



# Town of Altavista Town Council Work Session Agenda

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

---

**Tuesday, February 27, 2018**

---

**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. Parks & Trails Master Plan discussion *(Attachment 2) .....pg. 2 - 4*
  - b. FY2019 Budget/CIP Discussion *(Attachment 3) .....pg. 5 - 9*
  - c. Police Department CIP adjustment request (portable radios) *(Attachment 4) ...pg. 10 - 11*
  - d. ACTS Bus wrap *(Attachment 5) .....pg. 12 - 16*
  - e. Altavista Band Boosters – Trade Lot Rent Request *(Attachment 6) .....pg. 17 - 25*
  - f. Avoca Request for Consideration of Personnel Status *(Attachment 7) .....pg. 26 - 27*
- 6. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 7. Closed Session**
- 8. Adjournment**

**NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, MARCH 13, 2018 @ 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 Work Session Agenda Form

---

**Meeting Date:** February 27, 2018

Agenda Item #: | **5a** |

Attachment #: | **2** |

**Agenda Placement:** | **Items for Discussion** |

**Subject Title:** | **Altavista Parks & Trails Master Plan** |

### **SUBJECT HIGHLIGHTS**

At your January 2018 Town Council Work Session, our consultant, Land Planning Design Associates (LPDA), presented the draft of the Altavista Parks & Trails Master Plan. At that time, it was our intent to deliver the plan and receive initial comments from Town Council. At this time, the consultant and staff are seeking input/comments about the specifics of the plan so that the final draft can be prepared by LPDA. If Town Council needs additional time following tonight's meeting to consult with LPDA on the plan, we can seek to schedule a meeting.

Since the last Work Session, staff asked for Town Council members to provide their "Top Five" priorities in regard to the items listed in the Master Plan. The responses received were provided to the consultant. Each of the components on the plan should be reviewed and Council should decide if it is a component that should be in the plan and if the proposed location is appropriate. In addition, priorities will need to be set in regard to when a component is considered and included in the Budget/CIP, which may depend on available resources. Once this process is complete, LPDA can develop the final Master Plan and Town Council can consider how to proceed with implementation.

**Council Discussion/Staff recommendation, if applicable:** Staff seeks direction from Council related to the development of the Parks & Trails Master Plan.

### **Action(s) requested or suggested motion(s):**

None requested at this time.

### **Exhibits**

---

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **Council Park & Trail Master Plan Priority comments**

- 1) New play ground equipment for English Park  
(Council has already set aside \$100,000 and approved this pending Master Plan approval)
  - 2) Splash pad/park in English Park
  - 3) Connecting cemetery trails to main trail in English Park
  - 4) Continue paving lots and existing trails in English Park
  - 5) Boat ramp improvement ( existing ramp ) and improved river access in English park.
- 

1. Splash Pad at English Park
  2. New Playground Equipment at both parks
  3. Ensure access to trail in English Park during bridge construction via either proposed Bedford Avenue trail 1 or 2
  4. Mark and promote Lane Access Rd. Trail as public
  5. Dog Park
- 

What might they recommend as to the “look” of new signage and where art spaces might be.

---

Since the 29 bridge replacement project will not be completed for approximately three years from now I would like to see us focus on the following items.

- 1) Developing a conceptual use of the Booker building for a medium /large brewery at the site and then marketing it as such. If we feel that it is not in our best interest to do so or we have not had any interest from any of the breweries then upgrade the facility ourselves so we can use it more for events, concerts, etc. w/ possibly an amphitheater near by.
- 2) The splash pad in the area of the Trade Lot property unless we get commercial development at the Booker Building and then put it there. Would we be possibly duplicating ourselves with a splash pad in such near proximity to the river?
- 3) Obtaining the easements and grants/funding needed to start building a town wide walking/biking trail system- this was one of the most identified common themes at all of the meetings.
- 4) Dog park
- 5) I agree on the park upgrades, but would prefer to wait on a decision on use of the Booker building before committing to any upgrades at English park.

I would think that creating an river outlook and more river access would be more of an maintenance item and not part of the CIP.

I would also plan for and be prepared to quickly move forward with all the suggested upgrades upriver once the bridge work is completed.

---

#1. is splash pad at English park and in my opinion somewhere close to the river around area # 13 and 14 on master plan drawing. My thoughts are it will be close to river for run off drainage, maybe pull and clean water from river through filter system . There is shade trees in area for parents to set and watch children play.

#2. Booker building remodel or repurpose being very close to my first choice. At this time I believe we need to agree on a direction then pick what's next. Bare minimum make it a better venue for events and live music. Breweries are very popular now and forecasted not to slow down for over 20 years. I'm ok exploring that as well if councils will. I wonder if the Booker building qualifies for any historical grant funds to renovate the building or to keep most of the original look with some updates. That building could also house some welcome center type Facilities and maybe have a office space that AOT of Chamber could "man" during regular business hours.

#3. More River excess and more visibility to see the river during walks/runs/ biking. Pick some of the prettiest spots and clean up vegetation and custom Tree limbing, adding more setting/table areas along river. One of the biggest draws to English Park is the river that you can't see much of under current Vegetation growth.

#4. More trails to include in park and off Bedford Ave. to connect it to park trails.

#5. Some river over looks and perhaps some "cat walks" by the rivers edge similar to the ones at the dam. Concrete or treated wood. Like a board walk are near river. City of Danville have some right on the Dan river that I'm thinking of. Could also fish off them.

There are many great ideas by all however I believe we need to do some projects as soon as possible to show our community we are committed to bringing our river and town to everyone's attention and bring in visitors and revenues to our town. We have been told over and over again Economic Development looks at quality-of-life in a location when considering a location for investment.



## Town of Altavista, Virginia Work Session Agenda Form

---

**Meeting Date:** February 27, 2018

Agenda Item #: | **5b** |

Attachment #: | **3** |

**Agenda Placement:** | **Items for Discussion** |

**Subject Title:** | **FY2019 Proposed Budget and CIP (FY2019-2023)** |

### **SUBJECT HIGHLIGHTS**

The Town's Proposed FY2019 Budget/FY2019-2023 Capital Improvement Program (CIP) was delivered to Town Council early last week. The budget calendar sets the February 27<sup>th</sup> and March 27<sup>th</sup> Town Council Work Sessions as opportunities for Council to review and discuss the budget. It is anticipated that the Town Council's Regular Meeting on April 10<sup>th</sup> will be the First Reading of the budget, with a public hearing set for May 8<sup>th</sup>. It is intended to have the FY2019 Budget adopted by Town Council at their June 12<sup>th</sup> Regular Meeting. The budget takes effect on July 1<sup>st</sup>.

Staff will give a brief overview of the budget and go through each department's Capital Improvement items, so that everyone is familiar with not only those items included in the FY2019 budget but also those in the following four years(FY2020-FY2023).

**Council Discussion/Staff recommendation, if applicable:** Staff seeks direction from Council related to the FY2019 Proposed Budget and Capital Improvement Program (CIP).

### **Action(s) requested or suggested motion(s):**

None requested at this time.

### **Exhibits**

---

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **FY2019 Proposed Budget Overview/Summary**



## **TOWN OF ALTAVISTA FY 2019 PROPOSED BUDGET**

### **ESTIMATED REVENUE**

#### **General Fund**

Real Estate Tax	214,200
Public Service Corporation Taxes	95,500
Personal Property Taxes	310,150
Machinery and Tools Taxes	1,721,750
Other Local Taxes	1,706,700
Permits and Fees	500
Fines and Forfeitures	9,200
Use of Money and Property	190,700
Charges for Service	9,100
Donations, Receipts and Transfers	100
Intergovernmental	255,800

**General Fund Total:** **\$4,513,700**

#### **Enterprise Fund (Water & Sewer)**

Water and Sewer Charges	3,106,700
Interest	4,400
Connection Fees	2,000
Miscellaneous, Grants & Transfers	1,275,350
CIP Reserves	185,000

**Enterprise Fund Total:** **\$4,573,450**

**Highway Maintenance Fund** **\$788,350**

**Cemetery Fund** **\$29,000**

**REVENUE GRAND TOTAL:** **\$9,904,500**

### **PROPOSED OPERATING EXPENDITURES**

Council / Planning Commission	36,600
Administrative Department	862,300
Police Department	1,298,050



Public Works	1,256,910
Street & Highway Maintenance	788,350
Water Department	2,360,530
Wastewater Department	2,212,920
Green Hill Cemetery	37,500
Non Departmental	470,150
Transit Department	103,970
Economic Development	148,700
Main Street	58,650
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	179,870
<b>Total Proposed Operating Expenses</b>	<b>\$9,904,500</b>

#### **PROPOSED CAPITAL OUTLAY**

Water Plant Equipment	607,180
Wastewater Treatment Plant Equipment	782,320
Public Works Department Equipment	189,750
State Highway Funding	171,850
Police Department Equipment	222,500
Council	8,000
Administration Department Equipment	32,500
Transit Department	3,000
Cemetery	750
<b>Total Proposed Capital Outlay</b>	<b>\$2,017,850</b>
<b>FY2019 – 2023 Expenditures</b>	<b>\$23,885,020</b>



## 2019 PROPOSED BUDGET OVERVIEW

---

<b>Total Expenditures:</b>	\$9,904,500
	(Includes transfers to GF Reserves of \$244,870; \$179,870 is surplus)

---

<b>Total Revenue:</b>	\$8,386,150
<b>Transfers:</b>	\$1,518,350 (\$88,350 – Highway; \$1,430,000 – Enterprise)
<b>TOTAL:</b>	\$9,904,500

---

<b>Real Estate Rate:</b>	\$0.08 per \$100 of assessed value
<b>Personal Property Rate:</b>	\$2.00 per \$100 of assessed value

---

### Utility Rates:

<b>Water:</b>	Business & Residential - \$2.18 per 1,000 gallons Industrial - \$2.14 per 1,000 gallons Town of Hurt - \$3.27 per 1,000 gallons Outside of Town - \$4.36 per 1,000 gallons
---------------	---

<b>Sewer:</b>	Business & Residential - \$3.07 per 1,000 gallons Industrial - \$3.14 per 1,000 gallons Town of Hurt - \$3.07 per 1,000 gallons
---------------	---

***\*Council is currently reviewing utility rates and will continue their discussion on the rate Study and its impact on the proposed FY 2019 budget.***

---

<b>Meals Tax Rate:</b>	7.0%
<b>Lodging Tax Rate:</b>	5.5%
<b>Cigarette Tax Rate:</b>	\$0.27 per pack

---

### BPOL Tax Rates: (Rate per \$100 of gross receipts)

Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
-------------	--





Retailers	\$0.0425
Financial, Real Estate & Professional	\$0.0425
Personal Services, Repair	\$0.06
Wholesalers	\$0.0175
Wholesale Peddlers	\$0.0175
Commission Merchant	\$0.06
Direct Sellers sales under \$4,000	\$0.0175
Direct Sellers sales over \$4,000	\$0.055
Peddlers	\$125
Itinerant Merchant edible, perishable goods	\$25
Itinerant Merchant nonperishable goods	\$125
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$500
Savings Institutions/State Chartered credit unions	\$25
Photographers, out of town	\$15
Operators, coin operated Machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$15



## Town of Altavista, Virginia Work Session Agenda Form

---

**Meeting Date:** February 27, 2018

Agenda Item #: | **5c** |

Attachment #: | **4** |

**Agenda Placement:** | **Items for Discussion** |

**Subject Title:** | **Police Department Request for use of FY2018 CIP funds** |

### **SUBJECT HIGHLIGHTS**

Per the attached memo, Chief Milnor is seeking to utilize unspent funds from the department's current year CIP budget for a project that is included in the FY2019 Proposed Budget/CIP. With the assumption that Town Council would approve the CIP item in the FY2019 Budget, this would appear to be a timing issue. With use of the FY2018 funds, the radios could be purchased now, rather than waiting for adoption of the budget and the new fiscal year. In addition, this would remove the CIP item from the FY2019 Budget.

**Council Discussion/Staff recommendation, if applicable:** Staff seeks direction from Council related to Chief Milnor's request to utilize unspent FY2018 CIP funds for the radio purchase as outlined.

### **Action(s) requested or suggested motion(s):**

If Council approves of this item, it will be placed on the March 13<sup>th</sup> Regular Meeting Consent Agenda.

### **Exhibits**

---

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **Memo (Chief)**

Colonel Mike Milnor  
Chief of Police




Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

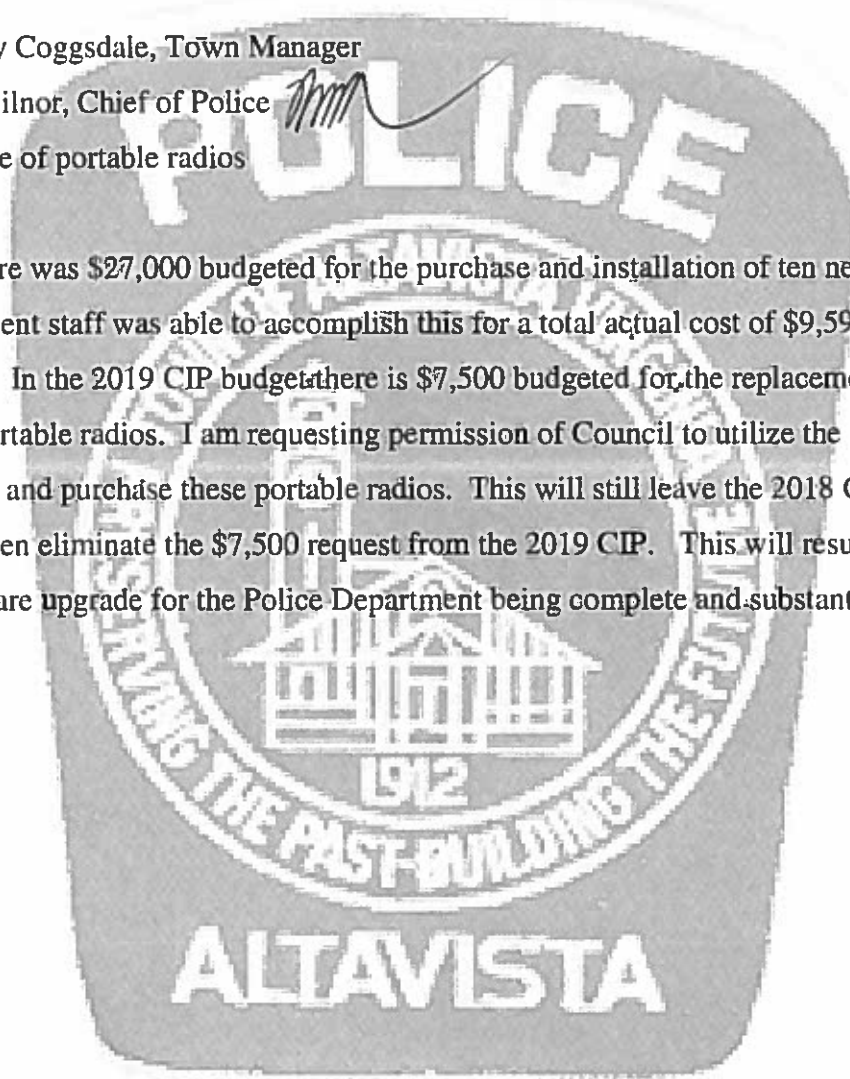
Fax: (434)369-5046

## MEMORANDUM

January 8, 2018

**TO:** Waverly Coggsdale, Town Manager  
**FROM:** Mike Milnor, Chief of Police   
**SUBJECT:** Purchase of portable radios

In the FY2018 CIP there was \$27,000 budgeted for the purchase and installation of ten new Motorola mobile radios. Police department staff was able to accomplish this for a total actual cost of \$9,596. This was a total of \$17,404 under budget. In the 2019 CIP budget there is \$7,500 budgeted for the replacement of all of the Police Department's aging portable radios. I am requesting permission of Council to utilize the surplus funds in this year's CIP to go ahead and purchase these portable radios. This will still leave the 2018 CIP line item \$9,904 under budget. I will then eliminate the \$7,500 request from the 2019 CIP. This will result in the total communication hardware upgrade for the Police Department being complete and substantially under the projected budget.





## Town of Altavista, Virginia Work Session Agenda Form

---

**Meeting Date:** February 27, 2018

Agenda Item #: | **5d** |

Attachment #: | **5** |

**Agenda Placement:** | **Items for Discussion** |

**Subject Title:** | **ACTS Bus Wrap design** |

### **SUBJECT HIGHLIGHTS**

Per the adopted FY2018 Budget/CIP, the Town has ordered a new transit bus, which will be delivered soon. The funding for the bus included a wrap of the bus body and at this time staff is presenting to you a concept of what the graphics could look like, understanding that these are not the actual photos. If there are features in town that you would like to see considered/added, please come prepared to give feedback. I have also attached the actual wrap on a Pulaski Area Transit (PAT) bus. As previously mentioned the bus will be delivered soon and we would like to get it wrapped and operational as soon as possible.

**Council Discussion/Staff recommendation, if applicable:** Staff seeks input from Council on the graphics for the bus wrap design.

### **Action(s) requested or suggested motion(s):**

If Council approves of this item, it will be placed on the March 13<sup>th</sup> Regular Meeting Consent Agenda.

### **Exhibits**


---

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **Memo (Dan Witt); Bus graphic concept; Bus wrap (PAT)**



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager  
**From:** Dan Witt, Assistant Town Manager   
**Date:** February 21, 2018  
**Re:** New Bus Wrap

The FY2018 CIP budget contains \$64,000 for the purchase of a new 15 passenger body on chassis (BOC) bus. This will replace the 2010 bus, one of the first ACTS buses that has almost 140,000 miles and has exceeded its life expectancy. DRPT has awarded the Town a grant for the purchase of this vehicle:

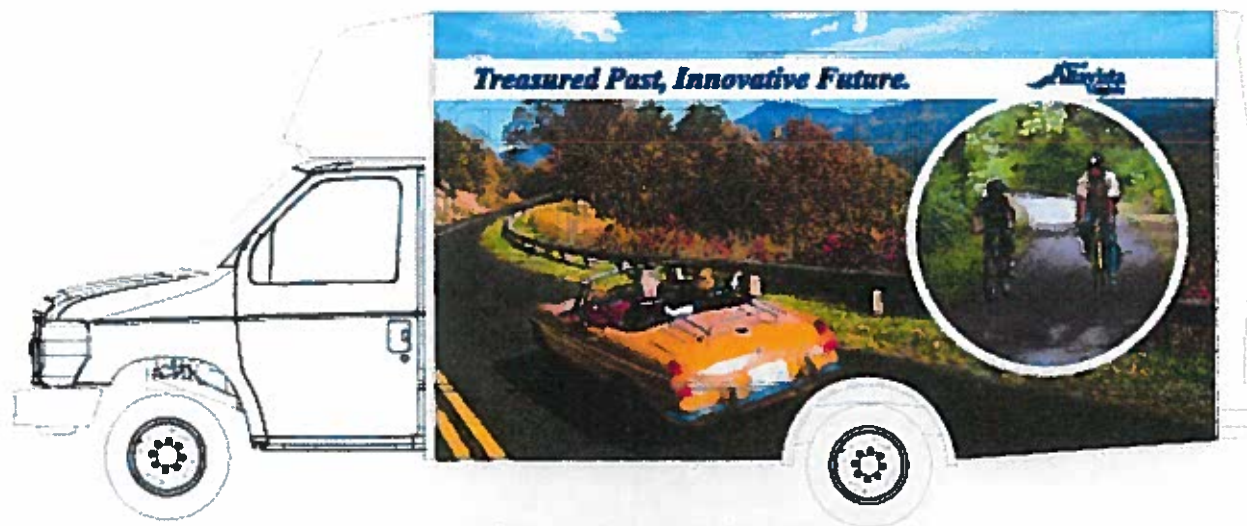
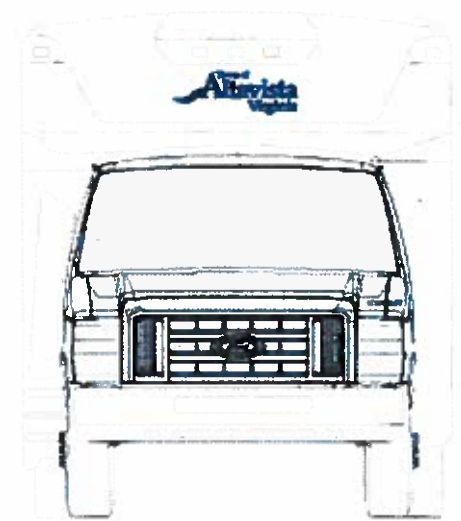
FTA- \$51,200  
State- 10,240  
Local- 2,560

The bus that is being replaced will be sold and likely pay the town match. DRPT does not require the town to refund the balance, if there is any; however, those funds are earmarked for transit capital related purchases. An example of the use of these funds is when the gears recently went out on one of the overhead doors on the old fire station, some of these funds were used for the repairs.

The bus was ordered on September 27, 2017, and delivery is expected in March. The wrap for the bus is included in the CIP total. Staff will be working with Creative Edge Design to design and place the wrap on the bus.

Attached is a sample of what Creative Edge can do. The Town will provide the photographs for the wrap. Ideas for pictures that were suggested include: a person floating the river, kids at the Y or one of the parks, a bike rider at the park or on one of the streets, and the crowd/game at the ACS football stadium.

Staff welcomes suggestions and ideas from Council. Guidance is requested from council so the wrap can be completed when the bus is delivered.







GATEWOOD PARK

AN: Call 972-424-6511

**PULASKI**  
**AREA TRANSIT**









## Town of Altavista, Virginia Work Session Agenda Form

---

**Meeting Date:** February 27, 2018

Agenda Item #: | 5e |

Attachment #: | 6 |

**Agenda Placement:** | Items for Discussion |

**Subject Title:** | Altavista Band Boosters Request to amend agreement |

### **SUBJECT HIGHLIGHTS**

Staff was asked to contact the Altavista Band Boosters (ABB) in regard to their interest in modifying the monthly rent paid to the Town for their use of the Trade Lot for 1<sup>st</sup> Saturday, as well as Cruise Ins. The Town and ABB approved a new agreement in 2013, which has been amended three times for various reasons.

*Section 3. Rent* of the Agreement sets forth that ABB will pay the Town \$1,500 annually, payable in monthly installments of \$125. Per the attached email from Mr. Andy Hicks, ABB 2<sup>nd</sup> Vice President, they are interested in seeking the amount to be amended. No specific amount was requested.

**Council Discussion/Staff recommendation, if applicable:** Staff seeks input from Council on the request of the Altavista Band Boosters (ABB) regarding the rent paid for use of the Trade Lot. The Agreement would need to be amended if Council desires to modify the rent amount.

### **Action(s) requested or suggested motion(s):**

Based on Council's discussion.

### **Exhibits**

---

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **Email from Andy Hicks (ABB), Trade Lot Agreement (Original), Amendments to Agreement**

## Waverly Coggsdale III

---

**From:** Andrew Hicks <apd1403@yahoo.com>  
**Sent:** Tuesday, February 13, 2018 12:25 PM  
**To:** Waverly Coggsdale III  
**Subject:** Trade Lot Rent

Mr. Coggsdale,

Thank you for the opportunity to address the rental price of the Trade Lot by the Altavista Band Boosters (ABB).

As you are aware the ABB is a 501c3 organization whose sole purpose is to provide adequate funding for the ACS Band programs. While marching band is often the most visible element we also provide monetary, material, and volunteer support to the pep band, concert bands, jazz ensemble, percussion ensemble, and hope to be introducing a winter guard program for 2018, 2019. We also provide instrument rentals at a much lower rate for low income students who could not afford them otherwise.

Before my daughter's enrollment in band I had no idea the huge cost associated with a band program. State and county funding has stayed flat for years and the pressure to fund the programs has become more and more on the shoulders of ABB. We are now looking at a large funding drive to replace the existing marching band uniforms which are 17 years old and are frankly are fall apart. These new uniforms are expected to cost in excess of \$30,000 with little or no support from the school board.

That in mind we are looking to maximize our fundraising and lower our expenditures anywhere we can. One of those is at the Trade Lot.

The Trade Lot had long been a staple of funding for the ABB. Rentals for 1st Saturday and concession sales have historically been very helpful to us. However, with the rise of many second hand and antique stores in our area we have seen a decrease in vendor rentals, including at Uncle Billy's Day. Our lot managers have worked diligently to reverse this trend but it has been a struggle.

Further many traditional and long time vendors have either retired or have unfortunately passed away without a new generation to take their place. The addition of the 1st Saturday Cruise In has helped but often it leaves us doing twice the amount of work to make the same amount of money as in the past. We are thankful the town has allowed us to host the cruise in and look forward to the 2018 season.

This in mind and as I discussed with Mayor Mattox the ABB is looking, if possible, to have our rent at the Trade Lot reduced. It is unknown to current membership when the current rate of \$125 per month was implemented. I know many years ago the town rented the lot to the ABB for \$1 per month.

I am unsure of the amount of reduction to request since, as the old saying goes, "beggars cannot be choosers". We would be grateful for any reduction in the rent as it will help us funnel more money to the students.

I am thankful for the agreements we have reached with you and the town during my time as 2nd vice president with ABB. The replacement of our old storage building with the current band trailer has

helped us tremendously with securing our property. And again the town allow us to host the cruise in had been very helpful to us and the community has enjoyed them. I look forward to working with the town also with needed building repairs that council member Tanya Overbey bought to the town's attention on our behalf. My term ends May 31st this year. I hope to leave the Trade Lot in a better position than when I took it over in 2014.

Again your attention to this request is appreciated. Any consideration given will be a great help with our mission of giving students the best opportunity available to further their education in the musical arts.

Sincerely,

Andrew Hicks  
2nd Vice President  
Altavista Band Boosters

[Sent from Yahoo Mail on Android](#)

[Sent from Yahoo Mail on Android](#)

**THIS AGREEMENT** made this 13<sup>TH</sup> day of September, 2013 by and between **THE TOWN OF ALTAVISTA**, a Virginia municipal corporation, hereinafter "Town" and **THE ALTAVISTA BAND BOOSTERS**, a Virginia unincorporated association, hereinafter "ABB".

**WITNESSETH:**

**WHEREAS**, Town owns a parcel of land lying on Seventh Street in the Town which property is known as "Shreve Park" and "War Memorial Park" a portion of which, including a concession stand, is used on a monthly basis as the "First Saturday Trade Lot," which property is hereinafter referred to as "the Premises"; and

**WHEREAS**, ABB wishes to use the Premises to operate and manage the "First Saturday Trade Lot" flea market, hereinafter "Trade Lot Event"; and

**WHEREAS**, the parties have reached agreement as set forth below.

**NOW THEREFORE FURTHER WITNESSETH:**

1. Use. ABB shall have the use of the Premises once per month in the months of March through November with an additional use per month in April, May and September for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning.)The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1<sup>st</sup> Saturday in June).

During the term of this agreement, ABB may store its inventory and equipment in the concession building between Trade Lot Events.

2. Term. This agreement shall remain in effect until terminated by either party on 90 days notice in writing to the other.

3. Rent. ABB will pay to the Town \$1,500 annually, payable in monthly installments of \$125.00 payable on the first day of each month. Rent is based on the use of the Premises for 12 Trade Lot Events each year at \$125.00 per use. Any additions or reductions must be approved in advance by the Town.

4. Contact persons; ABB members to be present.

A. ABB shall provide the Town Manager or his/her designee with a list of the officers of the organization and a single contact person who is to serve as the representative of ABB as to all aspects of this agreement.

- B. A responsible member of ABB or its agent must be physically present on the Premises prior to allowing any vendor to locate on the Premises and such member or members shall remain on site during the Trade Lot Event during hours of operation and until all trash and debris originating from the Trade Lot Event are properly contained and/or removed.

5. Restrictions.

- A. The Town reserves the right to prohibit the display and/or sale of any article that, in its sole discretion, is not appropriate for the nature of the Trade Lot Event. ABB shall communicate this restriction to all vendors.
- B. The Town reserves the right to conduct an annual review of the vendor agreement utilized by ABB

6. Cooperative Use of Premises. ABB agrees to work with the Town to efficiently utilize the Premises, so that only the portion of the Premises needed is impacted. This will include locating vendors into areas of the Premises, beginning on the south side of the entry way of the Trade Lot from 7<sup>th</sup> Street, so that other areas of the premises can be utilized for its original purpose (parking lot). This would not prohibit ABB from use of the entire Premises when warranted. The plan would be agreed upon by the two parties.

7. Permits. All necessary permits must be obtained by ABB or the vendors who are renting space(s) and all food vendors shall have obtained the necessary permit from the Campbell County Health Department prior to setting up at the Trade Lot Event.

8. Supervision of vendors and Trade Lot visitors. ABB is responsible for supervising the vendors and all other individuals who come upon the Premises during the Trade Lot Event. The Town is not responsible for providing such supervision, however, Town officers and agents may evict individuals from the property/facility during the Trade Lot Event if the conduct of such individual is deemed by the Town officers and agents to be unlawful or disorderly.

9. Use of sound equipment must be approved. ABB shall secure the prior approval of the Town before using audio/visual systems, public address systems, and live or recorded amplified music.

10. No off site advertising of Trade Lot Event by vendors. ABB shall not permit any off site advertising by its vendors.

11. Alcohol not permitted. No alcohol shall be allowed on the Premises without prior approval by the Altavista Town Council.

12. Premises to be clean after each Event. The Premises shall be cleaned after its use at the conclusion of each Trade Lot Event and the trash shall be placed into receptacles to be hauled away, as agreed to by the Town and ABB.

13. Release and Indemnity; Reporting injury or damage.

A. Release. In consideration for use of the facilities, ABB, on behalf of itself and its officers, employees and members, hereby expressly exempts and releases the Town, its officers, employees, and insurers from and against all liability, claims and demands, on account of injury, loss, or damage, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that ABB and its officers, employees and members, may incur as a result of attending the Trade Lot Event, whether any such liability, claims, and demands result from any act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

B. Indemnity. In consideration of the use of the Premises, ABB indemnifies and holds harmless the Town, its officers, employees and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation, claims arising from property loss or damage, bodily injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Premises, whether any such liability, claim, and demand results from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

C. Any agreement between ABB and vendors at the Trade Lot Event shall contain similar releases in favor of the Town.

D. All personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the use or occupancy of the Premises and adjoining Town owned property shall be reported to the Town Manager or his/her designee, in writing, as soon as possible and in no event less than 48 hours after the Trade Lot Event.

14. Insurance requirements. ABB shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with ABB's use or occupancy of the Premises and adjoining Town owned property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the Town, its officers, employees, and agents as additional insureds and provide a certificate of insurance to the Town on an annual basis. Said policy shall be endorsed to provide thirty (30) days notice to the Town of cancellation or any change of coverage or limits. If a current certificate of insurance has not been provided to the Town prior to any Trade Lot Event, the Town may deny access to the premises.

15. Annual Report. ABB will provide to the Town a monthly report of ABB's financial records related to the operation of the Trade Lot. The form of the report will indicate the monthly number of vendors, total payment received, update on benefit of funds and other

items agreed upon by the parties. The report will be due to the Town no later than the end of the month.

16. Severability. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**ALTAVISTA BAND BOOSTERS**

By: Sandra Albrecht

I am the President of ABB and am authorized and directed by ABB to execute this agreement on its behalf. I have read and understand this agreement and agree to all of its terms on behalf of ABB.

Print Name: Sandra Albrecht

Address: 2120 Laurel LN Altavista

Telephone: Home: 309-2634 Work: 309-1456 Cell: \_\_\_\_\_

Email: Sandyberch1963@Centurylink.com

**TOWN OF ALTAVISTA**

By: [Signature]  
Town Manager

Attest [Signature]

***Agreement form was approved by the Altavista Town Council on September 10, 2013***

### **THIRD AMENDMENT TO THE AGREEMENT BETWEEN THE TOWN OF ALTAVISTA AND THE ALTAVISTA BAND BOOSTERS REGARDING USE OF "SHREVE PARK" and "WAR MEMORIAL PARK"**

Previously the Town of Altavista and the Altavista Band Boosters entered into a new agreement regarding the use of the property that is used on a monthly basis as the "First Saturday Trade Lot". This agreement was approved by action of Town Council at their September 10, 2013 meeting and signed by both parties on September 13, 2013.

**FIRST AMENDMENT:** Subsequently, the Altavista Band Boosters approached the Town of Altavista in regard to changing the portion of the agreement that deals with the dates the facility will be used, as outlined in *Section 1. Use.* of the Agreement. The Altavista Band Boosters requested that the approved second date in the month of April be deleted and a second date in November be granted.

The Altavista Town Council considered this request at their March 11, 2014 meeting and following the recommendation of the Public Works/Utility Committee's recommendation approved the request as presented.

Accordingly, the agreement originally approved by Town Council on September 10, 2013 and executed by both parties on September 13, 2013, is hereby AMENDED in the following way:

1. **Use.** ABB shall have use of the Premises once per month in the months of March through November with an additional use per month in ~~April~~, May, ~~and~~ September *and November* for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on Friday proceeding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed access to the Trade Lot beginning at 8:00 a.m. on Friday morning. The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1<sup>st</sup> Saturday in June).

**SECOND AMENDMENT:** The Altavista Band Boosters approached the Town of Altavista in regard to changing the portion of the agreement that deals with the dates the facility will be used, as outlined in *Section 1. Use* of the Agreement. The Altavista Band Boosters requested that the agreement be amended from the current language to allow for monthly use for a twelve month period, with no second dates in any months.

Accordingly, the agreement originally approved by Town Council on September 10, 2013 and then amended on March 11, 2014, is hereby AMENDED as follows:



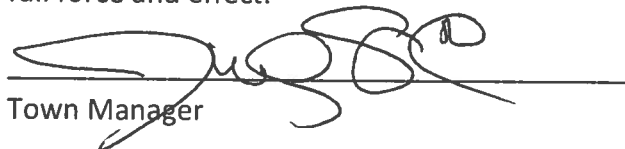
1. Use. ABB shall have the use of the Premises once per month for Trade Lot Events. The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning.)The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1<sup>st</sup> Saturday in June).

**THIRD AMENDMENT:** The Altavista Band Boosters approached the Town of Altavista in regard to changing the portion of the agreement that deals with the times of use of the Trade Lot, as outlined in *Section 1. Use of the Agreement*. The Altavista Band Boosters requested that the agreement be amended from the current language to allow for an extension of the time from 6:00 p.m. to 8:30 p.m. during the months of May through October for "Cruise In" Activities.

Accordingly, the agreement originally approved by Town Council on September 10, 2013 and then amended on March 11, 2014; September 10, 2015, and May 9, 2017 is hereby AMENDED as follows:

1. Use. ABB shall have the use of the Premises once per month in the months of March through November with an additional use per month in April, May and September for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month, except during the months of May – October the time may extend on the first Saturday until 8:30 p.m. for Cruise In events. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning.)The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1<sup>st</sup> Saturday in June).

All other terms of the Original Agreement, except as amended above, shall remain unchanged and in full force and effect.

  
Town Manager



## Town of Altavista, Virginia Work Session Agenda Form

---

**Meeting Date:** February 27, 2018

Agenda Item #: | 5f |

Attachment #: | 7 |

**Agenda Placement:** | Items for Discussion |

**Subject Title:** | AVOCA Board of Director's Request – Position Status |

### **SUBJECT HIGHLIGHTS**

Attached is a letter from Mrs. Joan Woodson, President of the Avoca Museum Board of Directors, regarding their interest in the Town's consideration of bringing their Executive Director position into the Town's Classification and Compensation Program. As noted the primary reason for this consideration is for health insurance coverage. At this time, the town is only being asked to conduct an analysis of the request's feasibility.

Staff is seeking a consensus from Town Council to proceed with conducting a financial analysis of this matter. The review will determine the cost as compared to the current contribution being made to Avoca in regard to benefits.

**Council Discussion/Staff recommendation, if applicable:** Staff seeks consensus from Council on their interest in having staff conduct the financial analysis for the Avoca Board in regard to their Executive Director position.

### **Action(s) requested or suggested motion(s):**

Based on Council's discussion.

### **Exhibits**

---

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: **Letter from Avoca Museum Board President**

February 23, 2018

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

Dear Mr. Coggsdale:

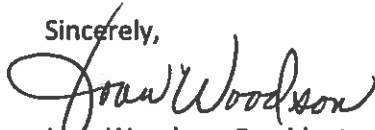
On behalf of the Avoca Board of Directors thank you for taking the time to meet with several of our board members earlier this week. Morgan Allen, Rusty Hicks and Debbie Lewis were appointed to a Benefits Committee to look at options concerning the Executive Director's position at the Avoca Museum. The high cost of medical insurance continues to be a major concern to our board and we are looking at options to address this issue.

As the committee noted in the meeting with you on Tuesday, the Executive Director's position years ago was considered a town position with salary, insurance and retirement benefits as other town employees. This was changed at the request by the Avoca Board of Directors so the former director, Mr. Frank Murray, could begin receiving his VRS (Virginia Retirement System) benefits. The Town Council honored that request and the position became a non-town one. This enabled Avoca to maintain Mr. Murray in the position for a number of years until his full retirement.

On Thursday, February 22<sup>nd</sup> the Avoca Board of Directors voted to request the town staff complete a financial analysis of incorporating the Executive Director's position as a town employee. The other Avoca employee is a part time position and last year's average hours worked per week was only eleven (11) hours. The analysis or impact to both organizations would be based only on the Executive Director's position.

We understand this action would require the approval of the Town Council and any ultimate change would also require their approval. Again, please accept our thanks for helping us look into this matter. We very much appreciate your assistance and the consideration of our request by the Town Council.

Sincerely,

A handwritten signature in black ink that reads "Joan Woodson". The signature is fluid and cursive, with the first name "Joan" and last name "Woodson" clearly distinguishable.

Joan Woodson, President  
Avoca Museum Board of Directors