



# Town of Altavista Town Council Work Session Agenda

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

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**Tuesday, June 27, 2017**

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**5:00 PM Council Work Session**

1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments –Agenda Items Only
4. Introductions and Special Presentations
5. Items for Discussion
  - a. Zoning Ordinance Proposed Changes (Non-Profit Facilities – R-2 District).....pages 2 – 8
  - b. Strategic Planning Retreat Discussion .....page 9
  - c. Street Paving Discussion .....pages 10 – 19
  - d. Budget Amendments .....pages 20 – 43
  - e. Purple Heart Community Designation .....pages 44 – 48
  - f. Lynchburg Daily Bread Use of Town Property Review .....page 49
  - g. AOT "Food Truck Event" – Street Closing .....pages 50
  - h. Project Updates .....pages 51
6. Public Comments – Comments are limited to three (3) minutes per speaker.
7. Closed Session
  - a. Section 2.2-3711 (A) (3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
8. Adjournment

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: **TUESDAY, JULY 11, 2017 @ 7:00 p.m.**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and

## Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

**Agenda Item:** Planning Commission Report – Zoning Ordinance Proposed Changes

**Summary:** Staff was approached by Mr. Jordan Parker in regard to use of a building (former church) that was being donated to his non-profit foundation. After review of the ordinance, such a use was not specifically permitted in the Residential R-2 zoning district, therefore it was not permitted.

Staff worked with Mr. Eller to provide draft language that, if adopted, would allow the “non-profit” use with the issuance of a Special Use Permit (SUP). Mr. Parker presented the intended uses for the building and the Commissioners considered this proposal along with the proposed changes to the code. After the discussion, the Commissioners voted to move forward with a public hearing at their July 3<sup>rd</sup> meeting on the proposed language change to the zoning ordinance concerning “non-profit” use. (This meeting has been changed to June 26<sup>th</sup>; due to the 4<sup>th</sup> of July holiday.) If the zoning ordinance text amendment is approved, Mr. Parker could then file a Special Use Permit application.

**Council Discussion:** No action requested at this time. This is provided for informational purposes and so that any input can be provided. It is expected that staff, at the July Town Council meeting, will seek approval for the scheduling of a public hearing on the ordinance amendment. Any application for a special use permit for such use would come later.

**Budget/Funding:** N/A

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** Proposed Code Changes

**Department Head Initials:** dww

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by adding the definition of "non-profit facility".

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

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to add a new use type definition as follows:

**Sec. 86-32. Use types.**

*Non-profit facility* means a building owned or controlled by a non-profit organization holding an exemption under Internal Revenue Code Section 501(c) said exempt status to be evidenced by a currently valid exemption letter from the Internal Revenue Service. Such non-profit organization shall be in good standing with the Internal Revenue Service in all respects.

All other use type definitions in Sec. 86-32 remain unchanged.

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

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

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

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-192. - Permitted uses.**

The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Manufactured home, emergency. Subject to Sec. 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units. Subject to Sec. 86-458. Special use permit required.

Single-family dwelling, attached. Subject to Sec. 86-459

Single-family dwelling, detached. Subject to Sec. 86-596

Temporary family health care structures. Subject to Sec. 86-460

Townhouse. Subject to Sec. 86-461

(3) *Civic use types.*

Assisted care residence. No Guidelines listed in Code – regulated by State of Virginia.

Cemetery. Special use permit required.

Club. Subject to Sec 86-473. Special use permit required.

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

Religious assembly. Subject to Sec. 86-479. Special use permit required.

Safety service.

Utility service, minor.

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast. Subject to Sec. 86-507. Special use permit required.

Day care center. Subject to Sec. 86-510. Special use permit required.

Golf course. Special use permit required.

Personal service business. Subject to Sec. 86-483. Special use permit required.

(6) *Industrial use types.*

Recycling center. Special use permit required.

(7) *Miscellaneous use types.*

Amateur radio tower. Subject to Sec. 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally.

Satellite dish antenna in excess of one meter in diameter or measured diagonally. Subject to Sec. 86-544.

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

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-482 relating to non-profit facility.

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

1. That a new Section 86-482 be added to the Code of the Town of Altavista as follows:

**Sec. 86-482. Non-profit facility.**

(a) No building which has been used as a residence at any time prior to the effective date of this ordinance shall be permitted to be used as a non-profit facility.

(b) All activities conducted within the building or anywhere on the property shall be consistent with the purposes stated in the charter of the non-profit organization.

(c) No outside storage of equipment or materials.

(d) All parking shall be off-street --with the maximum number of vehicles to be determined by the Zoning Administrator in consultation with the Planning Commission and provided for in the Special Use Permit.

(e) Signage shall comply with the following requirements:

1. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.

2. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.

3. All lighting must be approved by the zoning administrator prior to installation.

4. Identification signs: 24 square feet maximum.

5. Temporary banners shall not exceed 40 square feet.

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

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-483 relating to personal service business in R-2 District.

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

1. That a new Section 86-483 be added to the Code of the Town of Altavista as follows:

**Sec. 86-483. Personal Service Business in R-2 District.**

(a) No building which has been used as a residence at any time prior to the effective date of this ordinance shall be permitted to be used as a personal service business.

(b) No tattoo parlors or body piercing establishments shall be permitted.

(c) There shall be no outside display other than one unlighted sign not to exceed four square feet, or storage of equipment or materials associated with the business.

(d) No more than one vehicle with the business name on it may be parked so as to be visible from the street or from adjoining property and no vehicle which is to be parked so as to be visible from the street or from adjoining property may contain signage in excess of ten square feet for the entire vehicle.

(e) All parking shall be off-street –with the maximum number of vehicles to be determined by the Zoning Administrator in consultation with the Planning Commission and provided for in the Special Use Permit.

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



## Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

**Agenda Item:** Strategic Planning Retreat

**Summary:** Town Council has scheduled a Strategic Planning Retreat for Wednesday, August 30<sup>th</sup>. Over the past few months, different items have been identified for further discussion at the retreat. At this time, they include:

- Booker Building Improvements
- Budgeting
- Reserve Fund Policy

Mr. Kim Payne, former Lynchburg City Manager, will be facilitating the retreat and we are working together to create an agenda. He is planning on attending your July 11th Council meeting and will be reaching out to each Council member in preparation for the retreat.

At this time, Council may provide additional items that they would like to see covered during the retreat.

**Council Discussion:** Consideration of items/topics that you would like on the retreat agenda.

**Budget/Funding:** N/A

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** None

**Department Head Initials:** JWC

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action

## Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

**Agenda Item:** 2017 Street Paving

**Summary:** Over the past few years, we have had several utility projects ongoing and have not performed annual paving. The Highway Funds used for that purpose have been placed temporarily in Reserves. The FY2017 Budget (Fund 20-State/Highway Fund) included \$150,000 for paving and the FY2018 Budget has \$300,000 for the same function, these funds are allocated from VDOT for maintenance of the town streets. Also included in the FY2018 Budget (General Fund) is \$100,000 for alley maintenance and paving, as well as \$66,650 for paving in English Park, these items are not eligible for use of VDOT Highway Funds.

Per the attached memo from David Garrett, Director of Public Works, and the list of streets and English Park, staff is seeking concurrence to move forward with the identified contractor. Based on our calculations, approximately \$464,000 will be eligible for Highway Funds and remaining \$80,000 would be for Town funds. Accordingly, staff is seeking approval to carryover any remaining FY2017 Highway Funds allocated to paving (estimated at \$130,000) to go with the \$300,000 allocation in FY2018 leaving a possible need of \$34,000, which would come from previous year Highway Funds that are in Reserves. Actual billing would be based on actual material and equipment used on the job.

Later this year, staff will create another list of streets for paving in an effort to get back on schedule with our paving and the use of the Highway Maintenance Funds. If there are streets, you would like staff to look at, please let us know.

**Council Discussion:** Review of list.

**Budget/Funding:** Funds are in the FY2017 and/or FY2018 budget.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** Staff Memo, Paving List and Maps

**Department Head Initials:** JWC, DTG

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action

# Memo

**To:** Waverly Coggsdale, Town Manager

**From:** David Garrett, Public Works Director

**cc:** Tom Fore, Utility Director

**Date:** June 8, 2017

**Re:** Awarding 2017/2018 Paving Contract

As you know we sent out invitation for bid for the 2017/2018 milling and paving contract on May 8, 2017 and bids were received on May 26, 2017. The scope of work is to include approximately (plus or minus) 6000 SY (square yards) of millings, 5832 tons of SM-9.5A asphalt mix, and 500 tons of IM-19.0 asphalt mix. We only had two contractors bid on the above project and I have provided below the bid amounts that were submitted by the contractors.

Lawhorne Brothers Paving - A Division of Adams Construction Company

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5832	tons	\$77.20	\$450,230.00
IM Mix	500	tons	\$64.50	\$32,250.00
Milling	6000	SY	\$10.20	\$61,200.00
TOTAL				\$543,680.00

Boxley Paving

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5832	tons	\$82.50	\$481,140.00
IM Mix	500	tons	\$75.50	\$37,750.00
Milling	6000	SY	\$5.65	\$33,900.00
TOTAL				\$552,790.00

After reviewing the bids and contract documents with the Town Staff and Town Attorney, we are hereby recommending to award the 2017/2018 paving contract to Lawhorne Brothers Paving Company.

<b><i>Spring 2017 Paving of Town Streets</i></b>	<b><i>Square Yards</i></b>	<b><i>Milling</i></b>	<b><i>Tonnage</i></b>	<b><i>Estimated Cost</i></b>	<b><i>Map</i></b>
Alley (7 <sup>th</sup> to Main and Campbell)	1,332.25	Tie In	146.55	\$11,313.66	1
Broad Street - from 9th to 10th	2,825.60	Tie In	310	\$23,932.00	1
Broad Street - from 10th to 11th	2,318	Tie In	254.98	\$19,684.46	1
Woodland Avenue - from Water Tank to 13th	368.64	Tie In	40.57	\$3,132.00	1
Woodland Avenue - from 13th to Westwood Drive	592.35	Tie In	65.15	\$5,029.58	1
Westwood Drive - from Bedford Ave. to Broad St	1179.64	Tie In	266	\$20,535.20	1
Hillcrest Alley (This Alley is looked at as a Street because used as primary for homeowners)	842.72	Tie In	92.69	\$7,155.67	1
Broad Street - from Bedford Ave to Westwood Drive	3,700.21	Tie In	470.93	\$36,355.80	1
Broad Street - from Westwood Drive to Dead End	906.99	Tie In	99	\$7,642.80	1
Beverly Heights From Laurel Ln to Walnut St.	1,850.94	Tie In	203.6	\$15,717.92	2
16th Street	2,486.40	Tie In	273.22	\$21,092.58	3
Commonwealth Drive - from 10th to 11th	712.70	Tie In	78.39	\$6,051.71	1
Commonwealth Drive - from 9th to 10th	658.47	Tie In	72.39	\$5,588.51	1
Elm Avenue - from Frazier Rd. to Lakewood Dr.	1,328.36	Tie In	146.11	\$11,279.69	4
Laurel Lane - from Beverly Heights to Cul-de-sac	7,503.59	Tie In	825.39	<b>\$63,720.11</b>	2
Riverview Drive - from Main St. to Dead End @ R&R Tracks	1,858.54	Tie In	204.4	\$15,779.68	5
Riverview Drive - from Main St. to Cul-De-Sac	5,074.98	Tie In	558.24	\$43,096.13	5
School Street - from 14th St. to 16th St.	1,866.28	Tie In	205.29	\$15,848.39	3
Washington Street - from Broad St. to Dead End	1,758.11	Tie In	193.39	\$14,929.71	1
<b><i>Total</i></b>	<b>39,164.79</b>		<b>4506.29</b>	<b>\$347,885.59</b>	

The measurements are estimated from Google Map. Contractor will need to confirm quantities

Note: Some of these are not eligible for Highway Fund Maintenance funds and will be paid out of existing General Fund monies.

Highway Fund  
General Fund



<i><b>English Park</b></i>	<i>Square Yards</i>	<i>Milling</i>	<i>Tonnage</i>
<b>(English Park) 3<sup>rd</sup> Street (Broad St. to Dead end)</b>	<b>3,129.10</b>	<b>Tie In</b>	<b>344</b>
<b>(English Park) Broad Street (Parking Lot to R&amp;R Tracks)</b>	<b>1,659.10</b>	<b>N/A</b>	<b>182</b>
<b>(English Park) Parking Lot between 3<sup>rd</sup> &amp; Broad</b>	<b>2,377</b>	<b>N/A</b>	<b>261</b>
<b>(English Park) Parking Area in front of Bathrooms and Pavilion</b>	<b>1,195.81</b>	<b>N/A</b>	<b>131</b>
<b>(English Park) 3<sup>rd</sup> St. (parking area behind bathroom)</b>	<b>286. 56</b>	<b>N/A</b>	<b>31.52</b>
<b>(English Park) 3<sup>rd</sup> St. (parking area behind pavilion)</b>	<b>92.56</b>	<b>N/A</b>	<b>10</b>
<b>(English Park) 3<sup>rd</sup> St. (parking area in front bathroom and pavilion)</b>	<b>481.53</b>	<b>N/A</b>	<b>52.96</b>
<b>(English Park) 3<sup>rd</sup> Street (area around cul-de-sac)</b>	<b>909.82</b>	<b>N/A</b>	<b>100</b>
<b>(English Park) (basketball court)</b>	<b>1,944.16</b>	<b>N/A</b>	<b>213.9</b>
<i><b>Total</b></i>	<b>11,789.08</b>		<b>1326.33</b>

The measurements are estimated from Google Map. Contractor will need to confirm quantities.

Highway Fund  
General Fund



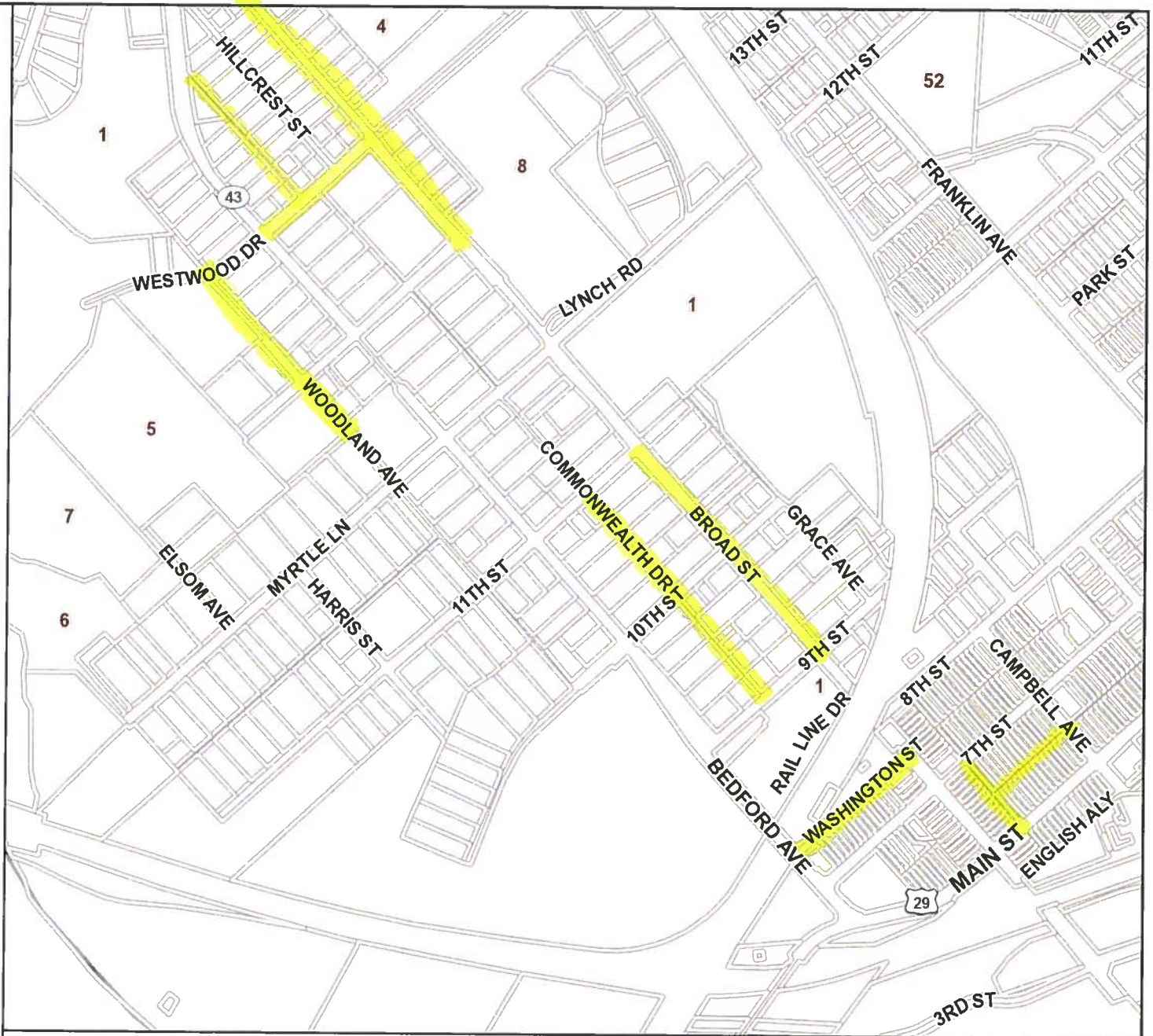


# Campbell County, VA

## Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP  
1



Title:

Date: 6/23/2017

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

Feet

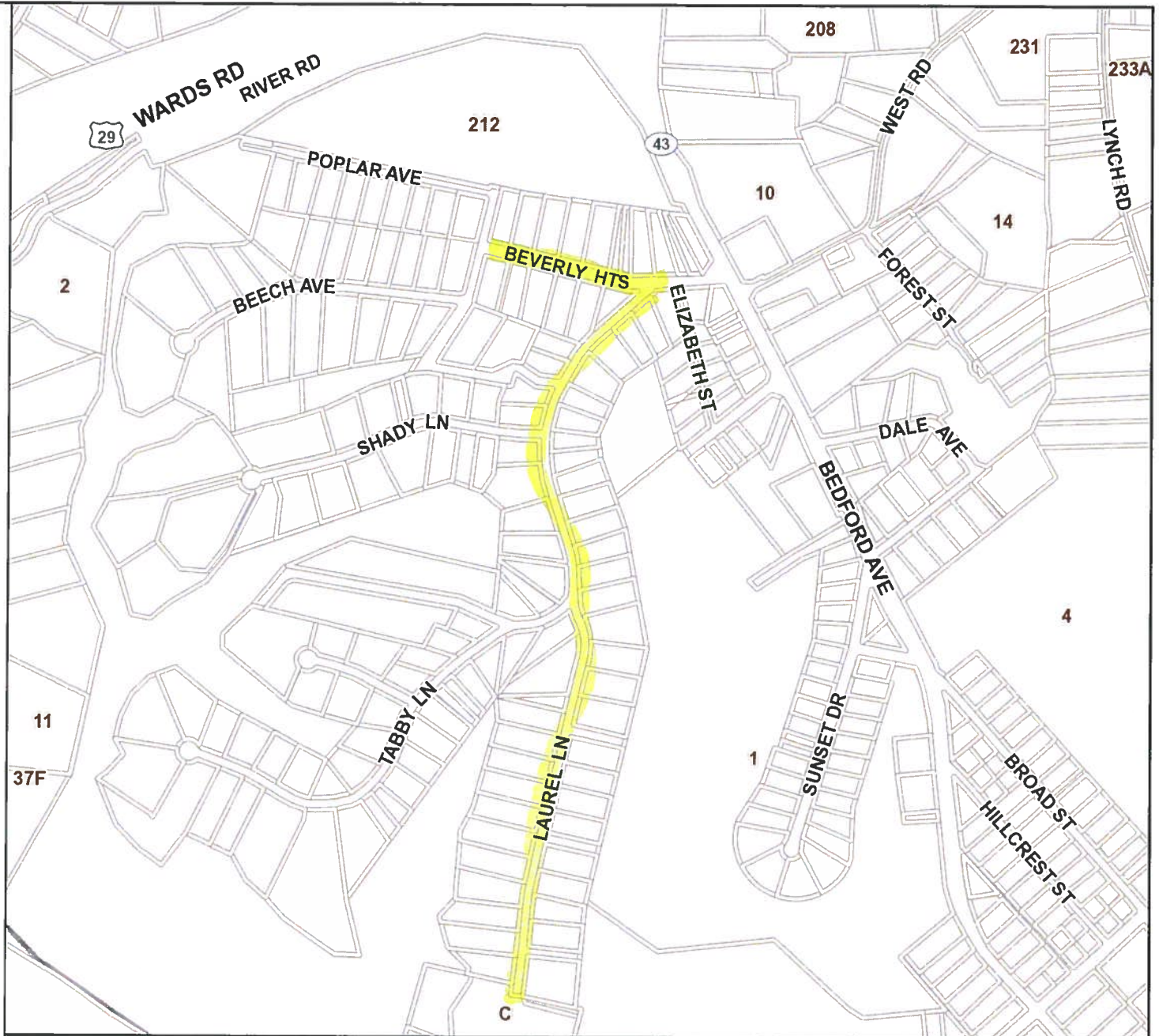
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# Campbell County, VA

## Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

# MAP 2



**Title:**

**Date:** 6/23/2017

Feet  
0 200 400 600 800  
1:9,028 / 1"=752 Feet

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

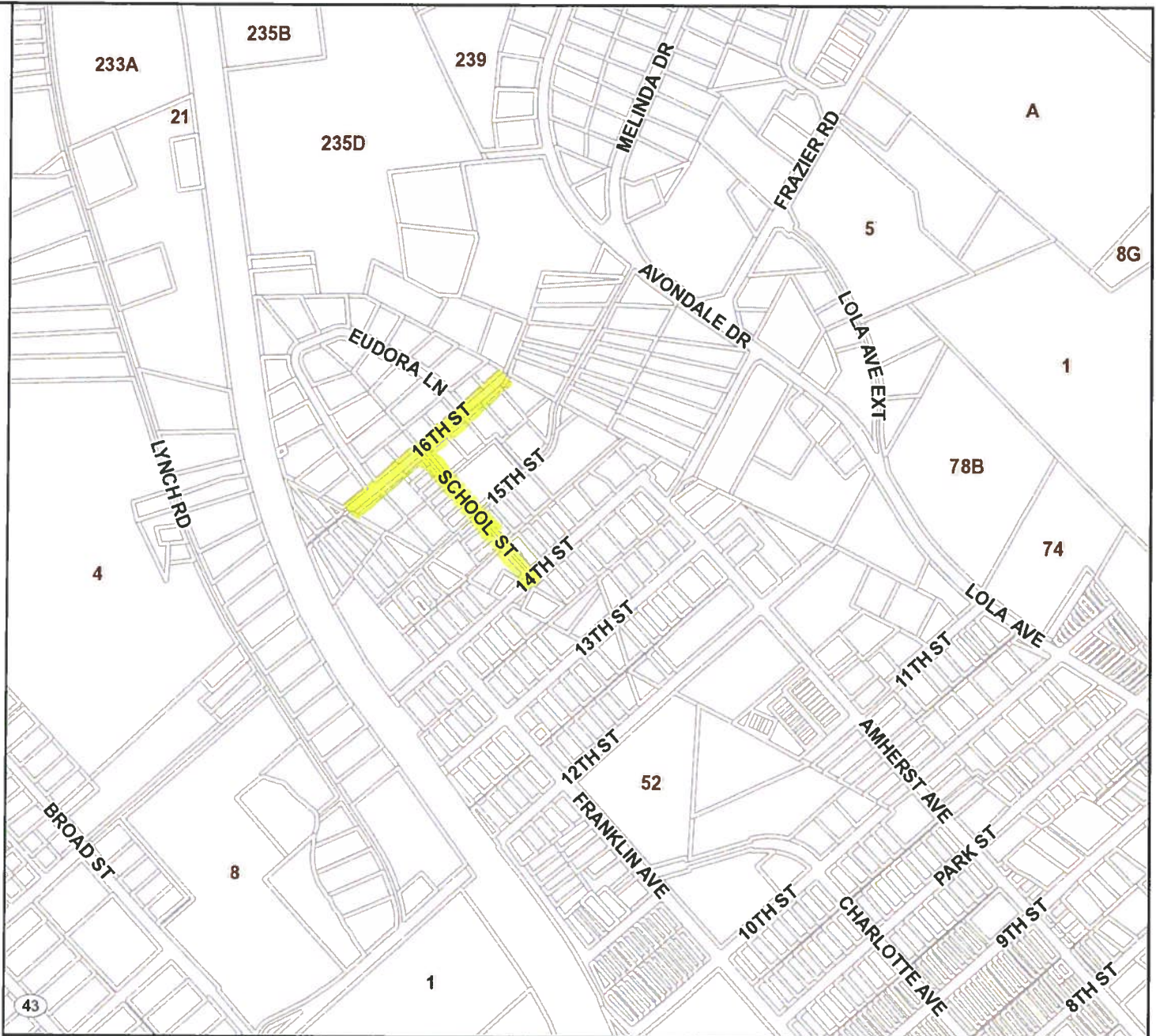


# Campbell County, VA

## Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

MAP  
3



Title:

Date: 6/23/2017

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

Feet

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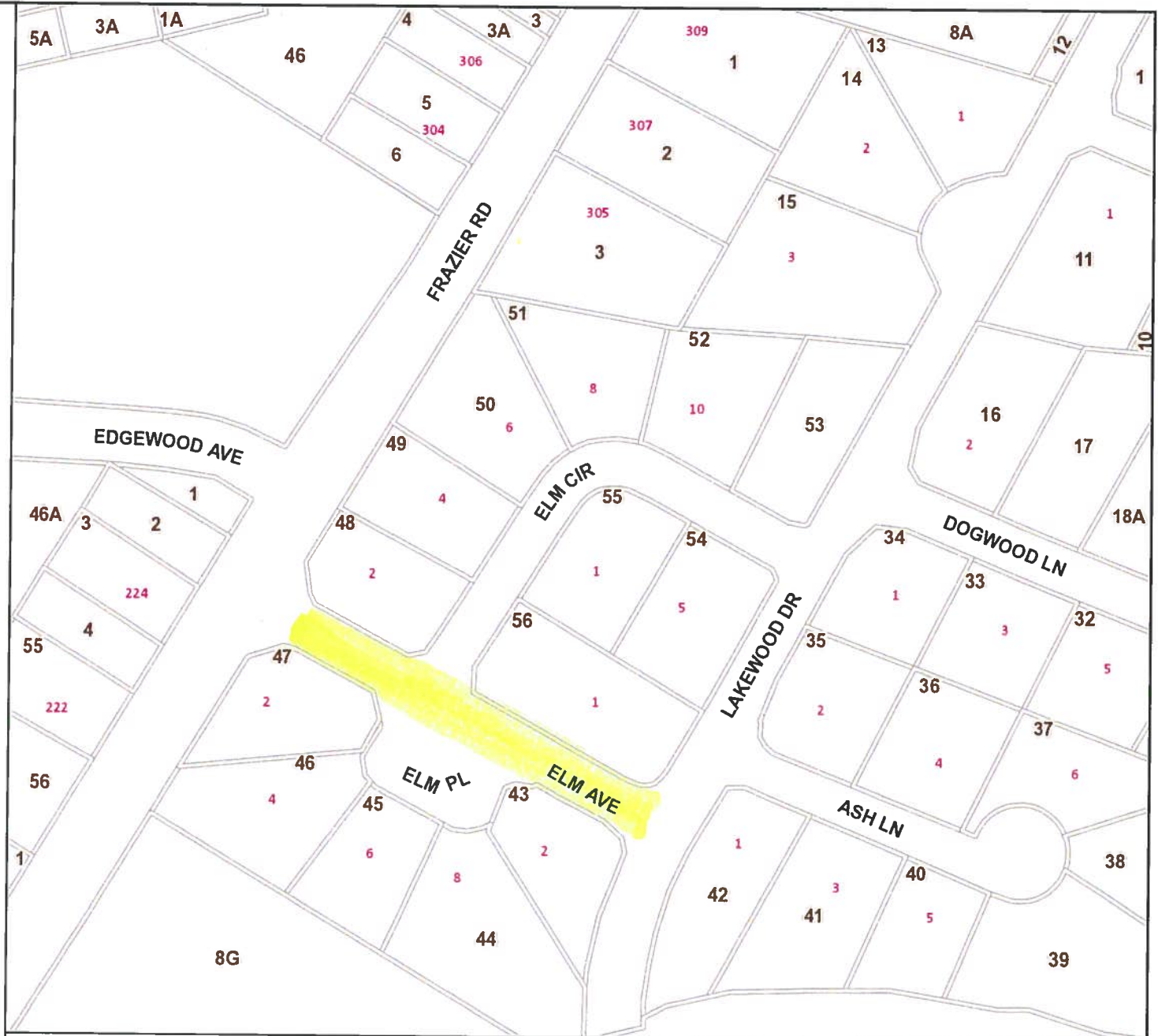


# Campbell County, VA

## Legend

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

# MAP 4



Title:

Date: 6/23/2017

Feet

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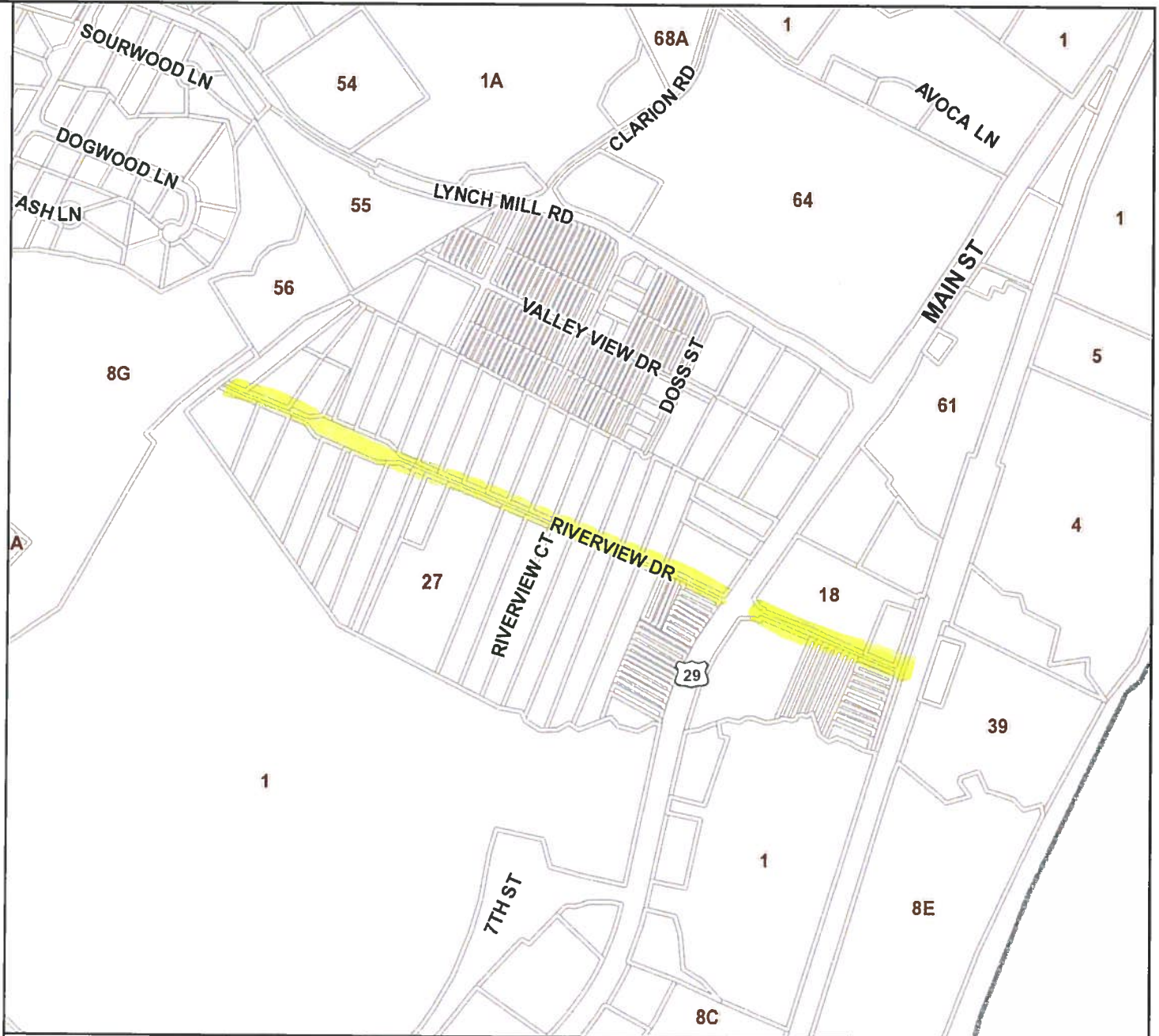
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# Campbell County, VA

## Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

# MAP 5



Title:

Date: 6/23/2017

Feet  
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1:9,028 / 1"=752 Feet

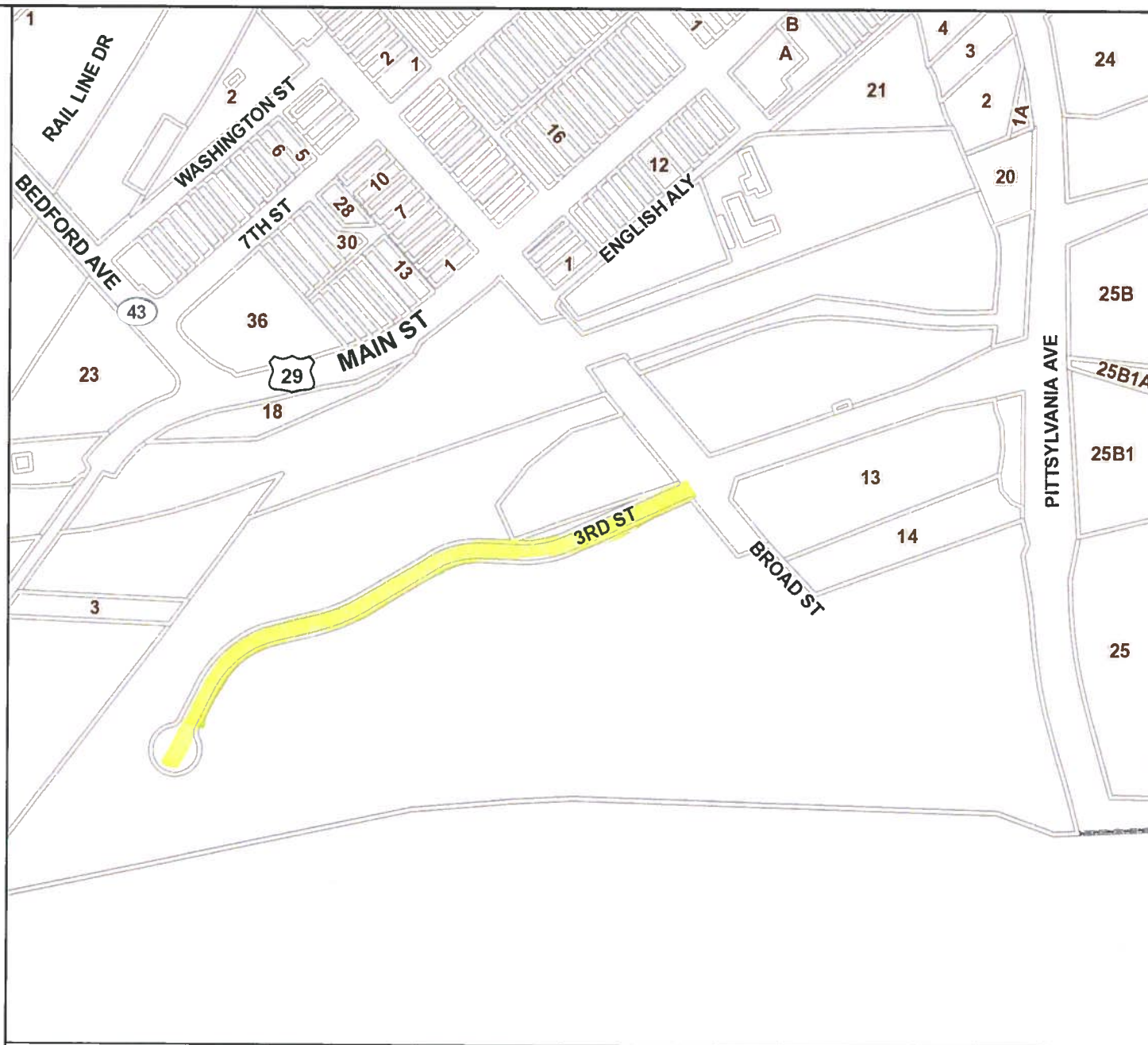
*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.*

# Campbell County, VA

## Legend

- Street Names
- Lot Numbers
- Parcels
- County Boundary
- HiddenRoadCenterline

# ENGLISH PARK



Title:

Date: 6/23/2017

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Feet

0 100 200 300 400  
1:4,514 / 1"=376 Feet



Town of Altavista, Virginia  
**Worksession Agenda Form**

Date: June 27, 2017

**Agenda Item:** Budget Amendments

**Summary:** Per the attached memo, staff is seeking approval of the budget amendments related to previously approved Town Council actions. The budget amendment finalizes the action.

**Council Discussion:** N/A

**Budget/Funding:** Per the budget amendments.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** Staff memo and budget amendments with supporting documentation

**Department Head Initials:** TCS, JWC

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action



**Date:** June 23, 2017  
**To:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments

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Attached are budget amendments that are necessitated by previous Council action. The adoption of these amendments completes the process.

- Replacement of BOD Incubator at WWTP \$ 3,050  
(Council Approval: September 13, 2016)
- Final Construction Costs associated with Dominion water connection \$ 37,800  
(Council Approval: March 22, 2016)
- Engineering fees associated with electrical evaluation/upgrades at WTP \$ 61,800  
(Council Approval: April 27, 2016 & September 13, 2016)
- Engineering fees associated with hydraulic model for water system \$ 45,600  
(Council Approval: April 27, 2016)
- Engineering fees associated with the storm drainage issues \$ 7,100  
at Charlotte Ave. and Main St.  
(Council Approval: February 14, 2017)



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5110-702.81-06	\$ 3,050.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 3,050.00

#### Summary

To appropriate \$3,050 for the replacement of the Biochemical Oxygen Demand (BOD) Incubator. This item is part of the BOD testing process required by our VPDES permit. Council approved as part of the Year End Carryover at the September 13, 2016 Council meeting.

#### Budget Impact

This will result in a net increase to the budget of \$3,050.

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

Adopted this 11th day of July 2017

## COUNCIL WORK SESSION AUGUST 23, 2016

HB2 grant. He stated everyone needs to work together to find something that will work.

### c. Woodard & Curran

#### i. Project Update

Mr. Coggsdale advised previously the Town tasked Woodard & Curran with several studies/analysis in regard to components of our utility operations.

#### 1. Water Treatment Plant Electrical Evaluation

Mr. Coggsdale advised a previous engineering firm reviewed the electrical system at the WTP and proposed that it be upgraded with a separate building being used for the equipment. The Town earmarked funds in Reserves for this project at the time in the amount of \$450,000. Staff discussed with Woodard & Curran and they felt there were some other alternatives, which did not include a separate building.

Mr. Turner Perrow, Woodard & Curran, addressed Council advising they have completed their study at the Water Plant in regards to the electrical system. He stated they feel with confidence that the electrical system can be placed on the third floor of the Water Plant at a cost of approximately \$390,000 (design, construction and a 15% contingency).

Mr. Coggsdale mentioned there are other projects at the Water Plant that are being held up because of the needed electrical upgrades.

It was the consensus of Council to put the Water Treatment Plant Electrical upgrade on the regular agenda.

#### 2. SCADA Water Plant Assessment Report-Phase 1 Proposal

Mr. Coggsdale advised Woodard & Curran conducted a complete check on the SCADA system and Mr. Perrow was present to address the Phase 1 Proposal. He plans to invite Mr. Perrow back to give an in-depth look at the system. During the budget process, a 5-year CIP plan was included to address SCADA.

Mr. Perrow addressed Council with an update on Phase 1 of the SCADA; SCADA is about communicating and controlling the various equipment across the system. The purpose of Phase 1 is to get the backbone in place. This phase would address the Abbott Nutrition connection, the Water Treatment Plant Polling Master and the Melinda Tank repeater. It will

# TOWN OF ALTAVISTA



## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
WTP - Dominion Va. Power Water Connection		
050-5010-701.82.38	\$ 37,800.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 37,800.00

### Summary

Appropriate \$37,800 to cover remaining construction costs associated with Dominion water connection to meter as approved by Council at the March 22, 2016 meeting.

### Budget Impact

There is an offsetting revenue to cover the expense

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

Adopted this 11h day of July 2017



## COUNCIL WORK SESSION MARCH 22, 2016

Mr. Coggsdale advised at the last Council meeting, staff discussed the need for an agreement with the Campbell County Utility Services Authority (CCUSA) in regard to meeting the water request of a new customer in Town. The new request is for an average of 600,000 gallons per day, with intermittent days reaching water demand of 1,000,000+ gallons per day.

Mr. Higginbotham questioned the cost the town will purchase water from CCUSA.

Mr. Coggsdale responded the cost would be \$1.77.

Mr. Higginbotham asked what the town charges.

Mr. Coggsdale advised the town charges \$2.14 per 1,000 gallons for industries and \$2.18 gallons per 1,000 for residential.

Mr. Higginbotham asked what the cost to the town is.

Mr. Coggsdale responded \$1.55.

Mr. Higginbotham mentioned there was half a million dollars spent at the Water Plant in emergency repairs with additional to be spent. He stated his concern was the contract with CCUSA is contingent on the agreement with Dominion Virginia Power. He asked if Council was comfortable paying the \$1.77 a gallon for the 75,000 gallons Dominion Virginia Power will waste if it cost the town \$1.55. He asked if the Town is being fair to the taxpayers.

Mr. Coggsdale stated based on the customer, the town will need assistance in producing the additional water.

Mr. Higginbotham felt as long as it was contingent on Dominion Virginia Power he did not feel there would be a problem.

Mr. Coggsdale stated he is hoping the Memorandum of Understanding will cover this.

Mr. Higginbotham stated the CCUSA agreement needs to say the Town entering into the agreement is based on the Town getting a contract with Dominion Virginia Power.

Mr. Coggsdale felt CCUSA would not see it that way. The town enters into an agreement with CCUSA and a memorandum of understanding with Dominion Virginia Power. Dominion Virginia Power knows the Town is taking on this agreement with CCUSA to meet their demands.

## COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham asked what will the Town obligate itself too if they don't enter into the agreement with Dominion Virginia Power.

Mr. Coggsdale responded the Town would be obligated to CCUSA for five years.

Mr. Higginbotham felt the agreement should include the comment "subject to reaching an agreement with Dominion Virginia Power this agreement will be in effect".

Mayor Mattox asked if the memorandum of understanding would obligate Dominion Power to purchase the water.

Mr. Eller responded the they would be obligated.

Mr. Coggsdale stated a formal contract would follow the memorandum of understanding.

Mrs. Dalton stated she understands Mr. Higginbotham's concerns of being saddled with CCUSA agreement if we don't have the customer but felt it was a moot point because the town would be getting both customers simultaneously.

Mr. Higginbotham stated this is a customer that because it is cheaper to use the town's drinking water as opposed to getting raw river water and running it through their plant. It is his understanding there is more corrosion using the river water than potable water. This one industry wants to save money by using the town's drinking water; this is a preference not necessity. They are making a business decision to save money which is putting the town at the point of instead of having a 3-million-gallon water plant (aside from the issues that are there now) it will cost \$5 million to upgrade the plant. He did not feel it was fair for the citizens of Altavista who have drinking water to subsidize this plant expansion for Dominion Virginia Power. He felt the price charged by the City of Lynchburg for water should be close to the price charged to Dominion Virginia Power.

Mayor Mattox asked what would Council say if the largest user now (Abbott Laboratories) wanted to expand and needed an increased amount of water.

Mr. Higginbotham asked if there would be increased jobs.

Mayor Mattox responded that would not necessarily happen.

Mr. Higginbotham questioned how many jobs are supported by Abbott.

Mr. Jarvis responded 475 jobs.

## COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham stated he would spend the money to save 475 jobs; noting Dominion Virginia Power only has 7 to 9 employees.

Mr. George asked what is forcing the town to expand their Water Plant if the water can be purchased from CCUSA.

Mrs. Dalton stated the town is in the business of producing water and asked why the town would not produce water for this customer. A profit is made off of every customer that is a volume customer and the CCUSA piece that comes beside it is a plan. This is all part of the planning process. She stated Dominion Virginia Power would be a wonderful new customer.

Mr. George stated it was optional if the Town wants to enlarge the water plant and the Town can continue to be the middle man without jeopardizing the current customers. If it is decided to increase the volume 5 years down the road and it appears Dominion Virginia Power is going to stay, it may make more sense to expand the plant.

Mrs. Brumfield noted a Water Superintendent is being looked for at this time and she has all the confidence that when this person is hired who has the experience, who can watch the budget, watch the chemicals, watch over the use of the water in the plant and not losing the water that is being lost. The water that is being lost could be the water that is sent to Dominion Virginia Power and the town would not have to buy from CCUSA. She asked if it is determined that the water can be made by the town are we tied to the contract.

Mr. Coggsdale responded for five years but that could be tied only to the minimum which equates to approximately \$28,000 a year.

Mr. Higginbotham questioned why the agreement says 1.6 million.

Mr. Coggsdale responded that would be the maximum based on Dominion Virginia Power's highest flow one-day last year.

Mr. Higginbotham questioned the amount being made by the town.

Mr. Garrett responded presently 1.9 million is the average being made by the town.

Mr. Higginbotham stated 500,000 gallons is all we have cushion for; once 600,000 gallons is made and 300,000 from CCUSA, we are over.

Mrs. Dalton asked Mr. Higginbotham why that would not be a good thing.

## COUNCIL WORK SESSION MARCH 22, 2016

Mr. Higginbotham stated we are going over the plant's capacity.

Mrs. Dalton noted there are four water tanks that staff is working on getting to work better so there is not water just sitting there and there are some efficiencies that will create the ability to make more.

Mr. Coggsdale stated if the Town provides 600,000 gallons a day on average to Dominion Virginia Power the revenue will be double what is budgeted for.

Mr. Eller asked if the agreement with Dominion Virginia Power could include nothing in it would construed to require the town to expand the Water Plant.

Mrs. Brumfield did not feel the VDH would allow this.

Mr. Higginbotham noted Mrs. Dalton and Mr. Edwards have discussed in the past eight years that the water rates were too low and he felt this was the perfect opportunity to charge Dominion Virginia Power more than the average citizen because they are using drinking water and using it for an industrial purpose. He also noted Dominion only has seven or eight employees. He asked what if Abbott Laboratories needs additional water then the water plant would have to expand.

Mrs. Dalton stated because of the agreement with CCUSA, there is the possibility of purchasing additional water if necessary. With regards to the rates, Mrs. Dalton stated it should all be raised systematically for residential and industrial over time.

A motion was made by Mrs. Dalton, seconded by Mr. George, to enter into the Memorandum of Understanding with Dominion Virginia Power.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	No
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

A motion was made by Mrs. Dalton, seconded by Mr. George, to execute the agreement with Campbell County Utilities Service Authority.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes

## COUNCIL WORK SESSION MARCH 22, 2016

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

### c. Employee Health Insurance

Mr. Coggsdale advised each year during the budget process, staff looks at the health insurance benefit provided to Town employees. Currently, the Town provides health insurance through Anthem's The Local Choice and employees can choose between a \$500 or \$1,000 deductible for single, dual or family coverage, with a "Comprehensive or Preventive Dental" option. The renewal figures for premiums were received and reviewed by staff, the \$500 deductible plan saw a 7.3% increase while the \$1,000 deductible plan premiums rose by 7%. The FY2017 Budget is based on the renewal figures for the \$500 and \$1,000 deductible plans.

Mr. Coggsdale advised staff requested information from Anthem in regard to a "High Deductible Health Plan" (HDHP) provided through The Local Choice and presented information showing the current rates for the existing plans, as well as the renewal rates for the existing plans and the HDHP (which increased 7.6% over last year's rates).

Based on the renewal rates for each potential plan (\$500, \$1,000 and HDHP, both Comprehensive and Preventive), the total premium cost to the Town:

500 & 1000 Plans Offered:	\$359,100
1000 Plan Only:	\$343,700
HDHP Plan Only:	\$286,200 (does not include contribution to HSA)

The HDHP has a \$2,800 deductible for one person and a \$5,600 for family (two or more people), this would be \$500 and \$1,000 for the 500 Plan and \$1,000 and \$2,000 for the 1000 Plan.

The HDHP has a Plan Year Out-of-Pocket Expense Limit (In-Network) of \$5,000 (one person) and \$10,000 for family (two or more people), this would be \$4,000 and \$8,000 for the 500 Plan and \$5,000 and \$10,000 for the 1000 Plan.

Mr. Coggsdale noted it would be staff's recommendation to continue to offer employees a choice between two plans; either the 500 & 1000 plans; or the 1000 & HDHP plans. Without knowing how many employees would choose one plan or the other, it is difficult to finalize a total cost number. The range would be between all employees selecting one plan and those financial numbers (Town cost); selection of plans to be offered is to be submitted to Anthem by April 1<sup>st</sup>.

Mrs. Dalton stated if the town were to go to the HDHP the town would have to contribute to their employees on the front end to help with transitioning into the program.



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5010-701.81-40	\$ 61,800.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 61,800.00

### Summary

To appropriate \$61,800 for engineering fees associated with the electrical evaluation and upgrades at the Water Treatment Plant. Council approved these fees at the April 27, 2016 meeting and at the September 13, 2016 meeting.

### Budget Impact

This will result in a net increase to the budget of \$61,800.

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

Adopted this 11th day of July 2017

## COUNCIL WORK SESSION APRIL 26, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### c. Woodard & Curran Proposals

*Task order #4  
electrical WTP*

Mr. Coggsdale presented Council with the engineering task orders #1-5 as discussed in the work session on April 19, 2016.

Mr. George asked why Dominion Virginia Power would be paying for their own radio (Task Order #5).

Mr. Coggsdale stated this goes on Dominion's meter and is associated with their cost.

Mr. Garrett said it is also due to Dominion being such a large user; the Water Plant needs to know what they are pulling, how much they are pulling and when they are pulling. This would be tied into the SCADA. He noted this is critical to the town's operation for planning.

Mr. Coggsdale advised Dominion would be paying for the hook up and working directly with the contractor.

Mr. Garrett advised the engineers estimated the total cost being \$139,000 for the complete water tap.

Mr. George asked if the idea of selling Dominion effluent was discussed any further.

Mr. Coggsdale advised it is in the discussion phase.

Mr. Higginbotham asked Mr. Bond if he is familiar with anybody using the discharge for an application like this.

Mr. Bond stated he is not familiar with anybody but this was mentioned to Dominion in December. He stated things could have changed but there were a couple of parameters with the discharge that they were not fond of. He did not feel they were overly fond of it in December.

Mr. Higginbotham asked who the expert would be on the effluent.

Mrs. Dalton stated Woodard & Curran left her with the notion this was a "to do" on their list. They have to look at it on an individual basis.

## COUNCIL WORK SESSION APRIL 26, 2016

Mr. Higginbotham asked if this was discussed this past December with Dominion.

Mr. Bond stated he had spoken to the person who was with the previous power plant owner and he was involved in the study of the water from the beginning.

Mr. Higginbotham questioned if information could be obtained from WW Associates (previous engineers) in regards to the hydraulic model.

Mr. Garrett stated these documents are obtainable for \$9,500.

Mr. Higginbotham asked if any of this information would help Woodard & Curran. He felt \$50,000 was a lot to do the hydraulic model. Is there any value to what has already been done and can the Town legally demand these documents from WW Associates?

Mr. Eller stated the contract would have to be reviewed.

Mrs. Dalton asked would Woodard & Curran spend more money validating the information provided by WW Associates.

Mr. Coggsdale felt if the \$9,500 has to be paid for the documents, it would not be worth doing.

Mr. Garrett advised Woodard & Curran would physically verify the information in the field and the computer is correct; he explained the process of how this would be done.

Mr. Higginbotham questioned the timeframe on this process.

Mr. Garrett stated from his discussions with Mr. Kendrick and Mr. Perrow possibly three months or less; noting some of the work has begun.

Mr. Higginbotham asked Mr. Eller to send a threatening letter to WW Associates in regards to obtain the documents.

Mr. Eller noted Woodard & Curran would still have to stand behind their contract.

Mrs. Dalton stated Mr. Eller would need to review the contract and base his letter on the contract. Mrs. Dalton questioned the model; \$50,000 with everything ready to go and there would be no additional set up fees.

Mr. Garrett advised it is a computer program that will be put on a computer at Public Works and stated there may be something later that needs to be updated if a new line is added.



## COUNCIL WORK SESSION APRIL 26, 2016

Mrs. Dalton asked if the same would occur with the orders: SCADA General Services, SCADA check, WTP/Remote Water Facility Electrical Evaluation.

Mr. Coggsdale stated Task Orders #2, #3 and #4 are more one price for all.

Mrs. Dalton stated she was looking for the second financial obligation once these are completed. She asked if all five task orders are staff's recommendation.

Mr. Garrett answered affirmatively.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to proceed with the services related to Task Orders 1-5 as presented by Woodard & Curran and defer Task Order 1 until an answer is received from WW Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### d. Paving of Myrtle Lane

Mr. Garrett advised some of the items that keep coming up on the punch list for Project 1 (Bedford Avenue) include paving on Myrtle Lane. The way the contractor left this street is unacceptable to some of the homeowners and town staff. He advised on the left side of Myrtle Lane there is not much asphalt where the water line was placed and the asphalt crumbled. Most was put down by hand and they did not put the valley to keep the water from running onto the property owners' land. He noted they have met several times with the contractor, Boxley. They are in agreement that the street needs to be milled out so they can create the right valley and overlay the entire lane so the water will flow to the proper drains.

Mr. Coggsdale noted there have been some complaints from residents that the water is running down their driveways now where it didn't before the construction.

Mr. Garrett stated they have come up with additional asphalt, 1184 feet would be needed to create the additional overlay. He noted this would call for one side of the street to look nice with the other one not. Mr. Garrett stated this is an opportunity for the entire street to be paved if it is Council's desire.

Mrs. Dalton questioned the cost.

Mr. Garrett stated he has the cost for portion of the street as indicated and that would cost \$21,000.

## Regular Council Meeting—September 13, 2016

award. Mr. Miller thanked the Town Council, both current and past, for their support of the Virginia Main Street program and the success it has had in Altavista. The town staff has been remarkable in their support, guidance and direction. Mr. Miller thanked past executive directors for their support as well: Mrs. Judy Finch, Mrs. Jo Kelley, and Mr. Bill Smith. Mr. Miller stated he is still the treasurer and will keep that position until a new treasurer is named. He stated he had one plea and noted the great Economic Development Director and Main Street Coordinator and asked Council to continue to support them in their efforts as the town moves forward.

Mayor Mattox thanked Mr. Miller for his service to the town and stated he had truly been an asset to the community.

### 5. Consent Agenda

- a) Minutes- Regular Meeting August 9th; Work Session August 23rd –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Woodward & Curran Proposals-Council approved the Woodward & Curran Proposals as presented.
- d) FY2016 Carryover Funds-Council approved the FY2016 Carryover Funds request as presented.

Mr. Higginbotham questioned several invoices and asked if the electrical work would be covered in the consent agenda for the Water Plant under Woodward & Curran's proposal.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 6. Public Hearings

### 7. New/Unfinished Business

- a. County "English Park" Discussion

## COUNCIL WORK SESSION AUGUST 23, 2016

HB2 grant. He stated everyone needs to work together to find something that will work.

### c. Woodard & Curran

#### i. Project Update

Task Order 13  
electrical WTP

Mr. Coggsdale advised previously the Town tasked Woodard & Curran with several studies/analysis in regard to components of our utility operations.

#### 1. Water Treatment Plant Electrical Evaluation

Mr. Coggsdale advised a previous engineering firm reviewed the electrical system at the WTP and proposed that it be upgraded with a separate building being used for the equipment. The Town earmarked funds in Reserves for this project at the time in the amount of \$450,000. Staff discussed with Woodard & Curran and they felt there were some other alternatives, which did not include a separate building.

Mr. Turner Perrow, Woodard & Curran, addressed Council advising they have completed their study at the Water Plant in regards to the electrical system. He stated they feel with confidence that the electrical system can be placed on the third floor of the Water Plant at a cost of approximately \$390,000 (design, construction and a 15% contingency).

Mr. Coggsdale mentioned there are other projects at the Water Plant that are being held up because of the needed electrical upgrades.

It was the consensus of Council to put the Water Treatment Plant Electrical upgrade on the regular agenda.

#### 2. SCADA Water Plant Assessment Report-Phase 1 Proposal

Mr. Coggsdale advised Woodard & Curran conducted a complete check on the SCADA system and Mr. Perrow was present to address the Phase 1 Proposal. He plans to invite Mr. Perrow back to give an in-depth look at the system. During the budget process, a 5-year CIP plan was included to address SCADA.

Mr. Perrow addressed Council with an update on Phase 1 of the SCADA; SCADA is about communicating and controlling the various equipment across the system. The purpose of Phase 1 is to get the backbone in place. This phase would address the Abbott Nutrition connection, the Water Treatment Plant Polling Master and the Melinda Tank repeater. It will

## COUNCIL WORK SESSION AUGUST 23, 2016

also communicate with the Dominion Power water meter which is presently under construction. He recommended using the monies in the CIP to proceed with the SCADA project. He noted Woodard & Curran are working with staff to develop this as a “turn key” project; he had the cost associated with the project but was working with the electrical vendors. He stated it is believed the cost would be approximately \$120,000 with \$30,000 reserved for the electrical installation.

Mr. Higginbotham asked where do we stand with addressing the Melinda tank pressure issue.

Mr. Perrow stated he had just unofficially passed to the Director of Public Works a copy of their review of the high pressure zone.

Mr. Higginbotham asked if both could be tied together.

Mr. Perrow responded if the town proceeds with the high pressure zone, they could be tied together.

Mr. Garrett noted Phase 1 needs to be completed in order to operate more efficiently at the Water Plant.

Mr. George asked if the Dearing Ford Water Tower is tied into this as well.

Mr. Perrow noted it would be but is a later phase.

Mr. Coggsdale mentioned the Woodard & Curran Water System SCADA Assessment Report was presented to Council via email and is detailed.

It was consensus of Council to have Mr. Perrow work up Phase 1 and include on the September agenda.

### d. FY2016 Carryover Requests to FY2017

Mr. Coggsdale advised staff is seeking to carryover the funds associated with items/projects that were in the FY2016 Budget but did not get purchased or finished. Staff requests that the Carryover Requests be approved.

It was consensus of Council to carry over the funds from the FY2016 budget to the FY2017 Budget placing on the consent agenda.

## 6. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

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<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5010-701.81-22	\$ 45,600.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 45,600.00

### Summary

To appropriate \$45,600 for engineering fees associated with the hydraulic model for the water distribution system for the Town. Council approved these fees at the April 27, 2016 meeting.

### Budget Impact

This will result in a net increase to the budget of \$45,600.

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

Adopted this 11th day of July 2017

COUNCIL WORK SESSION APRIL 26, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Woodard & Curran Proposals

Mr. Coggsdale presented Council with the engineering task orders #1-5 as discussed in the work session on April 19, 2016. *Water Dist. Sys. Hydraulic Model Task Order #1*

Mr. George asked why Dominion Virginia Power would be paying for their own radio (Task Order #5).

Mr. Coggsdale stated this goes on Dominion's meter and is associated with their cost.

Mr. Garrett said it is also due to Dominion being such a large user; the Water Plant needs to know what they are pulling, how much they are pulling and when they are pulling. This would be tied into the SCADA. He noted this is critical to the town's operation for planning.

Mr. Coggsdale advised Dominion would be paying for the hook up and working directly with the contractor.

Mr. Garrett advised the engineers estimated the total cost being \$139,000 for the complete water tap.

Mr. George asked if the idea of selling Dominion effluent was discussed any further.

Mr. Coggsdale advised it is in the discussion phase.

Mr. Higginbotham asked Mr. Bond if he is familiar with anybody using the discharge for an application like this.

Mr. Bond stated he is not familiar with anybody but this was mentioned to Dominion in December. He stated things could have changed but there were a couple of parameters with the discharge that they were not fond of. He did not feel they were overly fond of it in December.

Mr. Higginbotham asked who the expert would be on the effluent.

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## COUNCIL WORK SESSION APRIL 26, 2016

Mr. Higginbotham asked if this was discussed this past December with Dominion.

Mr. Bond stated he had spoken to the person who was with the previous power plant owner and he was involved in the study of the water from the beginning.

Mr. Higginbotham questioned if information could be obtained from WW Associates (previous engineers) in regards to the hydraulic model.

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Mr. Eller stated the contract would have to be reviewed.

Mrs. Dalton asked would Woodard & Curran spend more money validating the information provided by WW Associates.

Mr. Coggsdale felt if the \$9,500 has to be paid for the documents, it would not be worth doing.

Mr. Garrett advised Woodard & Curran would physically verify the information in the field and the computer is correct; he explained the process of how this would be done.

Mr. Higginbotham questioned the timeframe on this process.

Mr. Garrett stated from his discussions with Mr. Kendrick and Mr. Perrow possibly three months or less; noting some of the work has begun.

Mr. Higginbotham asked Mr. Eller to send a threatening letter to WW Associates in regards to obtain the documents.

Mr. Eller noted Woodard & Curran would still have to stand behind their contract.

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Mr. Garrett advised it is a computer program that will be put on a computer at Public Works and stated there may be something later that needs to be updated if a new line is added.

## COUNCIL WORK SESSION APRIL 26, 2016

Mrs. Dalton asked if the same would occur with the orders: SCADA General Services, SCADA check, WTP/Remote Water Facility Electrical Evaluation.

Mr. Coggsdale stated Task Orders #2, #3 and #4 are more one price for all.

Mrs. Dalton stated she was looking for the second financial obligation once these are completed. She asked if all five task orders are staff's recommendation.

Mr. Garrett answered affirmatively.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to proceed with the services related to Task Orders 1-5 as presented by Woodard & Curran and defer Task Order 1 until an answer is received from WW Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### d. Paving of Myrtle Lane

Mr. Garrett advised some of the items that keep coming up on the punch list for Project 1 (Bedford Avenue) include paving on Myrtle Lane. The way the contractor left this street is unacceptable to some of the homeowners and town staff. He advised on the left side of Myrtle Lane there is not much asphalt where the water line was placed and the asphalt crumbled. Most was put down by hand and they did not put the valley to keep the water from running onto the property owners' land. He noted they have met several times with the contractor, Boxley. They are in agreement that the street needs to be milled out so they can create the right valley and overlay the entire lane so the water will flow to the proper drains.

Mr. Coggsdale noted there have been some complaints from residents that the water is running down their driveways now where it didn't before the construction.

Mr. Garrett stated they have come up with additional asphalt, 1184 feet would be needed to create the additional overlay. He noted this would call for one side of the street to look nice with the other one not. Mr. Garrett stated this is an opportunity for the entire street to be paved if it is Council's desire.

Mrs. Dalton questioned the cost.

Mr. Garrett stated he has the cost for portion of the street as indicated and that would cost \$21,000.





# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 010-4101-606.81-36	\$ 7,100.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 7,100.00

### Summary

To appropriate \$7,100 for engineering fees associated with the storm drainage issues at Charlotte and Main. Council approved these fees at the February 14, 2017 meeting.

### Budget Impact

This will result in a net increase to the budget of \$7,100.

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

Adopted this 11th day of July 2017

## Regular Council Meeting—February 14, 2017

Chief Milnor gave an overview of his request noting the Captain/Deputy Chief position has been vacant for some time. He advised he has been evaluating the positions noting the department is rank heavy; some positions were all day light with no supervision on the night shift. He is proposing removing the Captain's position. The Chief and Lieutenant's positions would be exempt administration positions. He is asking for another three-stripe Sergeant position and a first Sergeant with these positions rotating shifts. This would allow for first line supervision on every shift. The financial impact would be a \$12,689 increase on the budget to make this shift. He is asking the Lieutenant's grade scale be moved to a Grade 20, the first Sergeant at a Grade 19 and the Three Stripe Sergeant would have a salary 10% over the patrol officers. The requested changes would give more coverage and is utilizing the current work force.

Mr. Emerson stated his first year on Council he received stats from the Police Department that he felt were false. He asked to see recent stats since the former Chief Walsh left.

f. Consideration of Proposal for Engineering Evaluation/Design Services for Charlotte Avenue Drainage Issue

Mr. Coggsdale advised over the past few years there has been discussion in regards to improving drainage in the Charlotte Avenue/5<sup>th</sup> Street area, as well as the alley that runs between Campbell Avenue and Franklin Avenue. With improvements made to the storm water system as part of the Main Street project, the system can now handle the additional projected flow. Staff has discussed the potential project with one of the Town's engineering firms and forwarded to Council the proposal that was received. The proposal is broken down into steps, with the total cost being \$17,142.

Mr. Higginbotham asked where the first drop inlet would go.

Mr. Garrett responded at Charlotte Avenue and Fifth Street on both sides.

Mr. Higginbotham asked would this go back to Main Street.

Mr. Garrett stated this is the directed path.

Mr. Higginbotham asked Mr. Garrett if he felt this was a fair price.

## Regular Council Meeting—February 14, 2017

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the proposal from Hurt & Proffitt with the total cost being \$17,142.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

### g. Consideration of Virginia Technical Institute Request

Mr. Coggsdale advised Mr. Tyke Tenney, Executive Director of the Virginia Technical Institute, has approached the Altavista Economic Development Authority and the Town of Altavista about funds for the expansion of VTI's Welding Program. He presented Council with the proposal that outlines the Welding Program Project. The original request to the AEDA and the Town is for \$25,000. The AEDA Board approved \$10,000 for this project at their last meeting. He advised Council wants to consider this request, they can determine if it would be in FY2017 or part of the FY2018 Budget consideration.

Mr. Tenney addressed Council advising Virginia Technical Institute is growing in a number of areas including the Welding Program; his proposal outlines the Welding Program Project. He noted through other grant sources, he is able to identify \$226,000. He gave Council an overview of the phases in which the Welding booths will be installed and equipped. He mentioned last year, they provided three classes for the Amthor employees and is looking at providing classes for Banker Steel. Mr. Tenney stated they are trying to meet the needs of both the students and industries.

Mrs. Dalton asked how many students attending VTI are actually from the Town of Altavista noting Council is dealing with the Town of Altavista taxpayers' dollars and this is why she is asking.

Mr. Tenney stated the students may not be residents of the Town of Altavista but employed in the Town. He noted they have employees from Moore's Electric, BGF, and Graham Packaging.

Mayor Mattox asked that this be added to the request for funding and be reviewed during the budget process and thanked Mr. Tenney for his works with VTI.

## Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

**Agenda Item:** Purple Heart Community Designation

**Summary:** At the June 13<sup>th</sup> Town Council meeting, Council heard a presentation regarding the process of becoming a designated “Purple Heart Community”. Attached is a resolution and the information regarding becoming a designated community. If Council desires to become a designated “Purple Heart Community”, the attached resolution may be adopted as part of the July Regular Meeting Consent Agenda.

**Council Discussion:** Whether to become a designated Purple Heart Community or not.

**Budget/Funding:** Not aware of any budget impacts.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** Resolution and Purple Heart Community designation information.

**Department Head Initials:** JWC

**Council Recommendation:**

☐ Additional Worksession    ☐ Regular Meeting    ☐ No Action

WORKSESSION





## RESOLUTION

WHEREAS, the Town of Altavista has always supported its military veteran population, and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782, and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or made the ultimate sacrifice in combat with a declared enemy of the United States of America, and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of good will among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure that we never forget, and

WHEREAS, the Altavista area has a large, highly decorated veteran population, including many Purple Heart recipients, and

WHEREAS, The Town of Altavista appreciates the sacrifices that this region's Purple Heart recipients have made in defending our freedoms and believes it is important that we acknowledge those veterans for their courage and sacrifice, and show them the honor and support that they have earned;

NOW, THEREFORE, BE IT RESOLVED THAT the Altavista Town Council does hereby proclaim the Town of Altavista as a Purple Heart Community and calls upon its sister localities in Region 2000 to adopt similar resolutions and to designate this metropolitan area as a Purple Heart Region in recognition of the service and sacrifice of its combat-wounded veterans and in deep appreciation for their service to this community and their country.

Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_

Clerk of Council

## DRAFT/DRAFT/DRAFT/DRAFT

[January 13, 2016]

# PROCEDURE FOR PURPLE HEART DESIGNATIONS

## **General**

The overall goal in designating Purple Heart entities is to make the public more aware of the Purple Heart Medal award and to gain benefits for veterans in return for designations. The process begins at the Chapter level. The program began in 1932 as the Purple Heart Trail Program to have roads, highways, bridges, etc. designated with distinctive signage. But now requests for designations have swelled to include colleges, universities, towns, cities, states, counties, airports, rest areas, sports teams and their facilities and a variety of businesses – local and national. This procedure will standardize requests and approvals and ensure that veterans get some benefits in return, particularly from commercial interests, and/or the Purple Heart is honored.

## **Eligible Entities and Conditions**

### **Cities and Towns**

*Conditions:* Must place signage indicating place is a Purple Heart location at appropriate points; provide veterans free or reduced cost admission to municipal facilities (zoos, pools, parking facilities, etc.), celebrate Purple Heart Day, August 7 by flying Purple Heart flag, displaying a Purple Heart banner, change the exterior lighting of a government building from white to purple for that day, etc.,

### **Counties, Boroughs, States**

*Conditions:* Provide veterans with tax relief, reduced fees at parks, zoos, parking facilities, celebrate Purple Day on August 7, place signage indicating Purple Heart status, etc. States should offer Purple Heart auto license plates at no or reduced cost and give veterans a break on taxes.

**Purple Heart Trail System - Ground Transportation Related.** Roads, streets, highways, bridges, tunnels, footpaths, rest areas, etc.

*Conditions:* Entities must have signage but design and placement will be determined by the controlling state or county. Local MOPH Chapters or Departments can suggest wording and designs if asked. Some existing signs read: "Purple Heart Trail" (with Medal), "Purple Heart Memorial Highway" (with medal), "Military Order of the Purple Heart Drive" (no medal), "Military Order of the Purple Heart Highway" (with medal) and "Military Order of the Purple Heart Bridge" (with and without medal). With many of these designations, the main benefit is making the public aware of the Purple Heart Medal. *If the highway or bridge to be designated requires tolls, try to get free or reduced tolls for military, active duty and veterans, in return for designation.*

## **Airports**

*Conditions:* Be supportive of veterans by: having USO or YMCA canteen services in terminal, offer discount on purchases of food and sundries in terminal, offer free or discounted fees on parking and mark the airport as a Purple Heart facility with signage on the building or on the approaches to the terminal.

**Businesses:** Any reputable business (Car wash, home building suppliers, local restaurant, grocery store, or gas station , etc.)

*Conditions:* While we certainly would be receptive to designating a local business, we would rather try to get the corporate entity to be designated and your input on a local branch wanting to be designated would be the catalyst. We would try to get the Corporate HQ to provide discounts at all their corporate and franchise outlets nationwide in return for being designated. Home Depot, for example, now provides the military, both active and retired a discount on purchases. Hopefully, the new ID for all veterans now leaving active duty will suffice for proof of service.

## **Universities, Colleges or other learning institutions:**

*Conditions:* Can be designated but must give veterans a discount on tuition or classes, attempt to establish a veteran's center and be receptive to distributing MOPH literature.

**Sports Teams and Stadiums:** Local and national teams.

*Conditions:* In return for designation, we would be looking for discounts on admission tickets, purchase of refreshments, and parking; maybe PH logos on uniforms, signage on the stadium, logo on the game programs,

**Special.** Chapters and Departments should be sensitive to unique opportunities for PH designation – for example, in the Washington DC area; there are plans to construct a light rail line to be called the Purple Line.

## **Action:**

### **Chapter Commander**

- Will be the prime movers of the program, identifying appropriate entities to be designated and taking the following actions:
- Submitting Request for Purple Heart Designation to Purple Heart Designations Coordinator, information to National Adjutant, Communications, and Department Commander. using the email form in attachment 1
- If approved, Chapter will take all necessary action to make the designation a reality. See attachment 2 for some suggestions on how to make it happen. For most instances, local officials or business leaders will take action once approved. For some designations, such as major cities, highways and states, legislation may be involved and you'll work with your local legislator or city mayor or state governor.
- Once accomplished, Chapter or awardee will make announcements in local media of the designation and arrange for an appropriate ceremony to present a certificate or plaque.

- Once the designation is complete, Chapter Commander will notify Purple Heart Designations Coordinator ([jfvarescka@windstream.net](mailto:jfvarescka@windstream.net) and HQ Communications ([communications@purpleheart.org](mailto:communications@purpleheart.org)) so that Communications can update the website.
- Chapter will monitor its designated entities to ensure agreed upon benefits to veterans are being delivered and recommending designation be withdrawn if entity is not in compliance.

### **Department Commander**

Will monitor Chapter requests and provide assistance as appropriate.

### **National Purple Heart Trail Coordinator**

- Provide advice and information to National Commander and other National Officers on the Purple Heart Designation Program.
- Coordinate with the National Adjutant on planning and administration of the Designation Program.

### **Communications (HQ)**

- Draft instruction on Designation Program for approval by National Adjutant and then maintain approved document.
- Process each Designation Request, have National Adjutant approve or not approve each request and send email on that decision to requester.
- Upon notification from Chapter Commanders of completion of new designations of Purple Heart entities, update the Purple Heart Designation section of the MOPH website.
- Provide continuous guidance and information to Departments and Chapters on the Program.
- Keep MOPH Public Relations informed on all significant developments in Designation Program.
- Issue a quarterly report to all concerned reporting new designations.
- Prepare an annual one to two page summaries on Purple Heart Designations not later than June 30 to be approved by the National Adjutant. This report will become part of the Convention Delegate Book issued to all attendees.
- Support the Purple Heart Trail Coordinator as requested.

### **National Adjutant**

- Coordinate with the Purple Heart Trail Coordinator on overall planning and administration of Purple Heart designation program.
- Approve or disapprove designation requests staffed by Communications.
- Coordinate any funding required for the program.
- Approve annual summary on Designation Program for Convention Delegate Book.



## Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

**Agenda Item:** Lynchburg Daily Bread Use of Town Property (English Park)

**Summary:** At the April 11<sup>th</sup> Town Council meeting, Council approved a request of the Lynchburg Daily Bread to use a portion of the parking lot at English Park near the boat landing. This request would be used for distribution of meals to individuals. Council approved the request on a “trial period” basis for three months, which would conclude in mid-July.

Staff is not aware of any complaints regarding this setup. Chief Milnor will be available to update Council should his office be aware of any issues. If there are no issues, staff would request that Council extend the use of the property for this express use. It should be clear that should the Town deem it necessary to discontinue the use of the property by the Lynchburg Daily Bread for any reason, it has the right to do so.

**Council Discussion:** Whether to allow Lynchburg Daily Bread to continue to use the town property as indicated or not.

**Budget/Funding:** Not aware of any budget impacts.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** None

**Department Head Initials:** JWC

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action

## Town of Altavista, Virginia Worksession Agenda Form

Date: June 27, 2017

**Agenda Item:** AOT “Food Truck Event” – Request to close Broad Street

**Summary:** Emelyn Gwynn, AOT Main Street Coordinator, will present information relative to the “So Long Summer” Food Truck Event that is scheduled to be held on Friday, August 19<sup>th</sup> in the downtown area. AOT is requesting that Broad Street be closed between Main Street and 7<sup>th</sup> Street for this event.

**Council Discussion:** Whether to allow Broad Street to be closed from Main St. to 7<sup>th</sup> St. for the AOT event scheduled for Friday, August 19<sup>th</sup>.

**Budget/Funding:** Not aware of any budget impacts.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** None

**Department Head Initials:** JWC

**Council Recommendation:**

☐ Additional Worksession    ☐ Regular Meeting    ☐ No Action

Town of Altavista, Virginia  
**Worksession Agenda Form**

Date: June 27, 2017

**Agenda Item:** Project Updates

**Summary:** Staff will be on hand to provide updates on various items/projects that are ongoing at this time. This is intended to be "Informational" for Council.

**Council Discussion:** Item is Informational.

**Budget/Funding:** Not aware of any budget impacts.

**Legal Evaluation:** Town Attorney will be available for questions.

**Attachment:** None

**Department Head Initials:** JWC

**Council Recommendation:**

☐ Additional Worksession   ☐ Regular Meeting   ☐ No Action