



**AGENDA**  
**ALTAVISTA TOWN COUNCIL**  
**WORKSESSION**  
**Tuesday, May 22, 2018 – 5:00 p.m.**

1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments – Agenda Items Only
4. Introductions and Special Presentations
5. Items for Discussion
  - a. VDOT SmartScale application Update (Attachment 1) pg. 2 - 15
  - b. Parking Review/Discussion (Attachment 2) pg. 16 -24
    - i. Downtown (Central Business District)
    - ii. Bedford Avenue
  - c. Bedford Avenue Tennis Courts Update (Attachment 3) pg. 25 - 26
  - d. WWTP Clarifier #1 Rebuild Project Request (Attachment 4) pg. 27 - 29
  - e. Tree Removal Requests (Attachment 5) pg. 30 - 33
  - f. Delinquent Utility Account Write-offs (Attachment 6) pg. 34 - 35
  - g. Budget Amendments (Attachment 7) pg. 36 - 80
  - h. Request to Use portion of English Park for fundraiser (Attachment 8) pg. 81 - 84
6. Public Comment
7. Adjournment

***Next Scheduled Regular Town Council Meeting: Tuesday, June 12, 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 encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*



**Town Council Work Session  
May 22, 2018  
Smart Scale Application**

**Agenda Memorandum**  
**Submitted by:** Dan Witt, Assistant Town Manager

**Discussion:** On a biennial basis, VDOT accepts applications for their Smart Scale program. The application period opened in April/May of this year with pre-application submissions due by 5:00 p.m. on June 1<sup>st</sup>. After consulting with Rick Youngblood, staff has initiated 3 applications for 2 separate projects, ones that Council has supported in the past. The first is the roundabout at the intersection of Clarion Road and Lynch Mill Road. The second submission is for the traffic calming and traffic flow changes to improve safety on Lynch Mill Road at the elementary school. This application, once a single application, will be submitted as a phased project, at the recommendation of Mr. Youngblood, in hopes of increasing the score and thereby, increasing chances for funding.

Scott Smith (Region 2000 Local Government Council) will be working with staff to complete the applications with the deadline of August 1, 2018.

If there are other projects that Council would like to discuss and have considered for this application cycle this discussion and direction to staff would need to be done at the work session. At this time, staff would recommend following through with the two applications already referenced in this memo and take more time to consider future projects.

**ATTACHMENTS:**

- *VDOT Smart Scale Information Guide*

## What is SMART SCALE?

Virginia's SMART SCALE (§33.2-21.4) is about picking the right transportation projects for funding and ensuring the best use of limited tax dollars.

It is the method of scoring planned projects included in VTrans that are funded by House Bill 1887.

Transportation projects are scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers.

Once projects are scored and prioritized, the Commonwealth Transportation Board (CTB) has the best information possible to select the right projects for funding.

More information about the SMART SCALE project prioritization process, including a technical guide for applicants, is available at [www.vasmartyscale.org](http://www.vasmartyscale.org).

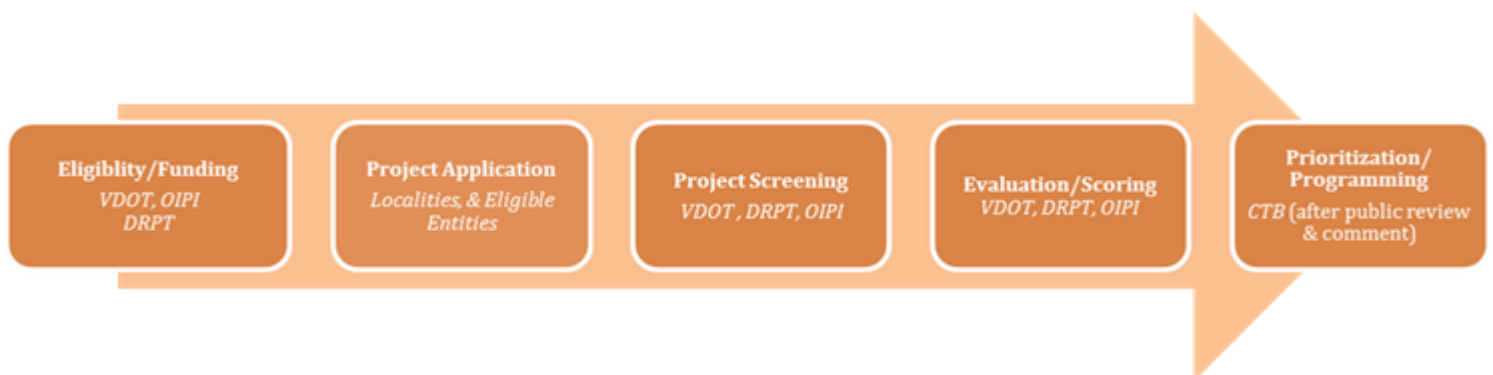
## SMART SCALE Process

Virginia's SMART SCALE process includes five overarching steps, as identified below.

The preliminary step requires project sponsors to determine their eligibility prior to beginning the SMART SCALE applications process.

The final step in the prioritization process includes programming of selected projects.

The responsible agency for each process step is identified in italics below.



## Program Funding

Funding for project prioritization comes from two main pathways —the construction District Grants Program (DGP) and the High-Priority Projects Program (HPPP) – both established in 2015 under the Code of Virginia §33.2-358.

The DGP is open only to localities.

Projects applying for DGP funds compete with other projects from the same construction district.

Projects applying for HPPP funds compete with projects from across the commonwealth.

A project sponsor may request funding under both programs.

	<b>High Priority Projects Program</b>	<b>Construction District Grant Program*</b>
Capacity need on Corridors of Statewide Significance	Yes	Yes
Capacity need on regional networks	Yes	Yes
Improvement to support Urban Development Areas	No	Yes
Improvements for identified safety need	No	Yes

\*Only projects submitted by localities are eligible.

Certain fund types are not distributed through the project prioritization process, but may be used as a matching fund to the project, reducing the amount of SMART SCALE funds needed.

These include, but are not limited to: Congestion Mitigation and Air Quality Funding (CMAQ), Surface Transportation Block Grant Program (STBG), Revenue Sharing, Transportation Alternatives (TA) set-aside funds, Highway Safety Improvement Program (HSIP) and other safety program funds, Northern Virginia and Hampton Roads regional funding, Tele-fees and unpaved road-related funds, dedicated bridge program funds (through Fiscal Year 2020), and State of Good Repair.

### **Project Eligibility And Eligible Applicants**

SMART SCALE projects may be submitted by regional entities, including Metropolitan Planning Commissions (MPO), Planning District Commissions (PDC), and public transit agencies.

Counties, cities and towns that maintain their own infrastructure and qualify to receive maintenance payments, pursuant to §33.2-319, may also submit SMART SCALE projects.

Though all of these entities may submit projects, there are limitations on the grant program for which they can apply, the types of projects they can submit, and the number of projects they can apply for, detailed in the tables below.

Applications for funding through SMART SCALE must be related to projects located within boundaries of the qualifying entity.

However, localities and regional planning bodies may submit joint applications for projects that cross boundaries, or a town that is not eligible to submit may request the county to submit a project.

By majority vote of the CTB, the CTB may choose to submit up to two projects for evaluation each application cycle.

<b>Project Type</b>	<b>Regional Entity (MPOs, PDCs)</b>	<b>Locality** (Counties, Cities, and Towns)</b>	<b>Public Transit Agencies</b>
Corridor of Statewide Significance	Yes	Yes, with a resolution of support from relevant regional entity	Yes, with a resolution of support from relevant regional entity
Regional network	Yes	Yes, with a resolution of support from the MPO*	Yes, with a resolution of support from relevant regional entity
Urban development area	No	Yes, with a resolution of support from the MPO*	No
Safety	No	Yes, with a resolution of support from the MPO*	No

\* Projects within established MPO study areas that are not identified in or consistent with the regionally adopted Constrained Long Range Plan (CLRP) must include a resolution of support from the respective MPO policy board.

<b>Project Types Included within SMART SCALE (Capacity and operational improvements only)</b>	<b>Project Types Excluded from SMART SCALE</b>
<b>Highway Improvements</b> (Widening, operational improvements, access management, Intelligent Transportation Systems, Technology operational improvements)	<b>Asset management</b> (Bridge repair / replacement, pavement repair / replacement, guardrail replacement)*
<b>Transit- and rail-capacity expansion</b>	
<b>Bicycle and pedestrian improvements</b>	
<b>Transportation Demand Management</b> (Park and Ride facilities)	

\*Asset management projects excluded from SMART SCALE may be eligible for funding under the State of Good Repair program as required by the Code of Virginia §33.2-369.

Applicants are limited in the number of applications they may submit for evaluation and scoring, based on population thresholds as defined below.

<b>Tier</b>	<b>Localities</b>	<b>MPOs/PDCs/Transit Agencies</b>	<b>Maximum Number of Applications</b>
1	Less than 200,000	Less than 500,000	4
2	Greater than 200,000	Greater than 500,000	10

The listing of eligible entities, population data and tier / maximum number of applications is located on line

at [http://vasmartyscale.org/documents/smart\\_scale\\_application\\_limitations.xlsx](http://vasmartyscale.org/documents/smart_scale_application_limitations.xlsx).

### **Project Screening**

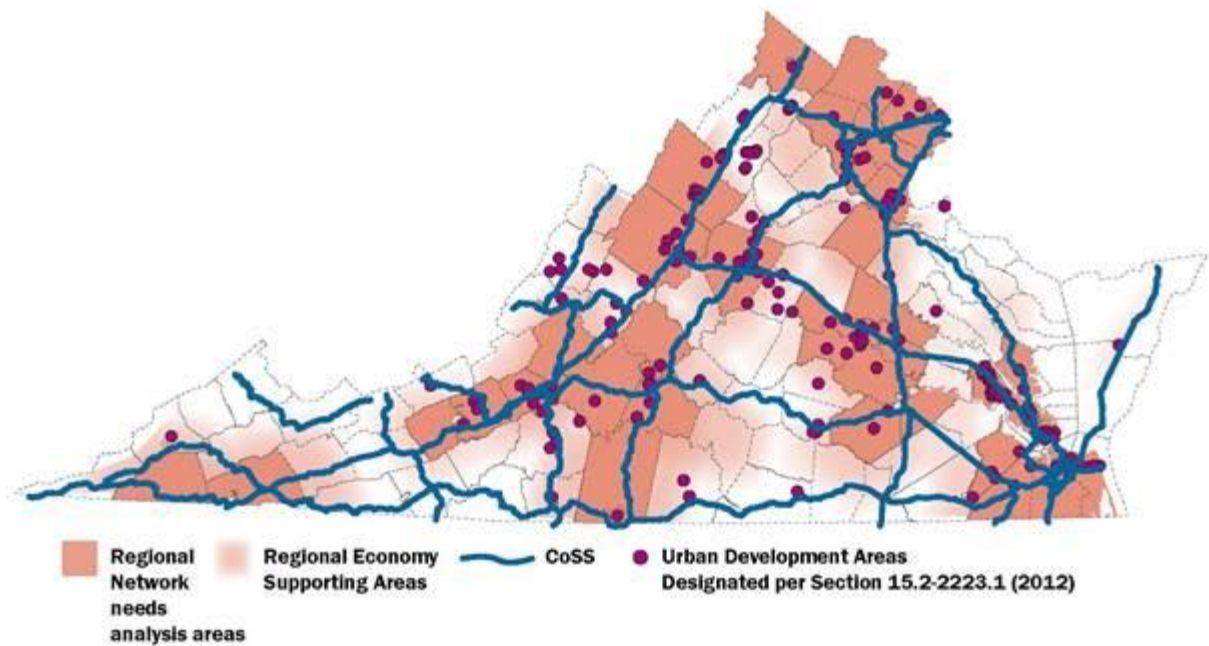
A project application for funds from the HPPP or the DGP must meet an identified need in the commonwealth's long-range transportation plan – VTrans2040.

This plan evaluates the commonwealth's needs at four scales, focused on key travel markets and safety needs.

Submitted projects must meet a need identified under one or more of the following categories:

1. Corridors of Statewide Significance (CoSS) – Key multimodal travel corridors that move people and goods within and through Virginia, serving primarily long-distance / inter-regional travel markets
2. Regional Networks (RN) – Multimodal networks that facilitate travel within urbanized areas / intra-regional travel markets
3. Urban Development Areas (UDA) – Areas where jurisdictions intend to concentrate future population growth and development consistent with the UDA section within the Code of Virginia (§ 15.2-2223.1); local activity center markets
4. Transportation Safety Needs – Statewide safety needs identified in VTrans2040





## Project Evaluation And Scoring

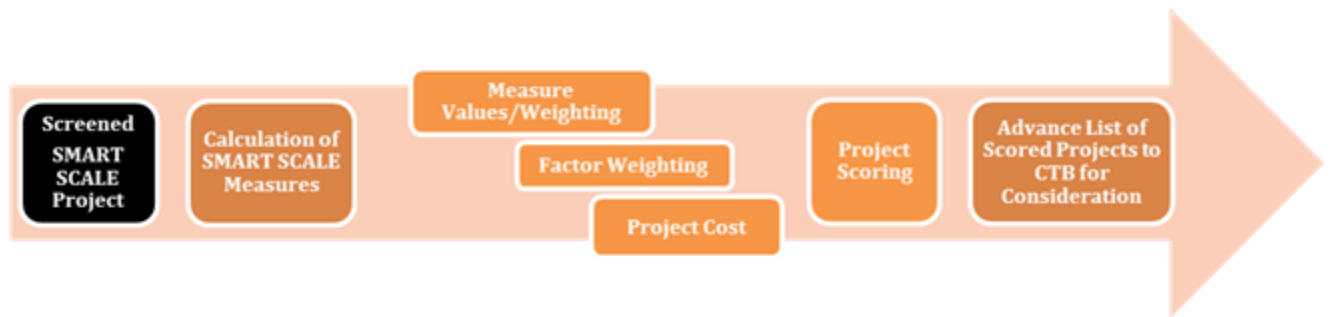
Once it has been determined that a project meets an identified need, the project is evaluated and scored.

A scoring evaluation team takes the project and begins collecting additional data required for evaluating each of the five factors required by (§33.1-23.5:5) Chapter 726 of 2014 Virginia Acts of Assembly, and a sixth factor in areas greater than 200,000 in population.

After the data has been collected for each project sufficient to evaluate each factor, measure values are calculated and weighted according to the area type where the project is located.

After factor totals have been weighted and summed, the final score is determined by dividing the total factor score by the SMART SCALE cost.

Projects are then ranked and provided to the CTB for funding consideration.



SMART SCALE utilizes evaluation measures that quantify the benefits of each project for six factor areas, detailed below.




Factor areas	Measure ID	Measure name	Measure weight
Safety	S.1	Equivalent property damage only (EPDO) of Fatal and Injury Crashes*	50 percent
	S.2	EPDO Rate of Fatal and Injury Crashes	50 percent
Congestion mitigation	C.1	Person Throughput	50 percent
	C.2	Person Hours of Delay	50 percent
Accessibility	A.1	Access to jobs	60 percent
	A.2	Access to jobs for disadvantaged persons	20 percent
	A.3	Access to multimodal choices	20 percent
	E.1	Air quality and environmental effect	50 percent

Environmental quality	E.2	Impact to natural and cultural resources	50 percent
Economic development	ED.1	Project support for economic development	60 percent
	ED.2	Intermodal access and efficiency	20 percent
	ED.3	Travel time reliability	20 percent
Land use	L.1	Transportation-efficient land use	70 percent
	L.2	Increase in transportation-efficient land use	30 percent

**\*100 Percent for transit and Transportation Demand Management projects**

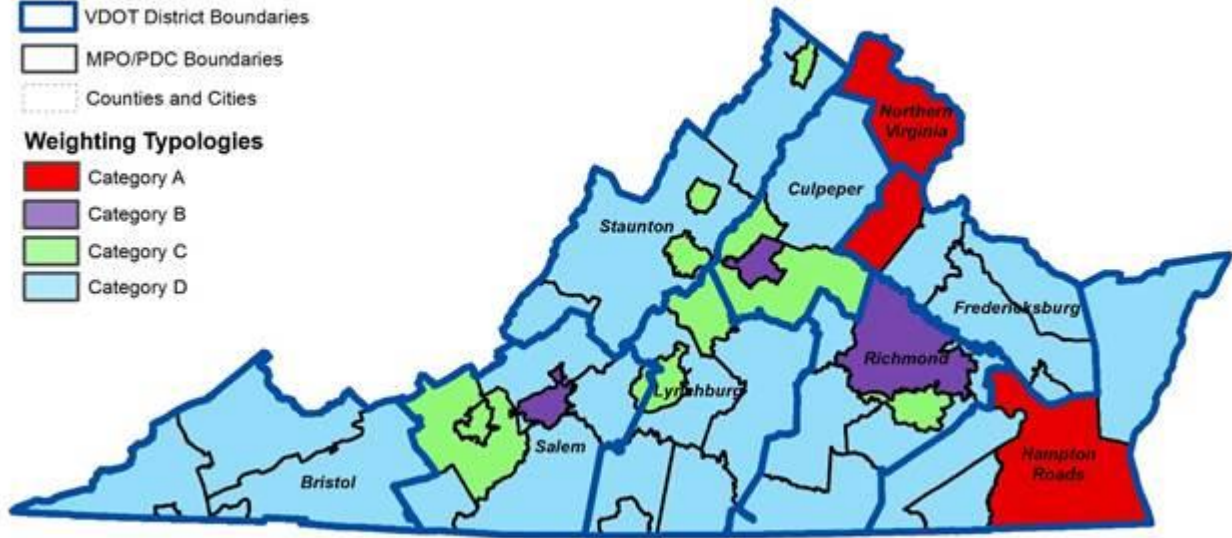
Four area weighting typologies were established based on an analysis of transportation, land use, demographic indicators, and public input to facilitate evaluation of each project's benefit on a scale relative to the needs of that region as compared across the commonwealth. The weighting typologies are below.

### Legend

-  VDOT District Boundaries
-  MPO/PDC Boundaries
-  Counties and Cities

### Weighting Typologies

-  Category A
-  Category B
-  Category C
-  Category D



Factor	Congestion Mitigation	Economic Development	Accessibility	Safety	Environmental Quality	Land Use
Category A	45 percent	5 percent	15 percent	5 percent	10 percent	20 percent
Category B	15 percent	20 percent	25 percent	20 percent	10 percent	10 percent
Category C	15 percent	25 percent	25 percent	25 percent	10 percent	-

Category D	10 percent	35 percent	15 percent	30 percent	10 percent	-
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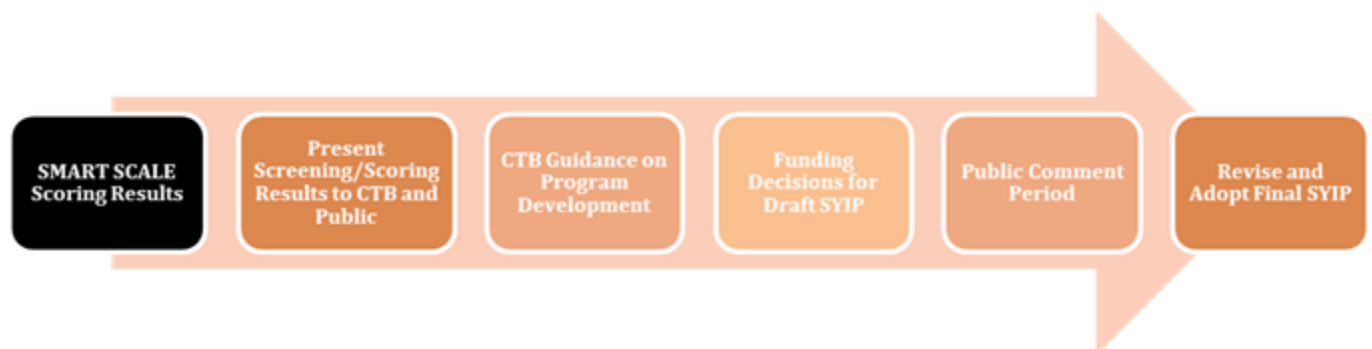
## CTB Prioritization And Programming

For each SMART SCALE cycle, the screening and scoring results are presented to the CTB and the public.

The CTB provides guidance on program development and staff develop a draft Six-Year Improvement Plan (SYIP), based CTB direction and the SMART SCALE scoring results.

There is a public comment period for the draft SYIP, including the scoring results for individual projects.

The CTB takes into account public comments regarding the draft SYIP, ultimately approving the final SYIP for implementation in June.



In general, once a project has been screened, scored, and selected for funding by the CTB, it will remain in the SYIP as a funding priority.

Re-evaluation of a project score and funding decision may be needed if there are significant changes in the scope or cost (exceeding a sliding scale, below) to ensure the original intent / benefit of the scored projects and the CTB's allocation decision.

A project may also be re-evaluated if there is a significant reduction in the locally / regionally leveraged funds available for the project.

In such cases, CTB action is required to confirm the commitment to funding the project.

<b>Total cost estimate</b>	<b>Threshold</b>
Less than \$5 million	Up to a 20 percent increase in total allocations
\$5 million to \$10 million	Up to a \$1 million increase in total allocations
More than \$10 million	Up to a 10 percent increase in total allocations up to a maximum of \$5 million increase in total allocations

If the project scope is increased, the applicant is responsible for the additional cost attributable to the increase in scope, regardless of budget impact.

In cases where a project has been selected for funding which identified other sources of funding, the qualifying entity is committed to pay the difference if other sources of funding are not provided.

If a submitted project is not selected for funding during a cycle, the CTB will allow eligible entities to re-submit the project the next cycle.

In the event that revenue reductions decrease the amount of actual funding available for a particular SMART SCALE cohort, projects may be delayed and / or revenues from future rounds of SMART SCALE may be used.

Once a project is selected for funding, it cannot be resubmitted to address cost increases or loss of other sources of funding.

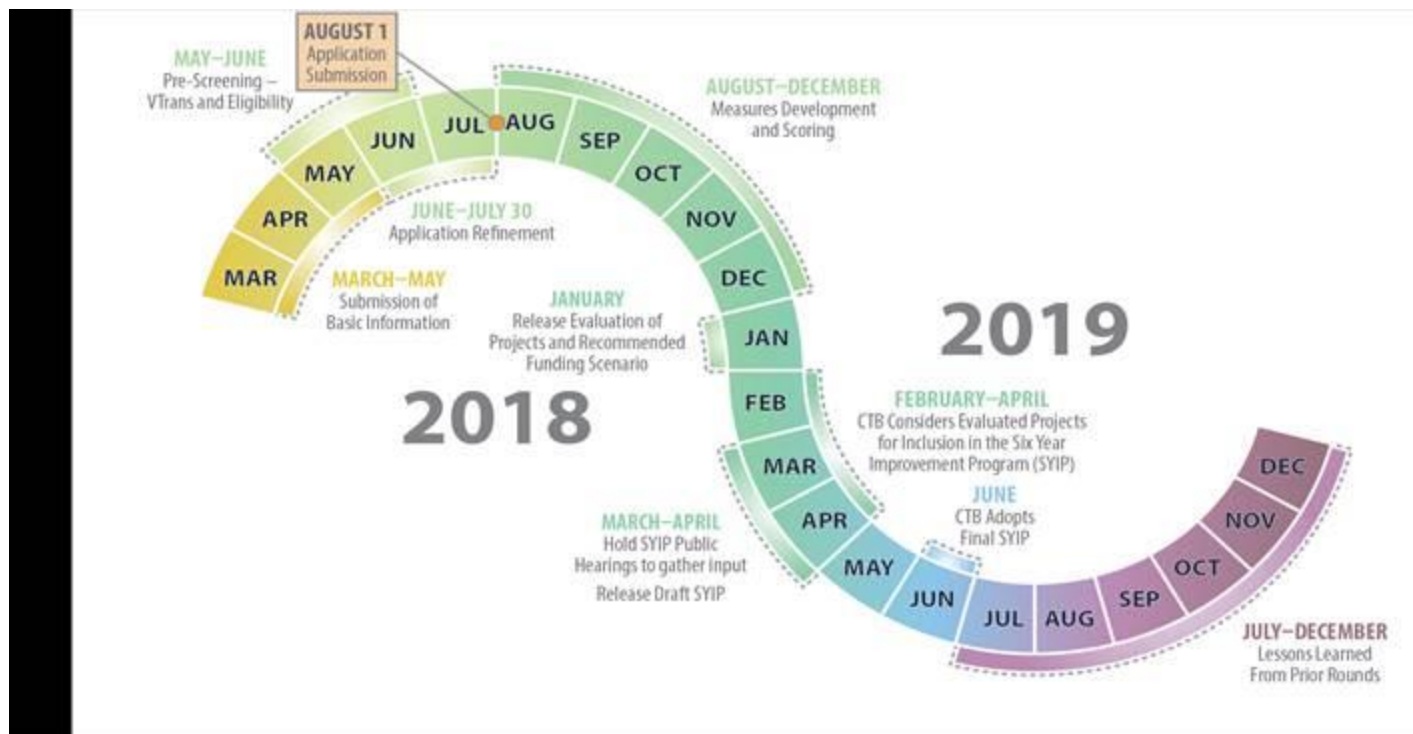
### **SMART SCALE Biennial Schedule**

For each SMART SCALE cycle, basic project information must be submitted by June 1 of the calendar year, and final project applications must be submitted by August 1.

Once created, applicants can edit the application up to the submission deadline of August 1.

Prior to submittal, all entities are encouraged to coordinate with their local Virginia Department of Transportation and Department of Rail and Public Transportation representatives.

Once all projects have been submitted, evaluation teams work through December to screen and score all projects and provide project rankings to the CTB in January.



**More Questions?**

Visit [www.vasmartscale.org](http://www.vasmartscale.org) for more information about the project prioritization process and upcoming important dates.



**Town Council Work Session  
May 22, 2018  
Parking Update/Discussion**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Discussion:** There are two items in regard to parking that are placed on the Work Session Agenda. The first is staff's report to Council providing an update on Downtown parking in the Central Business District. The second parking item is related to parking on Bedford Avenue and was requested to be placed on the agenda by Councilman George.

**Downtown Parking Update/Discussion**

Town Council was previously provided input, during a Public Comment period, in regard to Downtown parking regulations related to downtown residents and business employees. Staff was directed to monitor and evaluate the situation.

As you know the Downtown area (aka Central Business District) has a "Two-hour Parking Limit – Per Day Per Block Between 8 AM and 6 PM". This indicates that no vehicle should be parked in the same block of a street for more than two hours, which does not permit the moving of a vehicle one spot over to be in compliance. These regulations have been enforced on a periodic basis by the Town's Police Department, with heavier enforcement being in the warmer months.

Off-street public parking (all day) is permitted in the following town-operated lots located in the central business district:

- (1) Two Upper Broad Street lots (Library area)
- (2) Norfolk Southern Lot Lower Broad Street (Gateway Park)
- (3) Eighth Street Lot
- (4) Main Street Lot (corner of Main St. and Campbell Ave)
- (5) 7<sup>th</sup> Street Lot (adjoining First National Bank)
- (6) Town Hall Lot

The attached map shows the general area of the "Two-Hour Parking" (yellow highlight) and the Public Parking lots (blue highlight). There are a few areas that have less than Two-Hour parking; such as the space directly in front of the Post Office (15 minute parking). There are 142 On-Street parking spaces in the yellow highlighted area and 192 Public Parking Lots spaces (not including the Trade Lot or 8<sup>th</sup> Street lots). Each Public Parking Lot is shown to be within one city block radius (circles on map) to each business in the downtown district.



Enforcement of downtown parking consists of officers “marking tires” on vehicles, which takes approximately one (1) hour to cover the district, with a follow up two hours later to note violators and mark any tires in vehicles that were not previously parked in the district. For maximum enforcement this process would be repeated every two (2) hours. The parking regulations in the Central Business District (Downtown) are sporadically enforced when resources are available. For maximum enforcement, without interruptions from other duties, it may be necessary to hire an Enforcement Official that could do parking, as well as other items (i.e. abandoned/junk vehicles, nuisance issues and high grass/weeds). This is something Council will need to evaluate and consider during the next budget process if deemed warranted.

In an effort to promote traffic to our local businesses several years ago, the Town issued “Extended Parking Permits” to business that felt that their clients may need additional time beyond the “two-hour limit” (i.e. professional offices, beauty salons, etc.), this allows the customer to place a placard on/in their car to avoid a ticket. The local businesses are responsible for handing them out to the customer and retrieving them once the visit is completed.

The two main issues that were previously communicated to Council were: 1) Downtown resident parking; and 2) Downtown employee parking.

During the Downtown Revitalization Project, upper story housing opportunities were created and each property owner was offered the option for a “reserved off-street” parking space in one of the Town’s All-Day parking lots. (Photo of sign attached) At this point a few have taken advantage of this offer.

There have been several instances where businesses have indicated a desire to allow their employees to park on the street. It has been and continues to be staff’s opinion that the on-street parking is better utilized for “customer” parking and that ample public parking, as noted above, is provided for employees’ use in relatively close proximity in each direction.

Emelyn Gwynn (AOT) conducted visits downtown with business owners and gathered their thoughts and concerns. During this process Emelyn asked the individuals that following questions:

- Where do you/your employees park?
- Distance from parking area to your business?
- Is it difficult to find a parking space?
- Do you have safety concerns in walking to your parking space?
- How would you improve downtown Altavista parking?

There were 25 respondents within the defined area. Ten of those indicated that to some degree they utilized on-street parking for themselves/employees. Seven respondents indicated that safety was a concern in regard to location of the public parking areas, several others stated non-parking safety concerns (i.e. speeding, crosswalk safety, or snow/ice...)

Based on staff’s review, we submit the following recommendations for Council’s consideration:

- 1) Enforce “Two Hour” on-street parking regulations Monday – Friday from 8:00 a.m. to 6:00 p.m. only. (Place small sign below existing signs with “Monday – Friday” stated.)

- 2) Identify locations and place “Public Parking” signs and/or banners (examples attached)
- 3) Review parking areas for any safety improvements and/or modifications.

ATTACHMENTS:

- *Map (On-street Regulated Parking and Public Parking Lots)*
- *Photos (Parking Sign, Upper Story Housing Parking Sign)*
- *Public Parking sign/banner options*

**Bedford Avenue Parking Discussion**

This item was placed on the Work Session agenda at the request of Councilman George.

ATTACHMENTS:

None at this time.



2 Hr Parking Sign – Downtown Area (Central Business District)

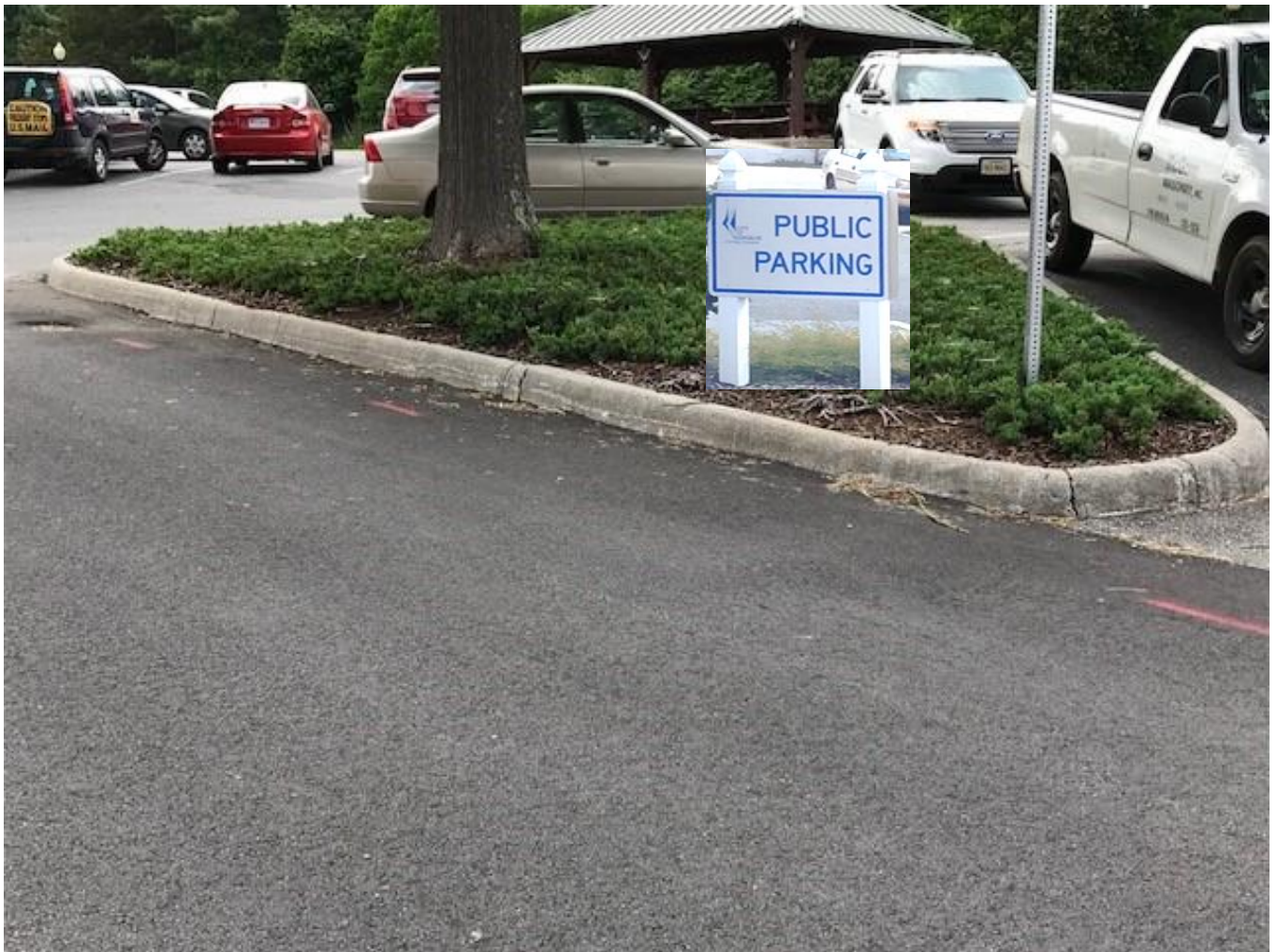




Upper Story/Downtown Residential Reserved Parking Sign (Town Parking Lot)



Sample of Public Parking Sign in median on Washington Street



Sample of Public Parking Sign in island at Town Parking Lot  
(corner of Main Street and Campbell Avenue)





Sample of Public Parking Banner on Pole







**Town Council Work Session  
May 22, 2018  
Bedford Avenue Tennis Courts Update/Discussion**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Discussion:** Town Council directed staff to proceed with the renovations of the Bedford Avenue tennis courts at their April 10, 2018 Regular Meeting. This direction was based on the discussion of a potential less expensive option than had previously been discussed and included the request of staff to do so in the “most economical manner”.

During our recent conversations with the firm that provides tennis court resurfacing to the YMCA, they indicated that after review of our courts that overlaying our courts was not a feasible option. The company has made a recommendation to reconstruct that courts as outlined in the previous proposals. As outlined in the Project Budget Estimated below the Demo/Grading/Paving cost would be added to the application of their “soft cushion surface” which is priced at \$87,829 for a project budget in excess of \$170,000.

Staff has been in contact with the previous companies that gave the town quotes on reconstruction of the courts, based on those conversations the reconstruction of the two courts would have an estimated cost of approximately \$110,000, as outlined below. It is important to point out that the process has two steps; the first would be performed by a paving company and would include the demolition/grading/base and asphalt for the courts, while the second step would involve application of the playing surface, painting of lines and placement of the poles/net, which would be provided by a subcontractor experienced in tennis court resurfacing.

<b>Project Budget Estimate:</b>	\$ 86,500	<i>Demo/Grading/Paving</i>
	<u>\$ 23,600</u>	<i>Surfacing and net posts, net and center strap</i>
<b>Total:</b>	<u>\$ 110,100</u>	

With the project budget exceeding the “small purchases” threshold of \$100,000, this project would need to follow the “competitive sealed bidding” process. Staff would need to draft an Invitation For Bid (IFB) and seek bids from vendors. If the price was estimated to be less than \$100,000, staff could secure two or more proposals without issuing an Invitation For Bid.

Staff is seeking additional direction from Town Council.

**ATTACHMENTS:**

- *Email from Tennis Court, Inc (court condition/ surface recommendation)*

**From:** Chris Rossi <[chris@tenniscourtsinc.net](mailto:chris@tenniscourtsinc.net)>  
**Sent:** Friday, May 04, 2018 1:51 PM  
**To:** David Garrett <[dtgarrett@altavistava.gov](mailto:dtgarrett@altavistava.gov)>  
**Cc:** Herbert Osburn <[herb@tenniscourtsinc.net](mailto:herb@tenniscourtsinc.net)>; Lee Ann Tribble <[leeann@tenniscourtsinc.net](mailto:leeann@tenniscourtsinc.net)>; Waverly Coggsdale III <[jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov)>  
**Subject:** Re: Meeting at Tennis Courts

Hi David, thanks for the email. We have had a crazy week.

As we discussed, the courts are clearly several decades old. Additionally, based on the facts you shared regarding the core samples taken, there are a predominant number of areas of the courts that are not constructed to the quality standards the tennis court construction industry has expected for many years.

While we would have been pleased to be able to have offered the town a warranted cushioned surface, the existing issues with the way the courts were constructed **prevent** Tennis Courts, Inc. from doing so.

The planarity of the existing courts is so undulated and rolling that it would cost a significant amount of money to attempt to level and, even then, the planarity would not be restored to the proper standards.

The basketball court was not quite as undulated but the cracks were severe enough that, combined with the age of the asphalt, it might be a great time to "start anew" with the entire court area.

Typical current construction methods would be a minimum of six inches of compacted base stone installed onto a properly compacted sub-base. Next would follow two lifts of asphalt at a minimum depth of three and a half inches, preferred would be four inches.

Our recommendation would be to take this opportunity to invest in a total reconstruction of the courts: 1) remove the existing asphalt; 2) remove or regrade (if possible) the existing stone base, adding new stone materials as needed; 3) pave with new asphalt; 4) apply a new recreational color coating system.

I trust this information is helpful and what you were looking for from us. Please let me know if you have any questions or comments or require additional information.

Thanks.

Chris

Chris Rossi  
Tennis Courts, Inc.



**Town Council Work Session**  
**5/22/2018**  
**WWTP Clarifier # 1 Rebuild Project Request**

**Agenda Memorandum**  
**Submitted by: Thomas W. Fore, Utilities Director**

**Discussion:** The #1 Clarifier project that is included in the proposed FY 2019 Budget/CIP has a lead time for new equipment for the clarifier that is about 9 months. The # 1 clarifier is currently operating but has the same age on it as the # 2 clarifier. In order to complete the project before July 2019 going to bid earlier could have the project ready to be installed April or May of next year.

The current # 2 Clarifier project was started in July of last year and after getting designs done in October we went to bid on the project. The bids were opened in November of 2017 with a final completion date of September 30, 2018. This clarifier is currently offline and out of service.

The request is to use FY 2018 funds from the current project (Clarifier #2) in order to have the design and bidding phase of the Clarifier #1 project done before August/September 2018. This would require reimbursement of those funds from the requested 2019 CIP/Budget funds for the # 1 Clarifier project. The expectation is that the current funding for the # 2 Clarifier project will not be fully spent until late September early October at final completion of the current project. This assumes Council's intent to approve the Clarifier #1 project that is included in the FY2019 CIP and Budget.

The advanced funding request is for \$21,000 to allow Hurt & Proffitt to move forward with the design and bidding phase of the Clarifier # 1 Project for 2019

Staff recommends approval of the request.

**ATTACHMENTS:**

- *Hurt & Proffitt Proposal*



**HURT & PROFFITT**  
Inspired | Responsive | Trusted

April 30, 2018

Mr. Tom Fore  
Director of Public Utilities  
Town of Altavista  
1311 3rd Street  
Altavista, VA 24517



*Re: Proposal for Professional Engineering Services  
Town of Altavista – WWTP Clarifier No. 1 Rehabilitation  
H&P Project #: 20180662*

Dear Tom:

As requested, H&P is providing this proposal for engineering services associated with the rehabilitation of the WWTP clarifier No. 1. Our proposal includes a project understanding, proposed scope of services, professional fees, and our estimated schedule.

## **Project Understanding**

We have been working with the Town to rehabilitate one of the two WWTP clarifiers. Working with the Town, H&P designed, advertised, and bid the project to replace the Smith & Loveless (S&L) equipment. The project is currently under contract and construction is scheduled for completion September 5, 2018. The Town would like to rehabilitate the clarifier No. 1 after work with the clarifier No. 2 is complete.

## **Scope of Services**

### **Task – Design Phase**

Hurt & Proffitt, Inc. will prepare engineering contract documents for the replacement of the clarifier hardware. Since Envirodyne equipment was approved for the first clarifier rehabilitation, we will modify the documents to identify both Smith & Loveless and Envirodyne equipment as approved manufacturers.

### **Task – Bidding Phase**

We will coordinate advertisement of the project, putting the project in construction plan rooms, a pre-bid conference, prepare addenda, respond to questions during the bidding phase, attend the bid opening, review the bids, and make a recommendation of award. Following agreement of the Town, we will prepare the engineering contract between the selected contractor and the Town.

### **Task – Construction Phase**

We will coordinate and attend the Pre-Construction conference, review shop drawings, respond to questions during construction, coordinate and attend a progress meeting, review pay requests, provide



substantial completion inspections, and coordinate project closeout paperwork. As with the first clarifier rehab, we assume the Town will be providing the daily construction review.

## Schedule

We propose to complete all design phase services work within thirty (30) calendar days from receipt of your notice to proceed. This proposal shall be considered valid for thirty (30) calendar days from the date of the proposal. Our schedule reflects our working time only and excludes review time by the client and reviewing authorities. The compensation amount stipulated in this agreement is conditioned on a period of service not exceeding nine months. Should such period of service be extended, the compensation amount shall be appropriately adjusted.

## Fee Arrangement

All fees, unless otherwise noted above, are on a lump sum basis and will be billed monthly, based on our understanding of percent complete.

Task - Design Phase	\$7,500
Task - Bidding Phase	\$7,000
Task - Construction Phase	\$6,500
Total	<u>\$21,000</u>

Again, thank you for your consideration of using our services for this project. Please contact us if you have any questions regarding this proposal or if we may be of further assistance.

Sincerely,

**HURT & PROFFITT, INC.**

A handwritten signature in blue ink, appearing to read 'Mike Wilson', is written over a light blue horizontal line.

Mike Wilson, PE

Director of Municipal/Government Engineering

ACCEPTANCE OF PROPOSAL: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED SIGNATURE: \_\_\_\_\_



**Town Council Work Session  
May 22, 2018  
Tree Removal (Various Locations) Discussion**

**Agenda Memorandum  
Submitted by: Waverly Coggsdale, Town Manager**

**Discussion:** Staff has been contacted by several residents in the past month or so in regard to a request to remove trees that are in the street/road right of way. In addition, staff has been evaluating multiple Ash trees in English Park.

The first request is at the corner of 9<sup>th</sup> Street and Broad Street. Staff has looked at this issue and discussed it with the individual that made the request and indicated that there does not appear to be any imminent threat that the tree will fall. The individual indicates that the tree is split and may be a hazard to this home. The tree appears to have multiple trunks and has been that way for some time. Staff has indicated that they would keep an eye on the tree and did so during several windy days and did not observe any issues with the tree. The individual maintains his request to have the tree removed. Staff needs Council's direction on this item. (Photo attached)

The second tree is located in front of 1418 Broad Street and we have previously had a request to remove this tree. This tree is very large and was not intended to be street tree, based on its size it was there well before the homes in this area. The tree does appear to have some dead lower limbs, on the street side and on the house side. Removal of this tree would be a major undertaking due to its size and location. Staff needs Council's direction on this item. (Photo attached).

The other tree related item involves the Ash trees in English Park. Staff is meeting on Tuesday, May 22<sup>nd</sup> with a tree expert that has been evaluating numerous trees in the park that appear to be suffering from insect damage (ash borer). Staff anticipates having a recommendation for Council at their Work Session. (Photo attached).

**ATTACHMENTS:**

- *Photos (Broad Street, 1418 Broad Street & English Park)*

Tree at Intersection of 9<sup>th</sup> Street and Broad Street





Tree in front of 1418 Broad Street





## Ash Trees in English Park





**Town Council Work Session  
May 22, 2018  
Delinquent Utility Accounts / Write Offs**

**Agenda Memorandum  
Submitted by: Tobie Shelton, Finance Director**

**Discussion:** Annually staff presents to Town Council a request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$2,254.22. We have ten accounts over five years old totaling \$1,485.58 and seven accounts for deceased individuals totaling \$768.64. Staff is requesting Council's approval to write-off these accounts. If Town Council reaches a consensus on this item, we would place it on the June Town Council Consent Agenda.

**ATTACHMENTS:**

- Delinquent Utility Accounts Write-Offs Listing

**PROPOSED WRITE OFF  
DELINQUENT WATER & SEWER ACCOUNTS  
May 22, 2018**

**ACCOUNTS OVER FIVE YEARS OLD**

<u>Name</u>	<u>Date Account Closed</u>	<u>Amount Past Due</u>
Cilla Brown	2/11/2013	\$ 45.75
James Holland	2/26/2013	\$ 259.22
Joshawa Lewis	6/8/2012	\$ 38.08
Victoria Lovelace	3/23/2012	\$ 696.90
Derick Monroe	6/17/2013	\$ 45.53
Deann Osment	6/12/2013	\$ 1.65
Edward and Penny Owens	11/29/2012	\$ 103.17
Dorothy Patrick	11/19/2012	\$ 222.53
Demetrius Tarpley	2/26/2013	\$ 34.58
Sandy Williams	1/25/2012	\$ 38.17
<b>Sub-total</b>		<hr/> \$ 1,485.58

**DECEASED INDIVIDUALS**

Joseph Bell	3/13/2017	\$ 165.23
Tardie Bill Callands	10/4/2016	\$ 37.34
Mrs. James E. Craig	1/16/2015	\$ 15.40
Ruth Hubbard	10/25/2016	\$ 15.90
Kenneth Jordan	5/5/2016	\$ 74.94
Deborah Morris	4/23/2015	\$ 410.58
Suzanne Thomas	3/22/2017	\$ 49.25
<b>Sub-total</b>		<hr/> \$ 768.64

<b>GRAND-TOTAL</b>	<b>\$</b>	<b>2,254.22</b>
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**Town Council Work Session  
May 22, 2018  
Budget Amendments / Departmental Transfers  
Agenda Memorandum  
Submitted by: Tobie Shelton, Finance Director**

**Discussion:** Attached is a memorandum and budget amendments for Council's consideration. Council previously approved through a motion or a consensus the majority of the items. Approval of the budget amendments completes the process. In addition, copies of the completed internal departmental transfers are attached for Council's review. Staff is requesting Council's approval of the budget amendments and to place this item on the June Consent agenda.

**ATTACHMENTS:**

- Staff Memo; Budget Amendments and Departmental Transfers



**Date:** May 22, 2017  
**To:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments / Departmental Transfers

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

- Replacement & Installation of Generator \$ 22,770  
(Council Approval: May 23, 2017; March 13, 2018)
- Legal Counsel – Staunton River Regional Industrial Authority \$ 9,000  
(Council Approval: February 14, 2017)
- Region 2000 Hazard Mitigation Plan \$ 2,500  
(Council Approval: August 22, 2017)
- Norfolk & Southern Land Purchase \$ 35,000  
(Council Approval September 12, 2017)
- Byrne Justice Grant \$ 2,780
- Vehicle Purchase (FY 2017 Carryover) \$ 43,000  
(Council Approval: October 10, 2017)
- Purchase of (7) Radar Units \$ 14,130  
(Council Approval: October 10, 2017)
- Charlotte Ave. and Main St. Storm Drainage Issues \$218,200  
(Council Approval: February 14, 2017; September 12, 2017)
- Paving at English Park \$ 11,700  
Council Approval: July 11, 2017)

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

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



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Replacement Equipment		
010-1101-401.81-06	\$ 22,770.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 22,770.00

#### Summary

At the May 23, 2017 meeting, Council approved \$18,500 for the replacement of the Town Hall Generator. At the March 13, 2018 meeting, Council approved additional funds in the amount of \$4,270 for the removal, installation and start up of the generator. Total appropriated \$22,770.

#### Budget Impact

This will result in a net increase to the budget of \$22,770.00.

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 12th day of June 2018

## COUNCIL WORK SESSION MAY 23, 2017

Mr. Coggsdale clarified that the two Master Plans would need to be split.

Mayor Mattox stated this was just a suggestion. He thought there was a contingency to move on with the plan but also a contingency of how it will work in the big picture.

Mrs. Dalton suggested that this be discussed at the June 13<sup>th</sup>, 2017 regular meeting.

Mr. Coggsdale clarified this would be put on the regular meeting agenda to discuss the Master Plan and how Council wants to do a trail plan now or the Master Plan.

Mrs. Dalton felt Mr. George was interested in doing both; proceed with the trail plan while proceeding with the Master Plan. Mrs. Dalton stated she likes it all but would like to master plan first then trail plan next.

Mr. George offered to meet Council members at the site, he noted nothing happens fast and this has been talked about for 4 ½ years. He thought Council had approved the concept and details would be discussed at tonight's meeting.

Mrs. Brumfield did not feel the trails would be intrusive upon the residential area and if a small section was completed, the citizens could see what it is all about, use it and be more receptive to another section of trails.

### d. Staunton River Memorial Library Renovation Project

Mr. Coggsdale advised Mrs. Nan Carmack, Campbell County Library Director, concerning a proposed project, contacted staff. The project would convert the existing "Teen Central" space to a "Community Conference Room". This would be achieved by adding a partition with a door between the current space and the Children's area of the library. Staff visited the space and sees no issues with the request. The library will be funding the project with their own funds and would handle the project.

Council was in agreement with the proposed project and asked that this be added to the consent agenda.

### e. Town Hall Generator

Mr. Coggsdale advised staff is seeking direction concerning repair or replacement of the emergency generator at the Town Hall location. The repair would cost approximately \$4,700, while a new generator would cost approximately \$18,500. The generator is 21 years old and replacement parts are difficult to obtain. He added it is staff's recommendation to replace the generator. Funds have been identified in the FY2017 budget to cover the cost of a new generator.

It was the consensus of Council to replace the generator at Town Hall at a cost of \$18,500.

## Regular Council Meeting—March 13, 2018

equipment with no additional funds being added. The quoted price of the portable radios is \$15,715.50.

Mr. Emerson, seconded by Mrs. Brumfield, motioned to approve the request for the additional funds to proceed with the purchase of the portable radios.

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

### b. Town Hall Generator Replacement Follow Up/Request

Mr. Coggsdale advised previously staff sought approval of replacement of the Town Hall Generator, which was approved by Town Council. Upon proceeding with the project, the approved contractor indicated that their fee had not included installation costs, which staff assumed was included. The approved amount was \$18,500; an additional amount of \$4,270.00 for removal, installation and startup needs approval.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request for the additional funds to proceed with the Town Hall generator replacement.

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

### c. Growth Opportunity Study Request of Campbell County

Mr. Coggsdale advised based on discussion at the Town Council's Strategic Planning Retreat last year, there have been conversations with Campbell County about growth opportunities for the Town. He stated if Council desires, staff will make a request to Campbell County Board of Supervisors for a staff led study on this subject.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request authorizing a letter be sent to the Campbell County Board of Supervisors





## 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Contractual Services - Legal Services		
010-1101-401.30-04	\$ 9,000.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 9,000.00

#### Summary

At the Feb. 14, 2017 meeting, Council approved the Letter of Intent for the Staunton River Regional Industrial Authority, to include discussions with legal Counsel.

#### Budget Impact

This will result in a net increase to the budget of \$9,000.00.

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 12th day of June 2018

## Regular Council Meeting—February 14, 2017

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

### d. Consideration of Letter of Intent Staunton River RIFA

Mr. Coggsdale advised previously in Closed Session, Town Council discussed with legal counsel the Letter of Intent in regards to exploring the possibility of creating the Staunton River Regional Industrial Facility Authority (RIFA). The property that would be included in the RIFA is the Southern Virginia Multimodal Park in the Town of Hurt, which contains the former Burlington/Klopman Mills site. The Pittsylvania County Economic Development Office is spearheading this project and other involved parties may include the Town of Hurt and the City of Danville. Previously, Council reached a consensus on moving forward with the Letter of Intent; staff is now seeking Council action on formally approving the Letter of Intent. Mr. Coggsdale noted if Council approves the Letter of Intent, the Mayor has been requested to participate in a “signing” ceremony on Thursday, February 23, 2017 at 1:00 p.m. at The Willows in Hurt, Virginia.

Mrs. Dalton, seconded by Mrs. Brumfield, made a motion to adopt the Letter of Intent for the Staunton River Regional Industrial Authority.

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

### LETTER OF INTENT TO CREATE THE STAUNTON RIVER REGIONAL INDUSTRIAL FACILITY AUTHORITY

The following Letter of Intent, dated this (DATE), formally documents the desire and intent of the involved parties to create a potential Regional Industrial Facility Authority (to be known as the Staunton River Regional Industrial Facility Authority), in accordance with the Virginia Regional Industrial Facilities Act, Title 15.2, Chapter 64, Code of Virginia, 1950, as amended.

Involved Parties: Pittsylvania County, Virginia; Town of Hurt, Virginia; Town of Altavista, Virginia; City of Danville, Virginia; and Southern Virginia Multimodal Park, LLC, a North Carolina limited liability company.

## Regular Council Meeting—February 14, 2017

**Property:** Seven parcels of land totaling 800 +/- contiguous acres (GPIN# 2545-69-2418; 2546-30-5577; 2545-48-6913; 2546-63-7181; 2546-12-3690; 2546-02-6006; and 2546-03-9755) comprising the property known and marketed as the Southern Virginia Multimodal Park in the Town of Hurt, Virginia.

**Purpose:** The involved parties' purpose for creating the Staunton River Regional Industrial Facility Authority is to improve the regional economy through the attraction of global industry to the property, and the establishment of an intermodal facility on the property that will serve the region and will be publicly recognized as Virginia's second inland port.

**Virginia Inland Port:** The involved parties hereby recognize the importance of working collaboratively together and with local, State, and Federal representatives, and other public and private stakeholders to establish a Virginia Inland Port on the property. The involved parties also acknowledge that the property is well suited for an inland port due to its efficient rail and highway access, and that such a facility would greatly benefit the region through the creation of jobs and the induction of significant private capital investment.

**Terms and Conditions:** The terms and conditions of the Staunton River Regional Industrial Facility Authority shall be developed and enacted through the adoption of an ordinance by (DATE), six months from the date of this letter of intent. Involvement from involved parties may range from marketing the property, to providing utilities to the property, to cost-revenue sharing on a project-by-project basis on the property.

**Public Information:** The involved parties recognize and agree that this Letter of Intent shall become a public document.

**Intent:** This letter expresses only the intent of the involved parties and, notwithstanding anything herein to the contrary, is not (and shall not be deemed to be) a legally binding agreement.

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Robert W. "Bob" Warren  
Chairman, Board of Supervisors, Pittsylvania County

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Gary Poindexter  
Mayor, Town of Hurt

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Mike Mattox  
Mayor, Town of Altavista

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John Gilstrap  
Mayor, City of Danville

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Arthur Samet  
President/CEO, Samet Corporation / SVMPP, LLC

Mr. Coggsdale noted he had sent out a proposal for Peed & Bortz LLC; staff is working on how to access the utility provision possibility for this site. Pittsylvania County, Town of Altavista and Town of Hurt collaborated to conduct this study.

Mrs. Dalton, seconded by Mr. Emerson, motioned that Council proceed with the plan.

Mr. Higginbotham suggested water be pulled from Sycamore Creek, send the pretreated water to the town's treatment plant with a percentage being sent back to the Town of Hurt noting there are permits to withdraw already in place. He felt this would be a huge benefit to the Town of Altavista. He felt Council's interest should be known to the engineers.

## Regular Council Meeting—February 14, 2017

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

### e. Consideration of Police Department Requests

#### i. CIP Reallocation of Remaining Funds

Mr. Coggsdale advised Chief Milnor is seeking consideration of two items about the Police Department reallocation of unspent CIP funds due to the painting/carpeting project coming in under budget; the purchase of new office furniture (chairs/desk).

Chief Milnor advised \$8,800 was allocated for painting and carpeting the Police Department in the CIP. Due to an offer to paint the Police Department free as an act of appreciation to the department, extra funds are available. He requested that \$2,500 be used to purchase new office furniture.

Mr. Emerson, seconded by Mr. George, motioned to reallocate \$2,500 to the purchase of new office furniture for the Police Department.

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

#### ii. Police Command Reorganization

Mayor Mattox advised Chief Milnor in regards to the Police Command Reorganization request some of the Council members would like to discuss with him this matter in detail. He asked that this item be delayed until Council can discuss further.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

**Agenda Item #:** | 8d |

**Attachment #:** | 6 |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | Letter of Intent –Staunton River Regional Industrial Facility Authority |

### **SUBJECT HIGHLIGHTS**

Previously in Closed Session, Town Council discussed with legal counsel the attached Letter of Intent in regard to exploring the possibility of creating the Staunton River Regional Industrial Authority (RIFA). The property that would be included in the RIFA is the Southern Virginia Multimodal Park in the Town of Hurt, which contains the former Burlington/Klopman Mills site. The project is being spearheaded by the Pittsylvania County Economic Development Office and other involved parties may include the Town of Hurt and the City of Danville. Previously, Council reached a consensus on moving forward with the Letter of Intent. At this time staff is seeking Council action on formally approving the Letter of Intent.

If Council approves the Letter of Intent, the Mayor has been requested to participate in a “signing” ceremony on Thursday, February 23, 2017 at 1:00 p.m. at The Willows (formerly Altavista Country Club). The entire Town Council is invited and encourage to attend the event to promote this regional initiative. I will ask that this meeting be continued to the date/time/place of the event, so as to allow any and all Council members to attend.

**Staff recommendation, if applicable:** Approve Letter of Intent.

**Action(s) requested or suggested motion(s):** Motion to approve the Mayor to execute the Letter of Intent.

### **Staff Review Record**

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Are there exhibits for this agenda item? YES

List them in the order they should appear in packet? Letter of Intent

Department Head initials and comments, if applicable: DLJ

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: JWC

## LETTER OF INTENT TO CREATE THE STAUNTON RIVER REGIONAL INDUSTRIAL FACILITY AUTHORITY

The following Letter of Intent, dated this (DATE), formally documents the desire and intent of the involved parties to create a potential Regional Industrial Facility Authority (to be known as the Staunton River Regional Industrial Facility Authority), in accordance with the Virginia Regional Industrial Facilities Act, Title 15.2, Chapter 64, Code of Virginia, 1950, as amended.

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**Terms and Conditions:** The terms and conditions of the Staunton River Regional Industrial Facility Authority shall be developed and enacted through the adoption of an ordinance by (DATE), six months from the date of this letter of intent. Involvement from involved parties may range from marketing the property, to providing utilities to the property, to cost-revenue sharing on a project-by-project basis on the property.

**Public Information:** The involved parties recognize and agree that this Letter of Intent shall become a public document.

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Robert W. "Bob" Warren  
Chairman, Board of Supervisors, Pittsylvania County

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Gary Poindexter  
Mayor, Town of Hurt

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Mike Mattox  
Mayor, Town of Altavista

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John Gilstrap  
Mayor, City of Danville

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Arthur Samet  
President/CEO, Samet Corporation / SVMPP, LLC



## 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges / Dues & Asso. Membership		
010-1101-401.50-28	\$ 2,500.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 2,500.00

#### Summary

At the August 22, 2017 work session, it was the consensus of Council to participate in the Region 2000 Hazard Mitigation Plan, and pay the total cost of \$2,500 in full.

#### Budget Impact

This will result in a net increase to the budget of \$2,500.00.

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 12th day of June 2018

## COUNCIL WORK SESSION AUGUST 22, 2017

Mayor Mattox asked on the grant, if there is some wiggle room for enhancements that would allow the town to apply for the grant.

Mr. Coggsdale advised when the figure is provided, staff can provide some options on how to get there.

### e. Delinquent Tax List

Mrs. Shelton provided the annual listing of delinquent taxpayers as required by Section 70-3 of the Town code. This year's outstanding taxes total \$26,807.28 (as of 8/18/17); an increase of \$5,600 over last year's listing. Personal Property taxpayers account for the majority of the listing totaling \$22,647.75 - most of which are taxes on vehicles. She noted as in the past, the Department of Motor Vehicles has been authorized to place stops on all active vehicles owned by these taxpayers. Currently, there is a \$40 administrative fee for a stop to be removed once taxes are paid; half of the revenue remains with the Town and half is forwarded to DMV. She advised DMV will be raising their fee associated with the VRWP from \$20 to \$25 effective 9/01. Beginning 9/01/2017, the new fee to release a stop will be \$45.00. The remainder of the tax listing accounts for outstanding real estate taxes totaling \$4,159.53.

Mrs. Shelton requested permission from Council to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers. Over the last 11 years, an average of 98% of taxes billed were collected prior to running the ad and placing stops on vehicles. After aggressive collecting efforts, the collection rate over these 11 years increased to an average of 99.72%. She noted according to the auditors, Robinson, Farmer, Cox Associates, based on their experience auditing local governments, most localities are around the mid 90's for a percent of tax levy collected.

Mrs. Shelton requested permission from Council to write-off delinquent Personal Property taxes for deceased individuals in the amount of \$638.83, delinquent Personal Property and Real Estate taxes under \$20.00 in the amount of \$76.62 and uncollectible Real Estate taxes on two parcels in the amount of \$1,483.20. She noted a lien was placed on both properties. The properties sold but did not bring enough to pay the town the taxes due.

Mrs. Shelton stated due to the statute of limitations regarding Personal Property taxes, the 2012 taxes in the amount of \$3,992.87 are due to be written off. She requested permission from Council to write-off the 2012 delinquent personal property taxes with collection efforts continuing thru June 2018.

It was the consensus of Council to place these items on the consent agenda.

### f. Region 2000 Hazard Mitigation Plan



## COUNCIL WORK SESSION AUGUST 22, 2017

Mr. Coggsdale advised the Town of Altavista participated in the Region 2000 Hazard Mitigation Plan process in 2012 with adoption in 2013. In order to be eligible for mitigation funding either pre-disaster or post-disaster, the Town must participate in the Mitigation Planning process. The Town's share is \$2,500, which may be split over two budget years. (FY2018 and FY2019). He noted it is staff's recommendation to participate in the process.

Mr. Higginbotham questioned the benefit of this.

Mr. Coggsdale advised should there be a hazard impacting housing, they have the ability to apply for funds. Without this plan, the option is not available to the citizens.

It was the consensus of Council to place this item on the consent agenda and pay the total cost in full.

### g. Charlotte Drainage Project & 7<sup>th</sup> Street Sidewalk Project Bid Review

Mr. Coggsdale presented Council with a letter from Hurt & Profitt, Inc. regarding the Charlotte Drainage and 7<sup>th</sup> Street Sidewalk Projects and the results of the bidding process. They noted the low bidder was Best GC.

It was the consensus of Council to place this item on the consent agenda.

### h. Urban Archery Update

Mr. Witt advised the Urban season opens on September 2 through October 6 and January 7, 2018 through March 25, 2018. As previously reported, archery hunters reported harvesting 11 deer on Town owned properties during last year's season. Fifteen (15) hunters were given permission to hunt on the four (4) identified properties, Greenhill Cemetery, dead end of 11<sup>th</sup> Street, property at the corner of Franklin Ave., 10<sup>th</sup> Street and the acreage north of the wastewater treatment plant. With the acquisition of the Donald Holland property, he asked that Council consider including this property (approximately 47 acres) in the town owned urban archery program and increase the number of permits that may be issued up to 20. Mr. Witt noted the state has now implemented the "Earn a Buck" program.

Mr. George asked if the property has been surveyed.

Mr. Witt responded it is pretty well known and felt it was a safe area. He noted he has not given permission for anyone to hunt from the ground on town property; it has to be from a tree stand only.

It was the consensus of Council to allow Mr. Witt to move forward with including the recently purchased land into the hunting locations and to increase the number of permits to 20.

### i. Retreat Update

## Regular Council Meeting—September 12, 2017

Remove Section 2.2-3711 (A)(7) consultation with legal counsel.

Add: Section 2.2-3711 (A)(5) discussion regarding potential location or expansion of business/industry.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the agenda as amended.

Motion carried:

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

### 5. Recognitions and Presentation

### 6. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Ms. Ann Mabry, 1421 Hillcrest Street, addressed Council in regards to her street not being paved when other streets and alleys were in her area. She advised in 2015 Hillcrest and other streets had waterlines repaired which left asphalt patches and bumps along the street. She provided Council with a petition and pictures stating the state of this street is unacceptable and should also be unacceptable to Council as well. She noted several streets and alleys in the area of Hillcrest that have been paved.

### 7. Consent Agenda

- a) Minutes- Regular Meeting August 8, 2017/Council's Work Session August 22, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Delinquent Tax List
- d) Region 2000 Hazard Mitigation Plan
- e) New Prospect Baptist Church Request to Use English Park (5K Fundraiser)

Mrs. Dalton, seconded by Mr. George, motioned to approve the consent agenda as presented.



## 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay / Land		
010-1101-401.82-16	\$ 35,000.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 35,000.00

#### Summary

At the September 12, 2017 meeting during closed session, Council directed staff to negotiate with N&S Railroad in regard to the land between the SRML and the Train Station. The price of \$32,500 was agreed to. \$2,500 covered the cost of the survey. This item was approved on the May 8th 2018 consent agenda.

#### Budget Impact

This will result in a net increase to the budget of \$35,000.00.

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 12th day of June 2018

## Regular Council Meeting—May 8, 2018

### 6. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

### 7. Consent Agenda

- a) Minutes- Regular Meeting April 10, 2018, Council Work Session April 24, 2018  
–The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Avoca's Request for Town Employee Status
- d) ACTS Drug Policy Amendment
- e) Region 2000 Local Government Council-Council Appointment
- f) N&S Railroad Property Purchase
- g) First Baptist Church-Request to Close 10<sup>th</sup> Street Between Bedford Avenue and Commonwealth Alley for Vacation Bible School (June 10-13)

Mrs. Overbey, seconded by Mr. Emerson, motioned to approve the consent agenda as presented.

Motion carried:

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

### 8. Public Hearing

- a. FY2019 Budget and FY2019-2023 Capital Improvement Program

Mr. Coggsdale advised the purpose of this public hearing is to give the public an opportunity to comment on the Proposed FY2019 Budget and Proposed FY2019-2023 Capital Improvement Program (CIP). He presented the total advertised budget overview as:

#### **REVENUE**

General Fund Revenue (estimate)	<b><u>\$ 4,539,200</u></b>
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## 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department		
Other Charges / Byrne Justice Grant Expenses		
010-3101-501.52-04	\$ 2,780.00	
Federal / Byrne Grant		
010-0000-343.05-00		\$ 2,500.00
Miscellaneous		
010-0000-351.04-00		\$ 280.00

#### Summary

Appropriate \$2,780 to cover costs of equipment and supplies purchased through the Byrne Justice Grant.

#### Budget Impact

There is a partial offsetting revenue to cover the expense. The local match is being funded through Misc. Revenue.

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 12th day of June 2018



## 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department		
Capital Outlay		
010-3101-501.81-02	\$ 43,000.00	
Transfer In / Reserves		
010-0000-361.01-00		\$ 43,000.00

#### Summary

At the October 10, 2017 meeting, Council approved to carryover funding for the purchase of a vehicle as the vehicle was ordered prior to the end of FY 2017, however was not received until later in FY 2018.

#### Budget Impact

This will result in a net increase to the budget of \$43,000.00. Funds are earmarked in Reserves and will be transferred in.

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 12th day of June 2018

## Regular Council Meeting—October 10, 2017

### 5. Recognitions and Presentation

### 6. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

### 7. Consent Agenda

- a) Minutes- Regular Meeting September 12, 2017–The Council approved the minutes of the Council meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Altavista on Track-10 Year Anniversary Main Street Designation Resolution
- d) FY2017 Year End Carryovers
- e) FY2018 Budget Amendments/Departmental Transfers
- f) Approval of Information Technology Upgrades for Police Department
- g) Approval of Purchase of Seven (7) Radar Units by Police Department

Mrs. Brumfield, seconded by Mr. Emerson, motioned to approve the consent agenda as presented.

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

**WHEREAS**, Altavista On Track, became a 501-c3 organization in 2007 when Altavista was designated as a Virginia Main Street Community by the Virginia Department of Housing and Community Development (DCHCD); and

**WHEREAS**, the mission of Altavista On Track (AOT) is to “revitalize our downtown district by fostering economic development and opportunity, and providing leadership to enhance community identity and pride” and

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

- i. FY2017 Year End Carryovers
- ii. FY2018 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised of some FY2017 yearend carryovers and FY2018 Budget amendments/departments transfers. Staff is requesting to carryover unexpended funds totaling \$559,700 for items/projects budgeted in FY2017 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the items/projects are ready to be procured.

It was the consensus of Council to add the FY2017 Year End Carryovers and the FY2018 Budget Amendments/Departmental Transfers to the October 10<sup>th</sup> Town Council meeting consent agenda.

### e. Information Technology (IT) Upgrades for Police Department

Mr. Coggsdale advised staff is seeking Council's consideration of approval of funds to upgrade the Police Department's technology in regard to the evidence system and storage of video files from the body and car cameras. The proposal is submitted by Integrated Technology Group (ITG) that provides IT services to the Town. The proposal for the upgrades totals \$4,411.68. The quote includes one month of maintenance/service agreement, which is a recurring cost. An additional \$800 would need to be added to include this on our existing Maintenance Services Agreement (MSA) with ITG, which would bring the total to \$5,211.68. The recurring cost would be \$100 per month and would need to be budgeted in future years. The Police Department Budget includes \$500 in its Office Supplies line item for replacement of the Evidence Computer, which will not be required due to this upgrade. At this time staff is seeking authority to transfer the \$500 from the Office Supplies line item and Council's appropriation of the remaining \$4,711.68 from Reserves for this project.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

### Radar Unit Purchases

Chief Milnor addressed Council advising he is presently down from having radar in every vehicle to only two operating radars; these radars are approximately 8 to 10 years old. He requested approval to order seven new Kustom Signals Golden Eagle II radar units off of the state contract at a price of \$2,020 each. This would allow for a new radar in each vehicle. He proposed that these be purchased at a total cost of \$14,140.00 utilizing State Asset Forfeiture funds which has a balance to date of \$18,554.21.

Chief Milnor noted he plans to put the radar units in the CIP for review on intervals of five years.





# 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay / Mach & Equipment		
010-3101-501.81-06	\$ 14,130.00	
General Fund		
Transfer In from Forfeiture Account		
010-0000-361.08-00		\$ 14,130.00

### Summary

At the October 10, 2017 meeting, Council approved the purchase of seven (7) radar units utilizing State Forfeiture Funds.

### Budget Impact

This will result in a net increase to the budget of \$14,130.00. Funds were transferred in from the State Forfeiture Fund Account.

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

Adopted this 12th day of June 2018

## Regular Council Meeting—October 10, 2017

### 5. Recognitions and Presentation

### 6. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

### 7. Consent Agenda

- a) Minutes- Regular Meeting September 12, 2017–The Council approved the minutes of the Council meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Altavista on Track-10 Year Anniversary Main Street Designation Resolution
- d) FY2017 Year End Carryovers
- e) FY2018 Budget Amendments/Departmental Transfers
- f) Approval of Information Technology Upgrades for Police Department
- g) Approval of Purchase of Seven (7) Radar Units by Police Department

Mrs. Brumfield, seconded by Mr. Emerson, motioned to approve the consent agenda as presented.

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

**WHEREAS**, Altavista On Track, became a 501-c3 organization in 2007 when Altavista was designated as a Virginia Main Street Community by the Virginia Department of Housing and Community Development (DCHCD); and

**WHEREAS**, the mission of Altavista On Track (AOT) is to “revitalize our downtown district by fostering economic development and opportunity, and providing leadership to enhance community identity and pride” and

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

- i. FY2017 Year End Carryovers
- ii. FY2018 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised of some FY2017 yearend carryovers and FY2018 Budget amendments/departments transfers. Staff is requesting to carryover unexpended funds totaling \$559,700 for items/projects budgeted in FY2017 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the items/projects are ready to be procured.

It was the consensus of Council to add the FY2017 Year End Carryovers and the FY2018 Budget Amendments/Departmental Transfers to the October 10<sup>th</sup> Town Council meeting consent agenda.

### e. Information Technology (IT) Upgrades for Police Department

Mr. Coggsdale advised staff is seeking Council's consideration of approval of funds to upgrade the Police Department's technology in regard to the evidence system and storage of video files from the body and car cameras. The proposal is submitted by Integrated Technology Group (ITG) that provides IT services to the Town. The proposal for the upgrades totals \$4,411.68. The quote includes one month of maintenance/service agreement, which is a recurring cost. An additional \$800 would need to be added to include this on our existing Maintenance Services Agreement (MSA) with ITG, which would bring the total to \$5,211.68. The recurring cost would be \$100 per month and would need to be budgeted in future years. The Police Department Budget includes \$500 in its Office Supplies line item for replacement of the Evidence Computer, which will not be required due to this upgrade. At this time staff is seeking authority to transfer the \$500 from the Office Supplies line item and Council's appropriation of the remaining \$4,711.68 from Reserves for this project.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

### Radar Unit Purchases

Chief Milnor addressed Council advising he is presently down from having radar in every vehicle to only two operating radars; these radars are approximately 8 to 10 years old. He requested approval to order seven new Kustom Signals Golden Eagle II radar units off of the state contract at a price of \$2,020 each. This would allow for a new radar in each vehicle. He proposed that these be purchased at a total cost of \$14,140.00 utilizing State Asset Forfeiture funds which has a balance to date of \$18,554.21.

Chief Milnor noted he plans to put the radar units in the CIP for review on intervals of five years.

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

Mr. Higginbotham asked if it would be more sensible to buy 2 or 3 this year and then phase them in.

Chief Milnor stated he could do this but with 2 or 3 officers working the streets and officers working a DMV grant, he doesn't not have enough working radars.

Mr. Higginbotham stated if 3 were purchased this year and then the ones purchased next year would have newer technology.

Mayor Mattox questioned the number of officers using the take home car policy.

Chief Milnor advised there was one officer at this time.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

f. **Utilities Facility Assessment and Improvement Plan (FAIP) Update-Woodard & Curran**

Mr. Nate McLaughlin, P.E., Senior Project Manager, Woodard & Curran, addressed Council to update them on the work they are doing on the Water and Wastewater system. He introduced Mr. Leroy Kendricks, P.E., Senior Principal, Mr. Ron Hidu, P.E., Senior Technical Manager, Mr. Jim Rivard, P.E., Senior Principal and Mr. Turner Perrow, Jr., P.E. Mr. McLaughlin started the following PowerPoint:

**Overview**

**Water and Wastewater Systems**

- 1. Demand Projections / Flows and Loads**
- 2. Assets Description and Assessment**
- 3. Regulatory Compliance**
- 4. Capacity Analysis**
- 5. Capital Improvement Plan**

Mr. Hidu explained the following:

**Water Treatment & Distribution:**

- ☐ **Sources (total 3.65 MGD)**
- ☐ **Water Treatment Plant with capacity of 3.0 MGD**
- ☐ **Reynolds Spring - 0.3 MGD**
- ☐ **McMinnis Spring - 0.35 MGD**
- ☐ **Campbell County – 75k GD typical (400,000 contract)**
- ☐ **Storage**
- ☐ **Bedford Tank - 700,000 gallons**
- ☐ **Clarion Tank - 800,000 gallons**
- ☐ **Melinda Tank - 1,500,000 gallons**
- ☐ **Dearing Ford Tank - 300,000 gallons**



# 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay / Storm Water Improvements		
010-4101-606.81-36	\$ 218,200.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 218,200.00

### Summary

To appropriate \$11,650 for engineering fees associated with the storm drainage issues at Charlotte and Main. Council approved these fees at the February 14, 2017 meeting. Also, to appropriate \$206,550 for the construction side of the project as Council approved the low bidder, Best GC at the Sept. 12, 2017 meeting.

### Budget Impact

This will result in a net increase to the budget of \$218,200.00. \$11,650 was transferred in from Reserves, as they were earmarked.

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 12th day of June 2018

## 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.

## COUNCIL WORK SESSION AUGUST 22, 2017

Mr. Coggsdale advised the Town of Altavista participated in the Region 2000 Hazard Mitigation Plan process in 2012 with adoption in 2013. In order to be eligible for mitigation funding either pre-disaster or post-disaster, the Town must participate in the Mitigation Planning process. The Town's share is \$2,500, which may be split over two budget years. (FY2018 and FY2019). He noted it is staff's recommendation to participate in the process.

Mr. Higginbotham questioned the benefit of this.

Mr. Coggsdale advised should there be a hazard impacting housing, they have the ability to apply for funds. Without this plan, the option is not available to the citizens.

It was the consensus of Council to place this item on the consent agenda and pay the total cost in full.

### g. Charlotte Drainage Project & 7<sup>th</sup> Street Sidewalk Project Bid Review

Mr. Coggsdale presented Council with a letter from Hurt & Profitt, Inc. regarding the Charlotte Drainage and 7<sup>th</sup> Street Sidewalk Projects and the results of the bidding process. They noted the low bidder was Best GC.

It was the consensus of Council to place this item on the consent agenda.

### h. Urban Archery Update

Mr. Witt advised the Urban season opens on September 2 through October 6 and January 7, 2018 through March 25, 2018. As previously reported, archery hunters reported harvesting 11 deer on Town owned properties during last year's season. Fifteen (15) hunters were given permission to hunt on the four (4) identified properties, Greenhill Cemetery, dead end of 11<sup>th</sup> Street, property at the corner of Franklin Ave., 10<sup>th</sup> Street and the acreage north of the wastewater treatment plant. With the acquisition of the Donald Holland property, he asked that Council consider including this property (approximately 47 acres) in the town owned urban archery program and increase the number of permits that may be issued up to 20. Mr. Witt noted the state has now implemented the "Earn a Buck" program.

Mr. George asked if the property has been surveyed.

Mr. Witt responded it is pretty well known and felt it was a safe area. He noted he has not given permission for anyone to hunt from the ground on town property; it has to be from a tree stand only.

It was the consensus of Council to allow Mr. Witt to move forward with including the recently purchased land into the hunting locations and to increase the number of permits to 20.

### i. Retreat Update

## Regular Council Meeting—September 12, 2017

Meeting needs to be advertised for the October 10<sup>th</sup>, 2017 Council meeting in order to meet the application deadline in November.

Mrs. Dalton, seconded by Mr. Emerson, motioned to schedule a Public Input Meeting for the October 10<sup>th</sup>, 2017 Council meeting for two VDOT “TAP” grant applications; one for the Rt. 43 Gateway Project and the other for the Rt. 29 Bridge Lighting Project..

Motion carried:

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

### h. Charlotte Avenue Drainage Project/7<sup>th</sup> Street Sidewalk Project Bid Award

Mr. Coggsdale advised correspondence has been received from Dr. Charles M. West requesting that the 7<sup>th</sup> Street Sidewalk Project be excluded from its scope of replacing the concrete in the alcove at 511 7<sup>th</sup> Street. Mr. Coggsdale stated the project was designed to do away with the joint where the old concrete and new concrete came together by a continuous pour from the door threshold to the entire sidewalk area. He added by removing the alcove from the project there would be a joint between the new sidewalk and the existing concrete. Mr. Coggsdale advised since the two projects were bid together, the engineer would need to see if delaying one project would impact the cost of the other project.

Mrs. Dalton stated this is an adjustment at the property owner’s request. Suppose there is water going into the building after the fact, how the town would be released from that liability.

Mr. Eller stated he has been working on this and advised if this is their decision, the town would need a waiver for future liability. He advised he received a letter from Dr. West stating, *“if the project is constructed in accordance with the plans, which have been reviewed by my engineer and approved, with the exception of reconstruction of the concrete in my alcove, I will not seek to hold the Town responsible for any blowing water or water that might otherwise accumulate in the alcove to my building.”* Mr. Eller felt this was insufficient as it does not mention leakage into the basement. He amended Dr. West’s letter that would *waive all claims against the town for damage resulting from any blowing water or water that might otherwise accumulate in the alcove to the building.* Also he added *this waiver shall be binding upon me and my heirs, executors and assigns.* Mr. Eller stated he

## Regular Council Meeting—September 12, 2017

received information back that they would not agree to anything but the original letter.

Mr. Higginbotham suggested the engineers get together to work out a solution.

Mrs. Dalton asked how soon the work was to begin.

Mr. Coggsdale stated staff was seeking approval of the projects tonight for it to start the next day. He noted it is hard to approve the Charlotte project and not the 7<sup>th</sup> Street project.

Mrs. Dalton asked if there could be a conversation between Dr. West's engineer and the town's engineer about what the issue is.

Mr. Eller felt it would be good to have a construction lawyer to mediate between the two engineers.

Mr. Higginbotham stated he would be happy to do this. He stated a hoe ram used in that location could vibrate the plaster off of every building but a saw cutting would provide relief and the slab can be removed.

Mayor Mattox asked what would happen if the concrete is laid just to the right of way. That is all the town is liable for.

Mr. Eller asked where it was before.

Mr. Coggsdale responded it was to the building front previously and when this project was done, the concrete was put back to where it was.

Mr. Eller stated it comes down to is it necessary to have a solid piece of concrete from Dr. West's office to the sidewalk without any joints for it to be a project that will not allow any water into the building. If there is another way to do that without taking out the alcove that Dr. West is worried about. Mr. Eller felt the Town should try to accommodate Dr. West.

Mr. Higginbotham felt the projects should be approved and subject to a resolution.

Mrs. Dalton, seconded by Mr. Emerson, to approve the projects with the contingency that a resolution is reached either through an agreement between the two engineering firms or release of liability.

Motion carried:

VOTE:

Mr. Michael Mattox

Yes

Mrs. Beverley Dalton

Yes

## Regular Council Meeting—September 12, 2017

Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Mr. Higginbotham stated the language may need to be amended to say before it is awarded they understand how concerned the Town is with damage to all of the buildings along the street and that they take extra precautions.

Mr. Coggsdale stated during the conversations with the engineers, this method can be discussed.

### 10. Reports

#### a. Town Manager's Report

##### **Strategic Planning Retreat**

Retreat was held on Wednesday, August 30th at the Altavista Train Station with all Council Members in attendance.

Mr. Payne has provided a draft report that has been distributed to Council.

##### **Staunton River RIFA**

Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.

Staff working with legal counsel in regard to the document associated with formation of the RIFA.

Staff working with Peed & Bortz on the Utility Assessment for this project. Report will be presented to Town Council at their October Work Session.

##### **Campbell Avenue Drainage Project**

Bid award recommendation begin considered at September Town Council meeting.

##### **Rt. 43 Gateway Project (Streetscape/Utilities)**

Meeting held with VDOT and Hurt & Proffitt to go over the project.

Staff evaluating funding options for the Utility portion of the project.

Staff considering the need to apply for additional funds through the VDOT "TAP".

##### **English Park**

Railroad deed being forwarded to Town.

RFP for Master Planning (Park and Trails): Three (3) proposals received;

Interviews were on Monday, September 11th.



# 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, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay / Paving		
010-4104-602.81-24	\$ 11,700.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 11,700.00

### Summary

To appropriate \$11,700 for additional asphalt required to complete paving project at English Park near the area of the basketball court. Council approved the paving projects at the July 11, 2017 meeting.

### Budget Impact

This will result in a net increase to the budget of \$11,700.00.

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 12th day of June 2018



## Regular Council Meeting—July 11, 2017

Planning Commission to approve the application with developmental standards with conditions set forth in Section 86-507 (a) of the Altavista Town Code. Mr. Witt stated the Planning Commission recommends approval because they felt this use was consistent with the Town Code, the cosmetic improvements would be beneficial to the area, a Bed and Breakfast will provide a service to the community, specifically Autumn Care families, and operation of a Bed and Breakfast by a tenant is in line with other Region 2000 communities.

Mayor Mattox opened the public hearing at 7:05 p.m. and asked if anyone would like to comment. No one came forward. Mayor Mattox closed the public hearing at 7:06 p.m.

Mr. George, seconded by Mrs. Brumfield, motioned to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Joseph Davis for 102 Frazier Road (84-A-2A) to include the developmental standards for a Bed and Breakfast contained in Section 86-507 of the Town Code.

Motion carried:

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

### 9. New/Unfinished Business

#### a. Street/Alley Paving Award

Mr. Coggsdale advised at the June Town Council Work Session, Council reviewed staff's recommendation concerning street and alley paving which included the bids for the indicated work. This would also include paving at English Park that was included in the FY2018 Capital Improvement Plan. The cost of the paving will be split between Highway Funds (FY2017 Carryover and FY2018 Appropriated) and Town funds. He stated it is estimated that \$464,000 will be Highway Funds and up to \$66,650 is appropriated for the English Park paving as well as \$100,000 for the paving of alleys. The billing would be based on actual material and equipment used on

## Regular Council Meeting—July 11, 2017

the job. Mr. Coggsdale added it is staff's recommendation to award the paving, as outlined, to Lawhorne Brothers Paving.

Mr. George referred to some of the dead-end streets having no turnaround and asked if there are any long term plans to correct this.

Mayor Mattox asked that this item be added to a future work session; identifying the dead-end streets.

Mr. Higginbotham asked if streets and alleys have been identified that are in worst shape than others.

Mr. Garrett stated he had and was going around making the continuation of streets to be in the next cycle.

Mr. Higginbotham asked if the patching could be completed and overlaid this summer.

Mr. Garrett stated he plans to and will be meeting with the contractor once the paving plan is finalized.

Mrs. Overbey, seconded by Mr. George, motioned to approve the paving, as outlined, and award the contract to Lawhorne Brothers Paving.

Motion carried:

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

### b. Planning Commission Update/Request

Mr. Coggsdale advised at the June Town Council Work Session, Council was briefed on the Planning Commission's review of a requested use relating to "non-profit" organizations that was not listed as a permitted use in the Zoning Ordinance. After review, the Planning Commission requested a draft ordinance, which they then reviewed and conducted a public hearing on at their last meeting. The Planning Commission is requesting that the Town Council schedule a public hearing concerning the proposed text amendment for their Tuesday, August 8<sup>th</sup> meeting. Mr. Coggsdale presented Council with supporting information related to the request and a copy of the draft text amendment.

Mr. Higginbotham, seconded by Mr. George, motioned to schedule a public hearing for the Tuesday, August 8<sup>th</sup> regular Town Council meeting concerning the proposed text amendment to the Zoning Ordinance as outlined.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes

## COUNCIL WORK SESSION JUNE 27, 2017

Mr. Higginbotham stated it has been done before with Council and the Planning Commission holding a joint public hearing.

Mayor Mattox asked if the Parkers have requested that this item be expedited.

Mr. Witt advised he explained the timeframe to Mr. Parker and he was okay with it.

Mr. Eller suggested a joint public hearing with the Planning Commission.

### b. Strategic Planning Retreat Discussion

Mr. Coggsdale advised Town Council has scheduled a Strategic Planning Retreat for Wednesday, August 30<sup>th</sup> and asked what time of day Council would like to begin and end. He noted Mr. Kimball Payne, former Lynchburg City Manager, will be facilitating the retreat and they are working together to create an agenda. He is planning to attend the July 11th Council meeting and will be reaching out to each Council member in preparation for the retreat. Mr. Coggsdale asked Council to provide any additional items they would like to see covered during the retreat. Some items of discussion identified: Booker Building Improvements, Budgeting and Reserve Fund Policy.

After discussing, Council decided to schedule the Strategic Planning Retreat for Wednesday, August 30<sup>th</sup> from 12:00 p.m. to 8:00 p.m.

Mr. Higginbotham stated two issues he was interested in would be the PCBs and the Gray Water issue.

Mrs. Brumfield stated she is interested in conversation on the decanting.

Mr. Coggsdale mentioned these items could also be discussed at the work sessions but the bigger items at the retreat.

Mrs. Overbey stated she would like to spend time on visioning; what Council sees as the direction they are headed and how it can be facilitated.

### c. Street Paving Discussion

Mr. Coggsdale advised over the past few years, there have had several utility projects ongoing and annual paving has not been performed. 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.

## COUNCIL WORK SESSION JUNE 27, 2017

Council was provided with a memo and list of streets including English Park, from Mr. Garrett and staff is seeking concurrence to move forward with the identified contractor. Based on the calculations, approximately \$464,000 will be eligible for Highway Funds and remaining \$80,000 would be for Town funds. 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. Mr. Coggsdale advised later this year, staff will create another list of streets for paving in an effort to get back on schedule with the paving and the use of the Highway Maintenance Funds.

Mr. Higginbotham suggested Mr. Garrett look at some of the alleys that are raveling and have the Public Works employees fill the holes with asphalt. He asked about the water valves and manholes.

Mr. Garrett advised the utility crews are going to put rings on the manholes noting some of the boxes will have to be dug up and adjusted.

Mr. Higginbotham stated if Hurt and Profitt is finished with their design, the milling and paving is the contractor's responsibility. He felt for this small job, it should be done when the paver is here instead of asking them to mobilize a milling machine. He asked if staff was progressing with Mr. Earl Dickerson on this.

Mr. Coggsdale advised they were; the plans have been provided and they will make note of the paving.

Mr. Eller noted the plans were approved so everyone is on board.

Mr. Coggsdale asked if there were alleys in need of repair, that staff be made aware so it will go on their list.

Mr. Garrett stated some of the alleys are in bad condition and he recommended a 2-inch base be put down and either use as is or surface treat. He mentioned the garbage truck tears up the alleys.

Mr. Higginbotham recommended on some of the alleys, using a small motor grader and scratching in a base. This would be good enough for an alleyway.

Mr. Garrett stated he is working with VDOT on the use of some equipment.

Mr. Higginbotham asked if alleys are now primed and sealed.

Mr. Garrett responded the ones that are surface treated are primed and sealed.

## COUNCIL WORK SESSION JUNE 27, 2017

Mr. Coggsdale noted there are two alleys that are treated as secondary streets because the residents do not have entrances at the front of their house (Woodland and Hillcrest).

Mayor Mattox asked if patching has been done on Eudora Lane.

Mr. Garrett responded that 16<sup>th</sup> Street has been patched with Eudora Lane on the list. He noted he is creating a six-year plan based on the monies received from VDOT.

Mr. Higginbotham asked who the low bidder was.

Mr. Coggsdale advised Lawhorne Brothers was the lower bidder.

Mr. Higginbotham stated he would have to abstain when the time comes to vote.

This item to be placed on July 11<sup>th</sup>, 2017 Regular Council meeting agenda.

### d. Budget Amendments

Mr. Coggsdale advised staff is seeking approval of the budget amendments related to previously approved Town Council actions. The budget amendment finalizes the action

Mr. Higginbotham questioned the \$37,000 for Dominion water connection.

Mr. Coggsdale advised Dominion paid for the connection of a new line to their power plant off Main Street.

It was the consent of Council to place this item on the Consent agenda.

### e. Purple Heart Community Designation

Mr. Coggsdale advised at the June 13<sup>th</sup> Town Council meeting, Council heard a presentation regarding the process of becoming a designated "Purple Heart Community". He presented Council with a resolution and the information regarding becoming a designated community for possible adoption.

Mrs. Dalton stated there are many opportunities in the program called "Purple Heart" and asked if they are voluntary or will the town be mandated somehow to facilitate these issues.

Mr. Coggsdale stated based on the information, there are a few items such as signage, and it refers to some benefits that the Town does not have. Displaying a banner, recognizing "Purple Heart Day", August 7<sup>th</sup>, by adopting an annual resolution, fly a Purple Heart flag, and etc., could be anything else the town would want to do. He stated the other things are outside of the Town's jurisdiction.

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-4

See Processing Instructions Below

Requester Mike Milnor

Required

Department  
Name : Police Department

Required

Date of  
Request: 3/15/2018

Fiscal Year: 2018

Phone #:

Email Address: mmilnor@altavista.gov

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-24	\$3,000.00	Subsistence and Lodging	

Total Debits: \$3,000.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-26	-\$3,000.00	Conventions and Education	

Total Credits: -\$3,000.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Jobie C Shultz Date 3/15/2018 Phone \_\_\_\_\_

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-5

See Processing Instructions Below

Requester Mike Milnor Required Department Name: Police Department Required Date of Request: 5/1/2018 Fiscal Year: 2018  
Phone #: \_\_\_\_\_ Email Address: mmilnor@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover the cost of outfitting the vehicle just transferred from Economic Development with emergency lights, equipment and radios. It will also cover the cost of making an unmarked vehicle a marked vehicle to be added to the fleet. No new funds are required.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.60-08	\$4,500.00	Vehicles & Equipment R&M	

Total Debits: \$4,500.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.60-16	-\$4,500.00	Drug Investigations	

Total Credits: -\$4,500.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Lobie C. Shulton Date 5/01/2018 Phone \_\_\_\_\_

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

**DEPARTMENTAL FUNDS TRANSFER**

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

Transfer Jnl ID#:

DT-6

**See Processing Instructions Below**Requester Tobie Shelton*Required*

Department

Name : Council / Planning Commission*Required*

Date of

Request: 5/15/2018Fiscal Year: 2018

Phone #:

Email Address: tsshelton@altavista.govReason for  
Transfer:

Transfer of funds within the department to cover the increase in cost of Sprint contract that was not budgeted for as Sprint bought out N'Telos, the Town's cell phone provider. No new funds are required.

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

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-1001-400.50-08	\$1,300.00	Telecommunications	

Total Debits: \$1,300.00**CREDIT:**

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-1001-400.50-26	-\$1,300.00	Conventions & Education	

Total Credits: -\$1,300.00**Total Credits and Total Debits must be equal zero.****Approvals Required:**

Tobie C. Shelton 5/18/18  
Prepared By Date Phone

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



# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-7

See Processing Instructions Below

Requester Tobie Shelton Required Department Name: Administration Required Date of Request: 5/15/2018 Fiscal Year: 2018  
Phone #: \_\_\_\_\_ Email Address: tselton@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover the cost of random drug screening that was under budgeted. No new funds are required.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-17	\$500.00	Random Drug Screening	

Total Debits: \$500.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-12	-\$500.00	Engin. and Arch. Services	

Total Credits: -\$500.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Tobie C. Shelton Date 5/18/18 Phone \_\_\_\_\_

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-8

See Processing Instructions Below

Requester Tobie Shelton Department Name: Administration Date of Request: 5/15/2018 Fiscal Year: 2018  
Phone #: \_\_\_\_\_ Email Address: ts@shelton@altavista.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.50-12	\$50.00	Motor Vehicle Insurance	
010-1101-401.50-18	\$2,370.00	General Liability Insurance	
010-1101-401.50-34	\$60.00	Misc. Reimbursement	
010-1101-401.60-04	\$2,900.00	Repairs & Maintenance	
Total Debits:		\$5,380.00	

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.50-26	-\$2,480.00	Engin. and Arch. Services	
010-1101-401.60-02	-\$2,900.00	Office Supplies	
Total Credits:		-\$5,380.00	

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Tobie C. Shelton Date 5/18/18 Phone \_\_\_\_\_

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#:

DT-9

See Processing Instructions Below

Requester Tobie Shelton Department Name: Police Date of Request: 5/15/2018 Fiscal Year: 2018  
Phone #: \_\_\_\_\_ Email Address: mmminor@altavista.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-18	\$3,400.00	General Liability Insurance	
010-3101-501.60-06	\$5,000.00	Fuels & Lubricants	

Total Debits: \$8,400.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.60-04	-\$3,400.00	Repairs & Maintenance	
010-3101-501.60-16	-\$5,000.00	Drug Investigating	

Total Credits: -\$8,400.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Tobie C. Shelton Date 5/18/18 Phone \_\_\_\_\_

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-10

See Processing Instructions Below

Requester Tobie Shelton

Required

Department

Name: Public Works

Required

Date of

Request: 5/15/2018

Fiscal Year: 2018

Phone #:

Email Address: mimifhor@altavista.gov

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.30-08	\$500.00	Main. Svc. Contracts	
010-4101-601.30-16	\$500.00	Physicals	
010-4101-601.30-18	\$200.00	R & M Electronics	
010-4101-601.60-02	\$700.00	Office Supplies	
010-4101-601.60-08	\$3,200.00	Vehicle / Equip R & M	
010-4103-601.60-18	\$1,400.00	Supplies / B&G	
010-4101-601.60-30	\$550.00	Engineering R & M	
Total Debits:		\$7,050.00	

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.50-08	-\$2,000.00	Telecommunications	
010-4101-601.60-06	-\$3,100.00	Fuels & Lubricants	
010-4101-601.60-28	-\$550.00	Storm Drainage	
010-4103-601.60-24	-\$1,400.00		
Total Credits:		-\$7,050.00	

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By Tobie C Shelton Date 5/18/18 Phone \_\_\_\_\_

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



**Town Council Work Session  
May 22, 2018  
English Park Request- Virginia Left Lane Gang**

**Agenda Memorandum  
Submitted by: Dan Witt, Assistant Town Manager**

**Discussion:** Recently staff received a request from the Virginia Left Lane Gang, a group of truckers, who have been traveling and giving back to the community for over 15 years. The group made their efforts 'official' in 2014 when they established the organization by naming it.

They are requesting the use of a portion of English Park on June 30<sup>th</sup> from 11:00 a.m. until 7:00 p.m. for a community event. The event is open to the public and could include 25 antique cars and motorcycles along with 'big-rig' trucks that will be on display by truckers from all areas of Virginia. There would be an entry fee for the vehicles. Along with the vehicles, they plan to have vendors, music, food trucks and bouncy houses for the kids. They are requesting to use the area of English Park near the small pavilion as shown on the attached map.

Public Works staff would barricade off the portion of the parking lot shown for the big trucks to park. The heavy vehicles would not be parked on the grass but in the gravel parking closest to the pavilion on the hill. Antique cars and motorcycles can be displayed in the grass area where shown, allowing plenty of room for bouncy house(s). Included is area for 2-3 vendors and/or food trucks and the pavilion on the hill will be reserved as a picnic area and/or to play music. There will be power available in this area for the event.

Attached is a copy of the request from the organization and a map of their proposed location. The request includes the charities they support.

**ATTACHMENTS:**

- *Copy of the request from Virginia Left Lane Gang*
- *Map of the area of English Park to be utilized*

**Daniel Witt**

---

**From:** Ebony Foster <fosterea@lcsedu.net>  
**Sent:** Thursday, May 03, 2018 2:33 PM  
**To:** Daniel Witt  
**Cc:** shea\_robertson@aol.com  
**Subject:** Car Show Event

## VIRGINIA LEFT LANE GANG



Hello,

We really appreciate and thank you for taking the time to review our request!

The name of our non-profit group is called Virginia Left Lane Gang. It is a group of truckers that have been traveling and giving back to the community for over 15 years but made it official and got our name established in 2014.

We are looking to host this event June 30<sup>th</sup>, from 11am-7pm. We have about 25 cars and trucks that will be shown, which includes truckers from all areas of Virginia.

A huge focus for the group is giving back and spending time with schools in the area, our local community and donating to charities such as: Feed the Hungry, Breast Cancer Foundation and Alzheimer's Association.

Along with the trucks, we will have various tents set up with vendors with music, grills, food trucks and bouncy houses to make this a family friendly event! WSET and WJJS radio station will also be there as well.

We look forward to working with you and again thank you!

Virginia Left Lane Gang

--

**Ebony Foster**

21st Century Grant Coordinator

Sandusky Middle School

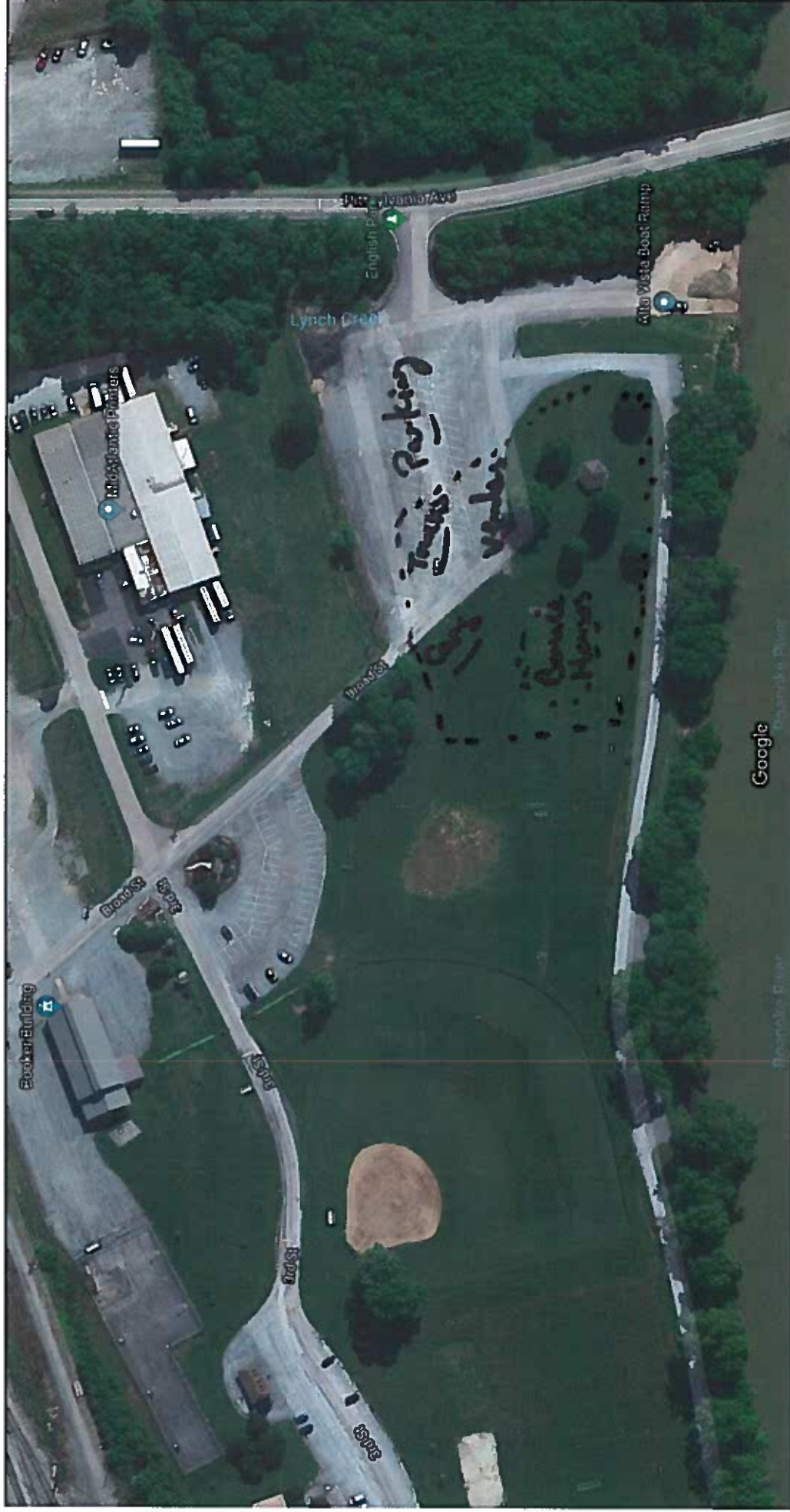
805 Chinook Place

Lynchburg, VA 24502

PH: [434-515-5350](tel:434-515-5350) ext. [33013](tel:434-515-5350)

Fax: [434-237-7060](tel:434-237-7060)





Imagery ©2018 Google, Map data ©2018 Google 100 ft