outlay	41,000	41,000	0	0	193,829	473	41,000
<b>Total Expenditures</b>	<b>947,610</b>	<b>947,610</b>	<b>53,235</b>	<b>6</b>	<b>757,410</b>	<b>80</b>	<b>947,610</b>

Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
67% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	56,260	56,260	10,000	18	24,610	44	56,260
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	0	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	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	0	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	0	0	3,250	65	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>341,010</b>	<b>341,010</b>	<b>10,000</b>	<b>3</b>	<b>126,360</b>	<b>37</b>	<b>341,010</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	11,691	0	0
Fuel - Fire Company	23,000	23,000	563	2	4,772	21	23,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>23,000</b>	<b>23,000</b>	<b>563</b>	<b>2</b>	<b>16,463</b>	<b>72</b>	<b>23,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>364,010</b>	<b>364,010</b>	<b>10,563</b>	<b>3</b>	<b>142,823</b>	<b>39</b>	<b>364,010</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista  
 Non-Departmental  
 FY 2021 Expenditure Report  
 67% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
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
<b>TRANSFER OUT - TOTAL</b>	<b>119,300</b>	<b>119,300</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4</b>	<b>119,300</b>
 <b>CAPITAL OUTLAY - NEW</b>							
Improvements Other than Building / Cardno	0	0	0	0	10,804	0	0
<b>CAPITAL OUTLAY - NEW - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,804</b>	<b>0</b>	<b>0</b>
 <b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>483,310</b>	<b>483,310</b>	<b>10,563</b>	<b>2</b>	<b>158,127</b>	<b>33</b>	<b>483,310</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,010</b>	<b>364,010</b>	<b>10,563</b>	<b>3</b>	<b>153,627</b>	<b>42</b>	<b>364,010</b>

Town of Altavista  
Public Safety  
FY 2021 Expenditure Report  
67% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	959,000	959,000	79,636	8	594,800	62	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	2,090	6	19,572	57	34,340
Other Charges	54,550	54,550	3,528	6	52,058	95	54,550
Materials & Supplies	72,900	72,900	4,990	7	44,524	61	72,900
Capital Outlay	75,250	75,250	683	1	82,589	110	75,250
<b>Total Expenditures</b>	<b>1,196,040</b>	<b>1,196,040</b>	<b>90,927</b>	<b>8</b>	<b>793,543</b>	<b>66</b>	<b>1,196,040</b>

Town of Altavista  
 Public Works  
 FY 2021 Expenditure Report  
 67% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	652,950	652,950	46,175	7	355,897	55	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	2,240	4	61,068	107	57,260
Other Charges	46,180	46,180	1,758	4	71,505	155	46,180
Materials & Supplies	289,770	289,770	17,006	6	125,040	43	289,770
Debt Service	20,410	20,410	0	0	18,399	90	20,410
Capital Outlay	654,300	654,300	25,142	4	480,694	73	654,300
<b>Total Expenditures</b>	<b>1,720,870</b>	<b>1,720,870</b>	<b>92,321</b>	<b>5</b>	<b>1,112,602</b>	<b>65</b>	<b>1,720,870</b>

Town of Altavista  
Economic Development  
FY 2021 Expenditure Report  
67% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	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	182	0	182	0	200,000
<b>Total Expenditures</b>	<b>250,100</b>	<b>250,100</b>	<b>182</b>	<b>0</b>	<b>2,163</b>	<b>1</b>	<b>250,100</b>

Town of Altavista  
Transit System  
FY 2021 Expenditure Report  
67% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	103,470	103,470	6,599	6	56,581	55	103,470
Services	2,050	2,050	48	2	546	27	2,050
Other Charges	4,010	4,010	0	0	6,750	168	4,010
Materials & Supplies	19,600	19,600	919	5	10,648	54	19,600
Capital Outlay	109,800	109,800	0	0	781	1	109,800
<b>Total Expenditures</b>	<b>238,930</b>	<b>238,930</b>	<b>7,566</b>	<b>3</b>	<b>75,307</b>	<b>32</b>	<b>238,930</b>

Town of Altavista  
 Community Development  
 FY 2021 Expenditure Report  
 67% of Year Lapsed

<b><u>COMMUNITY DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	127,600	127,600	8,083	6	65,073	51	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	234	2	1,608	16	10,000
Other Charges	15,150	15,150	850	6	65,462	432	15,150
Materials & Supplies	4,350	4,350	162	4	459	11	4,350
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>157,100</b>	<b>157,100</b>	<b>9,328</b>	<b>6</b>	<b>132,602</b>	<b>84</b>	<b>157,100</b>

Town of Altavista  
 Avoca Museum  
 FY 2021 Expenditure Report  
 67% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	67,900	67,900	4,951	7	42,367	62	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	0	0	5,678	1,262	450
Materials & Supplies	0	0	130	0	284	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
<b>Total Expenditures</b>	<b>73,350</b>	<b>73,350</b>	<b>5,081</b>	<b>7</b>	<b>48,329</b>	<b>66</b>	<b>73,350</b>

Town of Altavista  
 FY 2021 Revenue Report  
 67% of Year Lapsed

<b>Enterprise Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Interest/Interest Income	8,000	8,000	119	1	14,906	186	8,000
Water Charges - Industrial	1,283,320	1,283,320	124,586	10	781,025	61	1,283,320
Water Charges - Business/Residential	280,000	280,000	6,841	2	134,110	48	280,000
Water Charges - Outside Community	173,000	173,000	10,489	6	92,035	53	173,000
Water Charges - Water Connection Fees	1,500	1,500	3,900	260	7,650	510	1,500
Bulk Water Purchase	2,000	2,000	621	0	14,075	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	142,541	9	919,613	59	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	6,023	2	121,890	49	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	772	30	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	2,600	43	2,600	43	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	12,913	9	36,373	25	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,326	9	28,699	57	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	273	0	73,028	52	140,000
Misc. Cash Discounts	0	0	0	0	17	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	735	3	8,035	32	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	0	0	208,950	0	0
Cares Money			-1,874				
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,014,340</u></b>	<b><u>4,014,340</u></b>	<b><u>314,093</u></b>	<b><u>8</u></b>	<b><u>2,443,779</u></b>	<b><u>61</u></b>	<b><u>4,014,340</u></b>

Town of Altavista  
Fund Expenditure Totals  
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ENTERPRISE FUND (FUND 50)	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Water Department</b>							
Operations	1,376,490	1,376,490	77,210	6	755,152	55	1,376,490
Debt Service	604,090	604,090	0	0	601,286	0	604,090
CIP	229,650	229,650	20,134	9	202,846	88	229,650
Transfer Out	0	0	0	0	0	0	0
<b>Water Department - TOTAL:</b>	<u>2,210,230</u>	<u>2,210,230</u>	<u>97,344</u>	<u>4</u>	<u>1,559,285</u>	<u>71</u>	<u>2,210,230</u>
<b>Wastewater Department</b>							
Operations	1,490,060	1,490,060	102,169	7	875,909	59	1,490,060
Debt Service	182,350	182,350	0	0	139,076	0	182,350
CIP	131,700	131,700	64,642	49	2,122,470	<u>1,612</u>	131,700
Transfer Out	0	0	0	0	0	0	0
<b>Wastewater Department - TOTAL:</b>	<u>1,804,110</u>	<u>1,804,110</u>	<u>166,810</u>	<u>9</u>	<u>3,137,455</u>	<u>174</u>	<u>1,804,110</u>
<b>ENTERPRISE FUND TOTAL</b>							
Operations	2,866,550	2,866,550	179,379	6	1,631,062	57	2,866,550
Debt Service	786,440	786,440	0	0	740,362	0	786,440
CIP	361,350	361,350	84,776	<u>23</u>	2,325,316	<u>644</u>	361,350
Transfer Out	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>4,014,340</u>	<u>4,014,340</u>	<u>264,154</u>	<u>7</u>	<u>4,696,740</u>	<u>117</u>	<u>4,014,340</u>

Town of Altavista  
Water Department  
FY 2021 Expenditure Report  
67% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	688,690	688,690	48,330	7	411,878	60	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	1,087	1	40,382	27	147,100
Other Charges	242,450	242,450	15,619	6	133,643	55	242,450
Materials & Supplies	298,250	298,250	12,174	4	169,250	57	298,250
Debt Service	604,090	604,090	0	0	601,286	0	604,090
Capital Outlay	229,650	229,650	20,134	9	202,846	88	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>2,210,230</b>	<b>2,210,230</b>	<b>97,344</b>	<b>4</b>	<b>1,559,285</b>	<b>71</b>	<b>2,210,230</b>

Town of Altavista  
Wastewater Department  
FY 2021 Expenditure Report  
67% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	809,710	809,710	56,963	7	493,155	61	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	130	0	28,109	64	43,800
Other Charges	396,350	396,350	31,595	8	255,755	65	396,350
Materials & Supplies	240,200	240,200	13,481	6	98,891	41	240,200
Debt Service	182,350	182,350	0	0	139,076	76	182,350
Capital Outlay	131,700	131,700	64,642	49	2,122,470	1,612	131,700
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>1,804,110</b>	<b>1,804,110</b>	<b>166,810</b>	<b>9</b>	<b>3,137,455</b>	<b>174</b>	<b>1,804,110</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
67% of Year Lapsed

<b>State/Hwy Reimbursement Fund (Fund 20)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Operations	705,000	705,000	17,416	2	135,630	19	705,000
CIP	<u>231,810</u>	<u>231,810</u>	0	0	<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>17,416</u>	<u>2</u>	<u>210,558</u>	<u>22</u>	<u>936,810</u>

<b>Cemetery Fund - (Fund 90)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Cemetery - Operations - Total:	50,550	50,550	1,893	4	16,273	32	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	0	0	0	0	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>1,893</u>	<u>3</u>	<u>16,273</u>	<u>22</u>	<u>75,550</u>

Town of Altavista  
 FY 2021 State/Highway Fund  
 67% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	88	0	1,270	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	0	0	5	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>936,810</u></b>	<b><u>936,810</u></b>	<b><u>88</u></b>	<b><u>0</u></b>	<b><u>378,855</u></b>	<b><u>40</u></b>	<b><u>936,810</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,582	3	10,967	23	48,200
Maintenance - Pavement	400,000	400,000	0	0	7,981	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	3,559	6	40,495	71	56,800
Engineering - Repairs & Maintenance	10,000	10,000	77	1	306	3	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	10,141	17	23,206	39	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,051	2	44,639	89	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,007	1	8,035	10	80,000
State/Highway Reimb. Fund - Subtotal:	<u>705,000</u>	<u>705,000</u>	<u>17,416</u>	<u>2</u>	<u>135,630</u>	<u>19</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
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>231,810</u></b>	<b><u>231,810</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>74,928</u></b>	<b><u>32</u></b>	<b><u>231,810</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>936,810</u></b>	<b><u>936,810</u></b>	<b><u>17,416</u></b>	<b><u>2</u></b>	<b><u>210,558</u></b>	<b><u>22</u></b>	<b><u>936,810</u></b>

Town of Altavista  
 FY 2021 Cemetery Fund  
 67% 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
<b>REVENUE</b>							
Permits/Burials	17,250	17,250	4,750	28	20,450	119	17,250
Interest/Interest Income	0	0	22	0	5,813	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	5,800	145	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>54,300</u>	<u>54,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>54,300</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>75,550</u></b>	<b><u>75,550</u></b>	<b><u>6,072</u></b>	<b><u>8</u></b>	<b><u>32,113</u></b>	<b><u>43</u></b>	<b><u>75,550</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	1,379	14	6,117	63	9,700
Salaries and Wages/Overtime	1,000	1,000	42	4	900	90	1,000
Benefits/FICA	800	800	102	13	499	62	800
Benefits/VRS	1,000	1,000	18	2	147	15	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	200	13	837	54	1,550
Benefits/Group Life	200	200	20	10	86	43	200
VRS Hybrid Employer Contr.	0	0	116	0	422	0	0
ICMA Hybrid Employer Contr.	0	0	15	0	61	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	759	8	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	0	0	5,445	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>75,550</u></b>	<b><u>75,550</u></b>	<b><u>1,893</u></b>	<b><u>3</u></b>	<b><u>16,273</u></b>	<b><u>22</u></b>	<b><u>75,550</u></b>

Town of Altavista  
Investment and Deposit Totals  
Balance as of  
February 28, 2021



**UNDESIGNATED BALANCES**

<b>General Fund Reserves</b>		
<i>Money Market Account</i>	3,791,431.07	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,643,510.30	
Sub-Total		\$ 14,361,335.91
<b>Enterprise Fund Reserves</b>		
<i>Money Market Account</i>	229,769.28	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	556,809.03	
Sub-Total		\$ 786,578.31
<b>Total Undesignated</b>		<b><u>\$ 15,147,914.22</u></b>
<b><u>DESIGNATED BALANCES</u></b>		
<b>Highway Fund</b>		
<i>Money Market Account</i>	57,350.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,005,880.77	
Sub-Total		\$ 1,063,230.77
<b>Green Hill Cemetery</b>		
<i>Money Market Account</i>	50,433.02	
<i>Certificate of Deposit</i>	620,858.00	
<i>LGIP</i>	77,197.07	
Sub-Total		\$ 748,488.09
<b>AEDA</b>		
<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,627.08	
Sub-Total		\$ 270,627.08
<b>Federal Forfeiture Account</b>		\$2,885.82
<b>State Forfeiture Account</b>		\$13,565.36
<b>Operating Cash Account</b>		\$ 1,328,789.98
<b>Total Designated</b>		<b><u>\$ 3,427,587.10</u></b>
<b>Grand Total Investments and Deposits</b>		<b><u>\$ 18,575,501.32</u></b>

**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
Proceeds from sale of Armory	212,826.00
<b>Balance Remaining of Undesignated Funds</b>	<b><u>\$ 1,460,243.86</u></b>

<b>RESERVE POLICY FUNDS</b>	
<b>General Fund:</b>	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
<b>Enterprise Fund:</b>	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
<b>Total Reserve Policy Funds</b>	
<b>8,130,440</b>	