



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, May 26, 2020
5:00 p.m. – Council's Chambers

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

1. Call to Order

2. Agenda Adoption

3. Recognitions and Presentations

4. Public Comment (Agenda Items Only)

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

5. Items Referred from Previous Meetings

a. FY2021 Budget and Capital Improvement Program

6. New Items for Discussion/Unfinished Items

a. Booker Building Reuse Proposals

b. AOT Letter of Agreement

c. Financial Matters

i. FY2020 Budget Amendments

ii. Delinquent Account Write-offs

d. Park and Recreation Bridge Projects

e. CIP: Town Hall Access/Security Project

f. Town property – Mowing substitute proposal

g. Police Department Surplus Request

7. Public Comment (Non Agenda Items)

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

8. Matters from Council

9. Closed Session (if needed)

10. Adjournment

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (3) WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 3269-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items Referred from Previous Meetings

MEETING DATE:

May 26, 2020

ITEM #: 5a**ITEM TITLE:**

FY2021 Budget and FY2021-2025 Capital Improvement Program

DESCRIPTION:

THIS ITEM WAS REFERRED FROM the May 12, 2020 Regular Meeting.

At your May 12, 2020 Regular Meeting, Town Council conducted three public hearings, the first was for input on the FY2021 Budget; the second was for input on the FY2021-2025 Capital Improvement Program (CIP); and the third was for input on the proposed Utility Rate Increases in the FY2021 Budget. No one spoke or provided written comment on any of the aforementioned items.

Tonight, is an opportunity for Town Council to discuss and/or direct staff in regard to the FY2021 Budget, FY2021-2025 CIP and/or the Proposed Utility Rate Increase. The adoption of these items is slated for Council's Regular Meeting on Tuesday, June 9, 2020.

RECOMMENDATION:

Staff requests that Council provide input and direction on this item.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Reach a consensus on items that they would like reviewed and/or changed prior to the June 9th Regular Town Council meeting.
 - Take no action at this time.

ATTACHMENTS:

- *Budget Overview*
- *Master List of Fees/Rates*



TOWN OF ALTAVISTA FY 2021 PROPOSED BUDGET

General Fund

Real Estate Tax	218,000
Public Service Corporation Taxes	98,700
Personal Property Taxes	360,150
Machinery and Tools Taxes	1,844,000
Other Local Taxes	1,747,850
Permits and Fees	1,100
Fines and Forfeitures	15,300
Use of Money and Property	309,300
Charges for Service	9,300
Donations, Receipts, and Transfers	337,860
Intergovernmental	328,620

General Fund Total: **\$5,270,180**

Enterprise Fund (Water & Sewer)

Water and Sewer Charges	3,879,020
Interest	8,000
Connection Fees	7,500
Miscellaneous, Grants, & Transfers	94,220
CIP Reserves	25,600

Enterprise Fund Total: **\$4,014,340**

Highway Maintenance Fund **\$ 936,810**

Cemetery Fund **\$21,250**

REVENUE GRAND TOTAL: **\$10,242,580**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	44,400
Administrative Department	947,610
Police Department	1,196,040
Public Works	1,869,340
Street & Highway Maintenance	936,810



Water Department	2,210,230
Wastewater Department	1,804,110
Green Hill Cemetery	50,550
Non Departmental	364,010
Transit Department	238,930
Economic Development	260,100
Community Development	157,100
Avoca	73,350
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	0
Total Proposed Operating Expenses:	<u>\$10,242,580</u>

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	229,650
Wastewater Treatment Plant Equipment	131,700
Public Works Department Equipment	752,770
State Highway Funding	231,810
Police Department Equipment	75,250
Council	5,000
Administration Department Equipment	41,000
Economic Development	200,000
Community Development	0
Transit Department	109,800
Cemetery	0
Avoca	5,000
Enterprise Fund Infrastructure Projects	5,265,700
Total Proposed Capital Outlay:	\$7,047,680
Cash Funded	\$1,781,980
Bond Proceeds	\$5,265,700
FY2021 – 2025 CIP Expenditures:	<u>\$29,104,650</u>

TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2021 PROPOSED BUDGET



BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE	
	Rate per \$100 of gross receipts
Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$ 0.0425
Financial, Real Estate, & Professional	\$ 0.0425
Personal Services, Repair	\$ 0.0600
Wholesalers	\$ 0.0175
Wholesale Peddlers	\$ 0.0175
Commission Merchant	\$ 0.0600
Direct Sellers (sales under \$4,000)	\$ 0.0175
Direct Sellers (Sales over \$4,000)	\$ 0.0550
Peddlers	\$ 125.0000
Itinerant Merchant (Edible,Perishable Goods)	\$ 25.0000
Itinerant Merchant (Nonperishable Goods)	\$ 125.0000
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$ 500.00
Savings Institutions/State Chartered Credit Unions	\$ 25.00
Photographers, out of town	\$ 15.00
Utilities	\$.0025 of Gross Receipts
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$ 15.00
CEMETERY FEES	
Changing of cemetery Deed	\$ 25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$ 650.00 in town residents - with a minimum of 2 spaces
	\$ 950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$ 750.00 before 12 noon - weekday
	\$ 925.00 after 12 noon - weekday
	\$ 1,050.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$ 350.00 before 12 noon - weekday
	\$ 400.00 after 12 noon - weekday
	\$ 450.00 weekend or holiday
Disinterment	\$ 1,300.00
RENTALS	
Booker Building Deposit	\$ 150.00
	\$ 250.00 if alcohol is served
Booker Building Rental Fee	\$ 100.00 for each 4 hours
Booker Building Utility Fee	\$ 25.00
Park Pavilion Rentals	\$ 50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$ 25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (<i>Town residents/businesses only</i>)	\$ 25.00 standard dump truck - resident
	\$ 50.00 tandem dump truck - resident
	\$ 50.00 standard dump truck - business
	\$ 100.00 tandem dump truck - business
PLANNING & ZONING RELATED	
Zoning Permit	\$ 20.00
Sign Permit	\$ 20.00
Special Use Permit; application fee	\$ 300 - \$400
Variance	\$ 300.00
Appeal to BZA	\$ 300 - \$400
Rezoning	\$ 400.00
Subdivision (5 lots or less); fees for examining/approval of plats	\$10.00 and \$1.00 per lot
Subdivision (5 lots or more); fees for examining/approval of plats	\$25.00 and \$1.00 per lot
TRANSIT FEES	
Transit Tokens	\$ 0.50 each
Transit Punch Cards	\$ 10.00 for 3 cards
Transit Monthly Pass	\$ 20.00
TAX RATES	
Real Estate Rate	\$0.08 per \$100 of assessed value
Personal Property Rate	\$2.00 per \$100 of assessed value
Cigarette Tax	\$ 0.27 per pack
Hotel Lodging Tax	5.50% 3% credit for reporting on time
Meals Tax	7% 2% credit for reporting on time
Vehicle License Tax / Automobile	\$ 15.00
Vehicle License Tax / Motorcycle	\$ 5.00
Vehicle License Tax / Trailer	\$ 6.50
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$ 25.00

TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2021 PROPOSED BUDGET



UTILITY FEES

NOT EFFECTIVE UNTIL DECEMBER 1, 2020

Water	Business & Residential - \$2.75 per 1,000 gallons Industrial - \$2.69 per 1,000 gallons Town of Hurt - \$4.13 per 1,000 gallons Business & Residential Outside of Town - \$5.49 per 1,000 gallons Industrial Outside of Town - \$5.38 per 1,000
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Sewer (based on 85% of water consumption or metered consumption)	Business & Residential - \$3.45 per 1,000 gallons Industrial - \$3.54 per 1,000 gallons Town of Hurt - \$3.45 per 1,000 gallons Business & Residential Outside of Town - \$6.91 per 1,000 gallons Industrial Outside of Town - \$7.07 per 1,000
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Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 ½"	5	\$32.50
2"	8	\$52.00
2 ½"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee (Base: \$1,500)	Sewer Connection Fee (Base: \$2,000)	Sewer Availability Fee (Base: \$600)
5/8"	1	\$1,500	\$2,000	\$600
3/4"	1.5	\$2,250	\$3,000	\$900
1"	2.5	\$3,750	\$5,000	\$1,500
1 ½"	5	\$7,500	\$10,000	\$3,000
2"	8	\$12,000	\$16,000	\$4,800
2 ½"	11	\$16,500	\$22,000	\$6,600
3"	15	\$22,500	\$30,000	\$9,000
4"	25	\$37,500	\$50,000	\$15,000
6"	50	\$75,000	\$100,000	\$30,000
8"	80	\$120,000	\$160,000	\$48,000
10"	115	\$172,500	\$230,000	\$69,000

Application for Service / Application Fee	\$ 25.00
Security Deposit (Owner)	\$ 50.00
Security Deposit (Tenant)	\$ 125.00
Cut-Off Charge Fee for Non-payment	\$ 35.00
Service request during work hours (7:00 am-3:30 pm M-F)	\$ 25.00
Service request after work hours (3:30 pm M-F; Saturday and Sunday)	\$ 50.00
Purchase of water at WTP	\$ 10.00 for each 1,000 gallons
Disposal Fee Permit for WWTP	\$ 50.00

MISCELLANEOUS CHARGES

Return Check Charge	\$ 35.00
Police Report	\$ 5.00
Customer Copies	\$ 0.15
Fax	\$ 1.25 first page
	\$ 0.75 each additional page
Vehicle Withholding Fee (DMV stop)	\$ 45.00
Dealers in precious metals; permit required from Chief of Police	\$ 200.00
Going out of business permit	\$ 25.00



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6a**ITEM TITLE:**

Booker Building Adaptive Reuse Proposals

DESCRIPTION:

At the January 28, 2020 Work Session, Town Council reached a “Consensus” to allow certain actions: one of which was to issue a Request for Proposals (RFP) regarding interest for additional uses of the Booker Building in hopes of receiving new ideas and/or partnership opportunities for consideration when finalizing the facility’s potential uses moving forward. The RFP was issued with a due date for proposals being Friday, May 15, 2020; no official proposals were submitted.

In addition to the RFP, Town Council provided additional direction to the Town Manager at the January Work Session in regard to the Booker Building. The highest priority was for the Town Manager to gather cost and design information to move forward with the proposed “shade sail” project in the space located adjacent to the exterior stage behind the Booker Building. Staff reported back with information relative to a 120’ x 38’ shade structure, with a quoted price of \$75,179, a copy of which is attached. **(LINK)** An additional item was the consideration of proposals by engineering firms to provide cost estimates for the improvements/items identified in Appendix A of the LPDA Booker Building Use Feasibility Study. The study has been provided separately from the agenda packet. At the February 25th meeting, staff presented the proposals to Council. After discussion, Council decided to allow the Town Manager to move forward with contacting a local contractor to acquire cost estimates for the floor, interior/exterior stages and bathroom improvements. This has been completed and the report was forwarded to Council at their April 7th Continued Meeting, a copy of which is attached. **(LINK)**

In addition, Mr. Billings of PointSource Audio, Inc. was invited to give a presentation on possible audio/visual improvements that could be associated with the facility being used as a multi-purpose event and performing arts venue. The estimates are being utilized by Council as a budget number should Council opt to pursue this path. These estimates have been incorporated on the sheet that lists the building improvements previously mentioned.

With no proposals received for additional uses of the Booker Building, staff is seeking direction from Town Council as to the next step in determining the ultimate use of the building and/or the desired improvements to the building. Previously, on multiple occasions Town Council has reviewed the recommendations/thoughts from the LPDA report. As previously mentioned the LPDA Booker Building Use Feasibility Study has been provide separately.

In addition, Town Council requested that staff inquire with USDA as to whether a feasibility grant for the Booker Building was available. Staff checked with USDA and was informed that the earliest the Town could apply would be Spring 2021.

Excerpts from various Town Council meeting minutes related to this item are attached. **(LINK)**

RECOMMENDATION:

Staff seeks guidance/direction from Town Council in regard to the next step.

BUDGET/FUNDING:

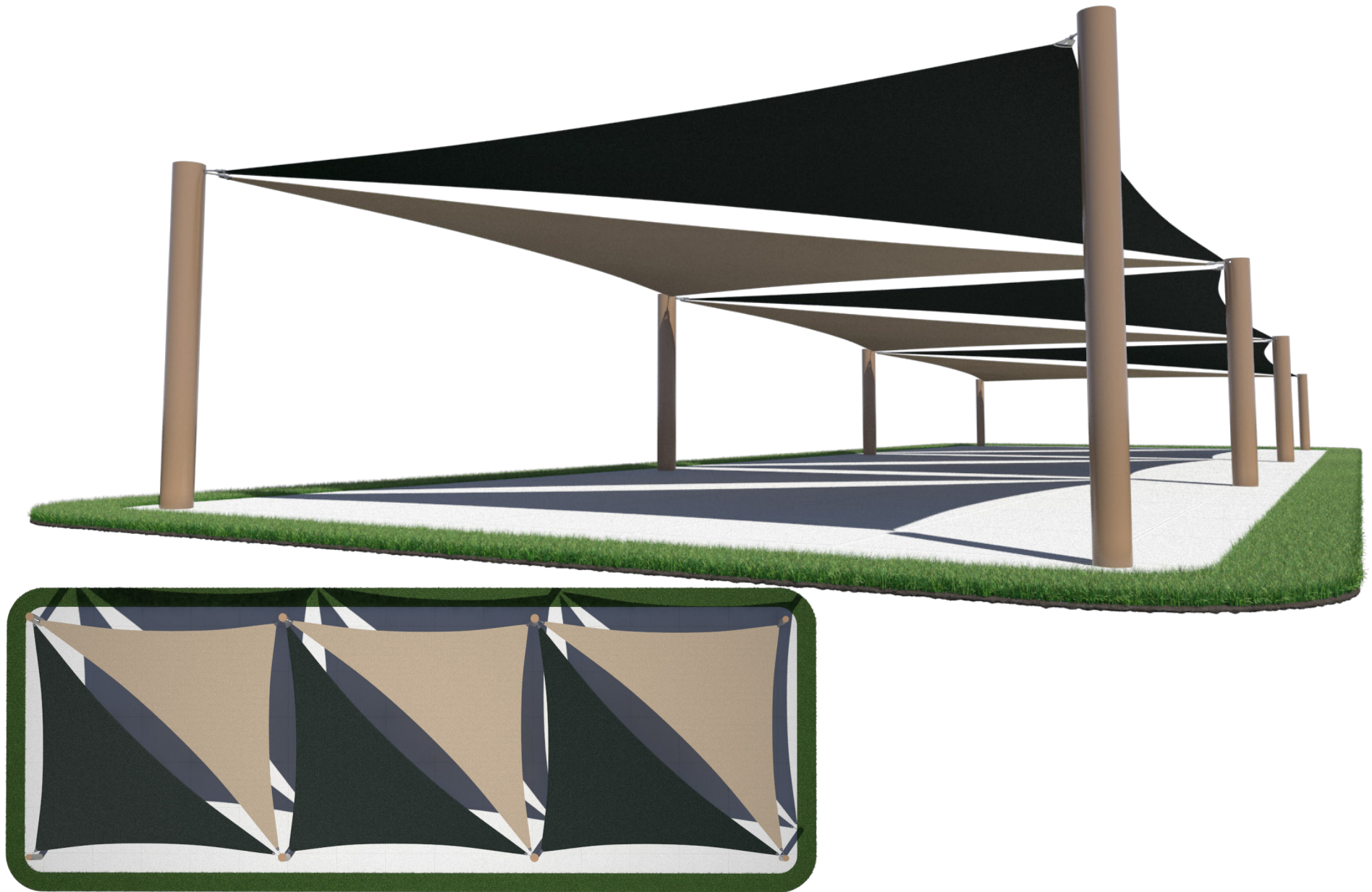
No funds have been identified/allocated for this project.

POTENTIAL ACTION:

- Council may do one of the following:
 - Provide direction to staff on any of the items mentioned above.
 - Place this item on a future meeting agenda for additional discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

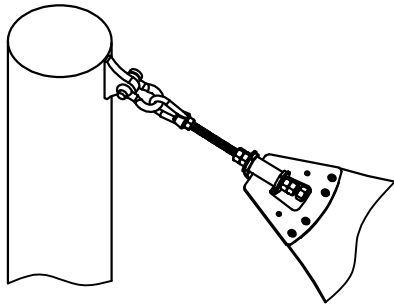
- *Shade structure design*
- *Booker Building Improvement Cost Estimates (Possible Phase 1 and Phase 2 items)*
- *Memo – Contractor renovation details*
- *LPDA Booker Building Use Feasibility Study (provided separately)*
- *Minute excerpts on this item*



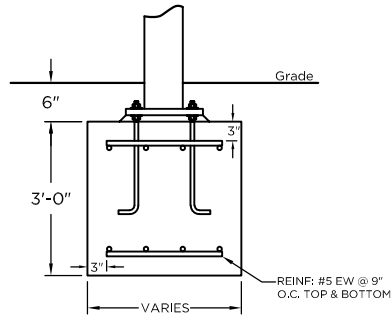
CUSTOM MULTIPLE TRIANGLE SAIL SHADES

FRAME ICED COFFEE | FABRIC FOREST GREEN / BEIGE

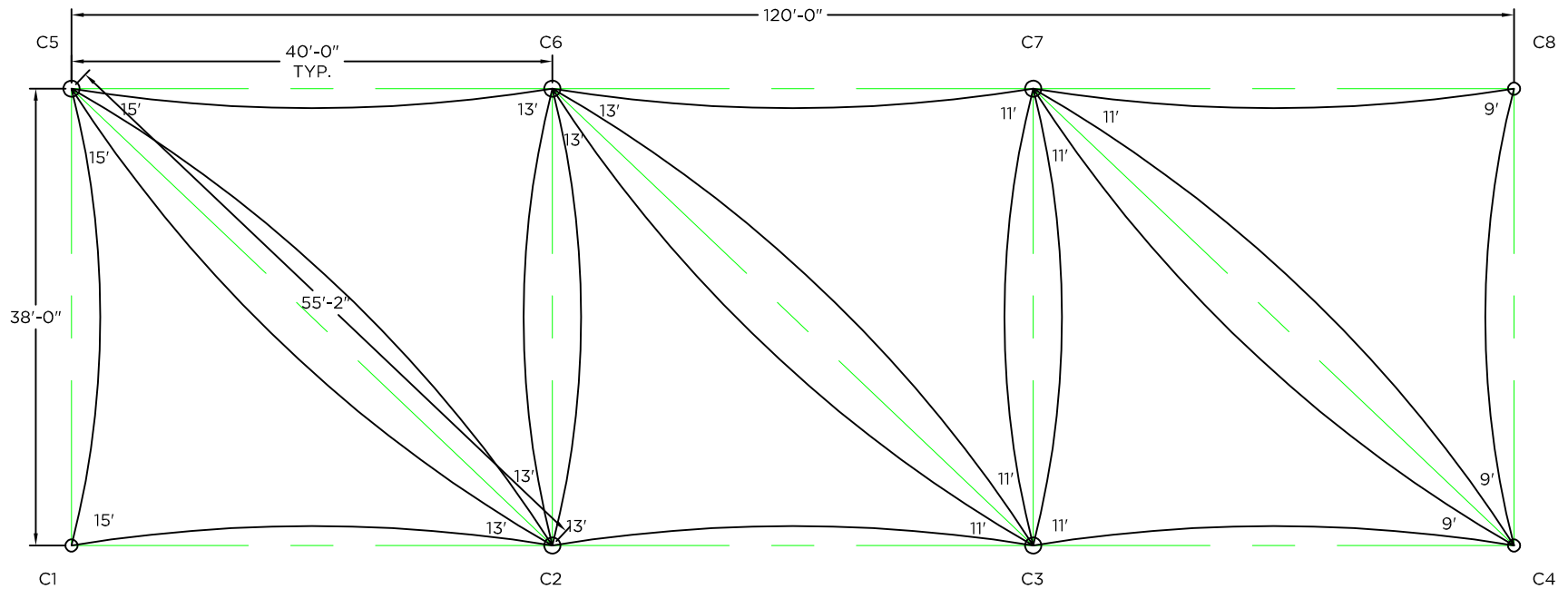
For illustration purposes only. Colors may vary.



Fabric Connection



Footer Detail



Column & Footing Schedule

Column ID	Column Size	Est. Footing Size
C1	12" Sch40	5.2' x 5.2' x 3.0'
C2	16" Sch40	8.4' x 8.4' x 3.0'
C3	16" Sch40	7.8' x 7.8' x 3.0'
C4	12" Sch40	6.0' x 6.0' x 3.0'
C5	16" Sch40	7.4' x 7.4' x 3.0'
C6	16" Sch40	8.4' x 8.4' x 3.0'
C7	16" Sch40	7.8' x 7.8' x 3.0'
C8	12" Sch40	4.3' x 4.3' x 3.0'

SHADE
BY SUPERIOR RECREATIONAL PRODUCTS

PROJECT NAME
Booker Building/English Park

QUOTE
QUO0199926

TITLE
Proposal

DATE
3/11/2020

SCALE
Not to Scale

DRAWN BY
MRI

SHEET
1 of 1

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.



Booker Building Improvements (Phase 1)

(Estimates)

Interior Floor	\$27,445 - \$47,476	<i>(Depending on Option Selected)</i>
Restrooms	\$55,419	
Exterior Stage	\$28,000	
Exterior Shade Structure	\$76,000	
Total Estimates (Phase 1):	\$186,864 - \$206,895	

*Scope of Work: See Attached Memo.
Shade Structure info attached.*

Booker Building Improvements (Phase 2)

(Estimates)

Audio/Stage Upgrades (Interior)	\$72,980 - \$87,537
Acoustic Treatment (Interior)	\$33,260 - \$45,180
Lighting (Interior)	\$15,270
Outdoor PA	\$172,922
Total Estimates (Phase 2):	\$294,432 - \$320,909

Scope of Work provided by Point Source Audio.

NOTE: Phase 2 may involve a redesign which could relocate existing restrooms.

Phase 1 and Phase 2 Total Estimates: \$481,296 - \$527,804

MEMO

March 16, 2020

David Garrett
Public Works Director
PO Box 420
Altavista, VA 24517

Re: Booker Building

Dear Mr. Garrett,

I appreciate the opportunity to provide a preliminary budget for some areas of renovation at the Booker Building at English Park in Altavista in order for the Town to set realistic budgets to do the work.

I have based this cost information on the walk through that was done with you on Tuesday March 3, 2020. This budget is in current dollars and does not include any cost for architectural or engineering documents that the Jurisdiction having Authority may require. No permit cost or hazardous removal (asbestos/lead) is included. No roofing is included.

For occupancy of 400 and a review of the Code (Table 2902.1), the bathroom fixture requirement should be acceptable as follows:

Men- 1 HC water closet, 2 urinals, 2 sinks

Women- 1 HC water closet, 2 water closets, 2 sinks

Also requires a Service Sink and a Water Fountain

Please find attached an approximate project cost breakdown.

Please note most of this work can be done by the town or contracted directly by the town to the subcontractors and save cost.

If you have any questions please do not hesitate to contact me.

Thank you,



Robert W. Lee III
434-845-0301

MEMO

Booker Building Floor Options:

- 1) Simple clean and polish of existing concrete floor \$27,445.00
 - a. Polish floor
 - b. Vapor Barrier coat
 - c. Grind and seal existing floor joints
- 2) Simple clean, polish and stain of existing concrete floor \$33,800.00
 - a. Polish floor
 - b. Stain floor (1 color)
 - c. Vapor Barrier coat
 - d. Grind and seal existing floor joints
- 3) Clean floor, apply 1/16" coating of existing concrete floor \$37,976.00
 - a. Clean Floor
 - b. 1/16" topping (1 color)
 - c. Vapor Barrier coat
 - d. Grind and seal existing floor joints
- 4) Clean floor, apply 1/16" coating with chips at existing concrete floor \$47,476.00
 - a. Clean Floor
 - b. 1/16" topping (1 color w/chips)
 - c. Vapor Barrier coat
 - d. Grind and seal existing floor joints

Booker Building Bathroom Renovations \$55,419.00

- Remove existing fixtures and toilet partitions
- Cut flooring for new fixture layout and patch
- Clean, polish and stain flooring with 1 color
- Install new mini split heat pump to heat and cool restrooms
- Install new vanity tops in both restrooms
- Install 2 sinks, 1 HC water closet and 2 urinals in the men's room
- Install 2 sinks, 1 HC water closet and 2 standard water closets in the women's room
- Install new plastic toilet partitions in both bath rooms
- Install new toilet accessories in both bath rooms
- Install a new water cooler to meet code.

Booker Building Exterior Stage \$28,000.00

- Install 103' of a 2'x1' footing
- Install 103' of a 5' tall retaining wall
- Fill the area with approximately 216 tons of stone
- Pour the stage top (585 SF) with 4" of 3500 psi concrete

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Council Work Session January 28, 2020 Excerpts

b. Booker Building Use/Improvements

Mayor Mattox referenced Council's recent inability to make a definitive decision on how the town could best utilize the Booker Building facility. He suggested Council authorize the Town Manager to advertise for RFP from the "private sector".

Mayor Mattox asked Council for their thoughts on the matter and to his suggestion.

Mr. Bennett stated he thought there had already been a request for proposals on this matter.

Mr. Coggsdale answered Mr. Bennett and stated, the town had previously advertised a "request for public input". He stated the town had not yet attempted to advertise to the "private sector" for RFP proposals, which could bring interest of partnering with the town through uses and/or investment opportunities regarding the Booker Building.

Mr. Coggsdale reminded Council of the previous discussion they had at their November Work Session regarding this item. He stated, at that time, Council decided it would be best to finalize their goals and what the Booker Building's "use/uses" would be, before moving forward with implementing any improvements to the facility.

Mr. Coggsdale referenced the Use and Feasibility Study developed for the town by Land Planning and Design Associates (LPDA). He stated one of the "next steps" recommended in the study suggested moving forward with an inspection of the Booker Building, in order to evaluate its structural stability, code compliance, and any safety improvements needed, before implementing other desired upgrades.

Mr. Coggsdale stated Mayor Mattox's suggestion to advertise for RFPs was also mentioned in the LPDA study under "Next Steps- Develop a Partnership". He stated the results of such a request could bring forward an opportunity that Council may not have thought of or be aware that there was a desire or need for.

Mr. Higginbotham suggested starting with one item from Council's "desired list of improvements" to implement first, such as the floor, then moving forward from there.

Mayor Mattox reminded Council they had come to a consensus during their previous discussion on this item, "not to implement improvements until a "use" had been finalized", in order to keep the town from spending unnecessary funds.

Mrs. Dalton stated she felt the suggested request for RFPs on this project was a great opportunity. She stated any new ideas that come from the request may help Council narrow down the final decision of what the Booker Building will be used for. She stated new ideas would not have to override previous uses, but could work together to accomplish the town's desired goals for the facility.

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

Mr. Mitchell stated he considered the Booker Building as Altavista's current "Town Square". He referenced the town's annual Uncle Billy's Day Festival and the APD's annual National Night Out event. He stated those two events were successful for the town and felt the facility could be utilized to promote more events for the community.

Mr. Mitchell stated he did not feel that any use by a member of the "private sector" would be a good fit for the facility, considering it was in a "public park". He stated he favored keeping the Booker Building as a "town entity" and promoting the facility as the Town Square of Altavista.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Mitchell also shared his favor with Mr. Higginbotham's suggestion of moving forward with at least one of the items on the desired list of upgrades for the building, such as replacing or refinishing the facility's floor.

Mr. Emerson referenced the mention of Altavista partnering with someone to gain additional uses for the Booker Building. He stated he was not against the idea, but it would have to be of significant value to the town for him to give it consideration.

Mr. Emerson also referenced a previous discussion had by Council regarding the need for additional coverage from natural elements (sun and rain) for the exterior stage at the rear of the building, and possibly for the yard adjacent to the stage. He stated, with the large annual events that utilize the exterior stage, he felt the two issues should still be one of the first items addressed as needed improvements.

Mr. Higginbotham stated he felt the Booker Building floor was the "foundation" of the facility's use and still needed to be the first item implemented for improvement. He referenced Mr. Morris Law, a retiree from English Construction, and stated Mr. Law was highly qualified to give the town a recommendation of what type of flooring should be used to improve and/or upgrade the old, uneven, floor of the building.

Mr. George referenced the list of items Council previously compiled as the Booker Building's most needed upgrades/improvements. He stated, while all of the items were likely to be implemented at some point, he would like for staff to give Council the individual cost for each item. He stated he felt having a cost list may help Council to decide on which item would be implemented first from the improvements needed.

Mr. Bennett referenced the town's current annual events held at English Park, National Night Out and the Uncle Billy's Day Festival, and referenced how both events utilize the Booker Building's rear exterior stage.

Mr. Bennett stated his favor with Mr. Emerson's suggestion of adding additional coverage to the exterior stage of the building and also adding "shade sails" to the yard adjacent to the stage. He stated he felt the shade sails would, not only be an esthetically pleasing addition to the park, but would also help offer the coverage needed from natural elements to individuals that patron outside events held at the facility.

Mr. Bennett stated the addition of the two exterior improvements would not only benefit the existing annual events, but also help promote the facility to possibly be used for other events that want/need an outside space.

Mr. Bennett stated his favor in the Mayor's suggestion to advertise for RFPs for potential use ideas of the Booker Building. He stated, just because an RFP is received, doesn't mean the town has to accept the RFP or use the idea.

Mr. Bennett suggested, if Council decided to move forward with an RFP request, to place an allotted timeframe for receipt of the requested RFPs.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, what the cost would be for the town to advertise a request for RFP proposals on this item.

Mr. Coggsdale informed Council the only cost to the town for advertising the RFP request would come from staff's time to prepare the advertisement and the from the actual advertisement itself.

Mayor Mattox referenced the improvement list for the Booker Building. He stated, while all of the suggested improvement items were justified, he did not want to see the town spend hundreds of dollars on improvements, only to see them not needed as an end result of use consideration and/or approval.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mayor Mattox stated he felt there was no harm in requesting a RFP for this item. He stated the results could possibly benefit Council in making a decision and finalizing what additional uses would be approved for the Booker Building facility; and also what improvements and/or upgrades would be implemented to the facility first.

Mr. Coggsdale suggested, if Council did decide to implement the floor improvement first, to keep in mind the LPDA's suggestion to add a "drain system" to the floor, a necessary improvement that would be needed for any of the multiple use possibilities.

Mrs. Dalton stated the decision process for Council to consider and approve additional feasible uses of the Booker Building has become a cumbersome task for Council. She stated, not only for its likely expense, but also because of the building's historical importance and economic significance to the Town of Altavista.

Mrs. Dalton suggested Council utilizes the Mayor's suggestion to their advantage and authorize the Town Manager to advertise a RFP request for this item, with a timeframe of receipt to be within 30 to 60 days.

Mr. Higginbotham stated he was also in favor of the Mayor's suggestion, but added he felt the timeframe for receipt of the requested RFPs be at least 60 days.

Mr. George asked how the Request for Proposals (RFPs) would be advertised.

Mr. Coggsdale answered Mr. George and stated staff would advertise the RFP request in the local newspaper and through the town's website and social media page.

Mayor Mattox stated he favored the RFP, but the receipt timeframe should be 90 days, in order to give participants time to gather the information they need for submission.

Mr. Higginbotham also suggested allowing staff to move forward with gathering cost information, and possibly proposals, for refinishing the existing concrete floor.

Mrs. Dalton referenced Mr. Emerson and Mr. Bennett's suggestion to add "shade sails" to the space behind the Booker Building and stated she was also in favor of the idea. She suggested, if the item was approved, using the same type of shade structures as was used at the "Gateway" entrance to English Park, just across the railroad tracks from the Booker Building.

Mr. Emerson stated, with the town's annual Uncle Billy's Day Festival occurring in early summer, he suggested Council vote ASAP (as soon as possible) on whether or not to approve this item, and if approved, authorize staff to move forward with the project.

Mr. Coggsdale stated, if Council desired, he could reach out to the same company that designed the town's other (park) shade structures for a preliminary design and cost estimate of the potential project for Council's review and consideration.

Mr. Mitchell stated he agreed with Mr. George's suggestion which was to request an estimated cost list from staff of all the items suggested as improvements by Council and the LPDA report.

Mr. Coggsdale requested Council's consideration of utilizing the town's on-call engineers to help gather the requested cost information.

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

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

As a result of this discussion regarding the potential use/uses of the Booker Building, and what improvements and/or upgrades are needed at the facility, it was the “Consensus of Council” to allow the following items of action – In Order of Priority:

- Allow the Town Manager, Mr. Coggsdale, to gather the requested (cost and design) information needed to move forward with the proposed “shade sail” project, in the space located adjacent to the exterior stage behind the Booker Building; and bring the information to Council as soon as possible.
 - At Council’s request, allow the Town Manager to advertise for RFPs (Request for Proposals) regarding interest for additional uses of the Booker Building; in hopes of receiving new ideas and/or partnership opportunities for Council’s consideration when finalizing the facility’s potential uses moving forward.
 - Accept the Town Manager’s request to utilize the services of the town’s on-call engineers to gather the requested cost information of each item on the fore-mentioned improvement list for the Booker Building. This item would be placed on the February 11th Council Meeting Consent Agenda for “Approval”.
-

Council Regular Meeting February 11, 2020 Excerpts

10. Unfinished Business

a. Booker Building Update

Mr. Coggsdale referenced Council’s previous decision to hire Land Planning & Design Associates (LPDA) to conduct a “Use Feasibility Study” for the Booker Building facility located in English Park. He reminded Council of their discussions regarding the LPDA Study at their November 2019 and January 2020 Work Sessions.

Mr. Coggsdale stated, at the January 2020 Work Session, Council provided staff with direction regarding the Booker Building and were in consensus to move forward on three specific items:

1) Create and Issue a “Request for Proposal” seeking “adaptive/reuse” development proposals for the facility.

- * Mr. Coggsdale stated the RFP would be advertised later that week and has a 90 day window to receive proposals (deadline mid-May);

2) Request proposals from the Town’s “on-call” engineers to provide services to evaluate and provide estimated costs for the improvements listed in Appendix A of the LPDA Study.

- * Mr. Coggsdale stated it was anticipated the proposals will be provided for Council’s consideration at their February 25th Work Session; and

3) Evaluate shade needs to rear of the building, off the stage area, and provide designs and costs to Town Council.

- * Mr. Coggsdale stated it was also anticipated staff will have this information for Council at their February 25th Work Session.

Mr. Coggsdale stated this information was being provided as “information only” at this point, with follow up anticipated at the February 25th Work Session on items 2 & 3.

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

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Council Work Session February 25, 2020 Excerpts

5. Items Referred from Previous Meetings

a. Booker Building Follow-up Discussion

i. Consideration of Proposals/Quotes for Improvements

Mr. Coggsdale reminded Council that this item was referred from the January 14, 2020 Regular Meeting.

Mr. Coggsdale stated, with Council's direction and their desire to review possible cost estimates for the improvements/items identified in Appendix A of the LPDA Booker Building Use Feasibility Study, staff has sought proposals from the town's "on-call" engineering firms. He informed Council there were two proposals received, out of the five requested, and shared them for Council's review.

Mr. Coggsdale stated both proposals addressed items that were outside of what the town was seeking services for (such as schematic design and/or layout of proposed uses), as Council had not yet decided on the use of the building at that time.

Mr. Coggsdale stated, at that time, staff was seeking the authority to "negotiate" with the selected firm in regard to refining the services requested by Council.

Mr. Coggsdale also reminded Council the Request for Proposals (RFP) for "Adaptive Reuse/Rehabilitation of the Booker Building" had been advertised; and proposals are due in by May 15, 2020 (90 day period).

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

Mr. Higginbotham referenced a local contractor, Mr. Robert Lee, and shared with Council, and staff, Mr. Lee's substantial background history of employment in regards to building and remodeling houses. He informed Council that Mr. Lee has graciously volunteered his expertise for staff to utilize during the "consideration and planning" process of this project.

Mr. Higginbotham stated the town was fortunate to have a citizen offer their expert advice, at no charge to the town, and stated he was in favor of Council authorizing staff to utilize Mr. Lee's expertise, rather than pay an engineer for the same service.

Mr. Mitchell asked which improvements to the Booker Building Mr. Lee would be qualified to offer his expertise on.

Mr. Higginbotham stated that Mr. Lee could offer expert suggestions on multiple items on the suggested improvement list; such as refurbishing or replacing the existing floor, the desired bathroom upgrades, and renovating the exterior stage.

Mr. Bennett referenced the RFP proposals Council had requested, regarding "Adaptive Reuse/Rehabilitation of the Booker Building", due by May 15, 2020. He stated, since Council will be waiting for the RFPs to come in before making a final decision on the use(s) of the facility, he suggested also waiting until that time to finalize any design plans/improvements proposed for the building as well.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Higginbotham stated having “commercial” flooring was sufficient for most of the uses the facility would be utilized for. He stated he felt refinishing the existing floor was a viable option of improvement.

Mr. Bennett stated he did not want to see the town spend money on refinishing the existing floor if one of the decided uses for the facility required a different type of flooring, such as carpet. He stated he was in favor of waiting on that item until definite uses of the facility had been defined by Council, hopefully in May.

Mrs. Dalton shared her favor in Mr. Higginbotham’s suggestion of utilizing Mr. Lee for his expert advice. She stated she felt Mr. Lee would be a good resource for the town/staff to gain additional perspective from regarding this project.

Mrs. Dalton also shared her favor in waiting until the requested RFPs are received in May before making any decisions regarding additional uses for the Booker Building facility. She stated, likewise, any designs and/or improvement plans should be postponed until then as well.

Mrs. Dalton requested estimated costs for each proposed/suggested improvement.

Mr. Higginbotham stated Mr. Lee could help staff get estimates for a few of the improvement items.

Mr. Mitchell stated he liked the idea of utilizing local talent when possible, and since Mr. Lee was offering the town his expertise, he was in favor of Mr. Higginbotham’s suggestion to use Mr. Lee as a resource on this project.

Mr. Mitchell referenced the LPDA Booker Building Use Feasibility Study, specifically the “Business Compatibility Model” within the study. He stated the study showed the Booker Building facility would be best utilized for “public” use, rather than private, in areas such as “event space”, “rental”, and “parks and recreation”.

Mr. Mitchell stated, with the facility already being used currently for two out of the three suggestions, he felt the town should start with improvements that would be beneficial to any use of the facility, such as updating the bathrooms and renovating the interior and exterior stage areas.

Mayor Mattox stated he agreed with Mr. Bennett that Council should wait for the RFP deadline (May 2020) to see if the town receives any viable “use” proposals before moving forward with improvement items for the Booker Building.

Mr. Higginbotham suggested Council allow the Town Manager, Mr. Coggsdale, to move forward with contacting Mr. Lee and acquiring cost estimates for the floor, interior/exterior stage, and bathroom improvements. He stated this would allow Council to be ready to implement one or more of these desired improvements when the time arose to do so (potentially in May 2020 - after the 90 day RFP deadline).

Mr. George asked if the shade sail addition to the exterior stage area was still being considered as a “necessary” improvement item to be done sooner rather than later.

Mr. Coggsdale informed Council the consideration of options for “shade sails” for the rear yard of the Booker Building was a separate item on the agenda from the LPDA list of suggested improvements. He stated Council and staff would be discussing the shade sail/structure item next on the night’s agenda.

Mrs. Dalton reminded Council the town currently rents the Booker Building a few times throughout the year, but stated she felt the building’s rental potential would increase with even the smallest amount of improvements to the facility.

Mr. Emerson stated he agreed with Mrs. Dalton that even the smallest improvements would make a big difference in the facility’s rental potential.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Emerson stated he did not feel the building should be rented out in its current condition. He stated, at the least, the bathrooms and floor needed to be renovated.

Mayor Mattox asked staff for an estimate of the Booker Building's annual revenue.

Mrs. Shelton, Town Finance Director, answered the Mayor stating the projected annual revenue for FY2021 was approximately \$3,000.

Mayor Mattox suggested Council wait on moving forward with any improvements to the Booker Building until the requested RFPs are received in May.

All Council members were in consensus to do so.

Mayor Mattox referenced Mr. Lee's offer to assist the town on this project with his expertise. He suggested, while waiting on RFPs, Council authorize staff to work with Mr. Lee and gather "rough estimates" on refinishing the floor, updating the bathrooms, and renovating the stage area of the Booker Building facility.

Mayor Mattox stated, by having a rough estimate cost for each of the three desired "first step" improvement items, Council would be better prepared to move forward with one or more of the items when the time came to do so (potentially in May).

All Council members were in consensus to authorize staff to work with Mr. Lee.

ii. Consideration of Shade Structure Options

Mr. Coggsdale stated, as requested by Council, staff has been working on obtaining shade sail/shade structure options with potential layouts for the rear of the Booker Building (off the exterior stage, in the lawn area) for Council's review.

Mr. Coggsdale reminded Council that the exterior stage of the Booker Building has an angle to it. He stated this was something for Council to take into consideration for whether or not the exterior stage would need to be "squared up" before a shade structure was installed, or to leave the stage as it currently is and the shade structure be installed to accommodate for the offset stage angle.

Mr. Coggsdale asked Council, when deciding how much of the lawn a shade sail/structure would cover, to keep in mind the size of the entire lawn area, and to remember there were trees previously planted in the rear area of the said lawn.

Mr. Coggsdale offered Council a picture of the exterior stage and lawn area. He stated the area between the stage and the basketball courts was 120 feet, and the area between the basketball courts and the Booker Building restrooms was 55 feet.

Mr. Coggsdale shared with Council one option that had been submitted to him by the "contact" he uses to obtain price quotes on this item. He stated the structure would come in two sections and would cover a total 60'x120' area of the lawn. He informed Council the 60'x120' structure(s) would cost approximately \$250,000.

Mr. Bennett stated he did not like the first option because he felt it would obstruct too much of the stage's view from citizens sitting on the lawn.

Mr. Coggsdale stated the first option was only one of the many options available. He also shared with Council multiple other photos of shade sail options for their consideration.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Coggsdale stated, at that time, he did not have costs for the other options, but asked Council to share their opinions and he would gather a cost for each of their favorites from the shade options he shared with them.

Mr. George stated he felt most of the activities centered around using the Booker Building's exterior stage area would be in the late afternoon/evening hours of the day, when the sun is lower in the sky and in the "sightline" of the people (band members) on the stage.

Mr. George suggested Council consider shade options that would be affective at that time of the day/evening.

Mr. Higginbotham suggested Council consider extending out the existing roof over the stage, which would help, not only in blocking the stage from the sun, but would also help keep rain away from the stage area (band members and band equipment).

Mayor Mattox referenced Altavista's annual Uncle Billy's Day Festival and the APD National Night Out. He asked how many times per year, other than those two events, was the exterior stage area of the Booker Building used.

Mr. Emerson stated, for now, only those two events utilize the exterior stage of the facility. He reminded Council it was the town's desire to have the stage area/facility be used more often, which was the reasoning behind the proposed updates and improvements to the Booker Building property were being considered.

Mr. George suggested not using a "permanent" structure for shade, but to rent "event style" tents for the purpose of shade coverage during Uncle Billy's weekend and the National Night Out events.

Mr. Bennett referenced the Carrington Pavilion located in Danville. He stated their shade structure was similar to what he felt Council had in mind for the Booker Building Shade Sail Project and suggested allowing staff investigate the option.

Mr. Coggsdale stated he recently visited Carrington's website, but was unable to find a picture of the shade structure Mr. Bennett mentioned. He stated he would continue to investigate the suggestion/option.

Mayor Mattox asked Council if they had any additional questions or comments for staff regarding the "shade sail/structure" project proposed for the rear/exterior stage area of the Booker Building.

Mrs. Dalton stated she felt the proposed 60'x120' span for the shade sails was excessive and suggested Council consider covering a smaller area.

Mrs. Dalton also stated, if shade sails were attached to the existing building, there would be fewer installation poles needed, which could obstruct a visitors view.

Mr. Higginbotham agreed with Mrs. Dalton's concept. He stated, if the sails were "angled down" moving away from the stage, it would also address the issue of sun being in a band member's eyes while performing on the stage during evening hours.

Mayor Mattox asked Council to give staff direction on how they wanted to move forward with this item.

All Council members were in consensus for staff to consider Council's recent suggestions and/or concerns and continue investigating viable options for the shade coverage desired for the exterior stage area of the Booker Building. Council also asked that staff have estimated costs for each viable option.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Council Continued Meeting April 7, 2020 Excerpts

Booker Building Improvements:

Mr. Coggsdale referenced Council's recent request for staff to work with a local individual to develop estimates for several potential improvements to the Booker Building. He shared the estimates with Council for their review and consideration.

Booker Building Improvement Estimates (Phase I):

- Interior Floor \$27,445 - \$47,476 (depending on selected option)
- Restrooms \$55,419
- Exterior Stage \$28,000
- Exterior Shade Structure \$76,000
- Total Phase I Estimate : \$186,864 - \$206,895

Mr. Coggsdale reminded Council there were no funds currently allocated in the FY2021 Draft Budget for any of these improvements.

Mayor Mattox informed Council that he and Councilman Bennett had recently met with Mr. Mathew Billings, a Point Source Audio representative, and inquired about options available to improve the Booker Building's "sound quality" in order to better accommodate music events, inside and outside the facility.

Mayor Mattox referenced the Harvester Music Venue, in nearby Rocky Mount, VA, and stated he felt the Town of Altavista had an opportunity to create the same type of venue with the Booker Building. He stated a music venue would be a great asset to the community, while enhancing the economic growth potential for the town.

Mr. Bennett stated Mr. Billings looked at the interior and exterior spaces of the Booker Building and offered his professional opinion of how the town could upgrade the facility if used as a music venue; (1) improve both stage areas, (2) upgrade the sound system, and (3) components needed to prepare the facility as a music venue, such as "acoustic tiles" for the walls and ceiling.

Mr. Bennett informed Council that Mr. Billings offered to deliver a presentation to the entire Council regarding his assessment of the Booker Building, along with his suggestions for preparing the facility for the potential of using it as a music venue.

Mayor Mattox stated an "event venue" option was just one of many possibilities how the town could utilize the Booker Building, and he was in favor of investigating the option for its potential to enhance the community and stimulate Altavista's economy.

Mayor Mattox asked if Council had any questions or comments regarding this item.

Mr. George stated he was in favor of allowing Mr. Billings to deliver his presentation to Council regarding sound and stage improvements for the Booker Building.

Mr. Higginbotham stated, the more information Council could retrieve, the better prepared they will be when making a decision that best suits the town for how to better utilize the Booker Building.

Mr. Higginbotham referenced the Phase I Improvement Estimates shared with Council by the Town Manager. He stated he felt the proposed (Phase I) improvements to the Booker Building were still necessary, no matter any use of the facility.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

There were no additional comments or questions by Council on this matter.

All Council members were in consensus to allow Mr. Billings, Point Source Audio, to present them with his recommendations, and costs, for upgrading the sound system at the Booker Building's interior and exterior stage areas; and share options for sound improvement components, such as acoustic tiles.

All Council members were in consensus to place this item on the next meeting or work session agenda that Mr. Billings was able to attend.

Mr. Bennett stated he would check with Mr. Billings for which date he would be available (April 14th or April 28th).

Mr. Higginbotham referenced one of the estimates for the Booker Building "Phase I Improvements", the exterior shade structure. He stated he felt the proposed "shade sails" would be a higher cost for the town to maintain over time compared to having a steel structure with a metal roof.

Mr. Higginbotham stated the shade sails have to be taken down during winter months and last only a few years before needing replacement. He stated a steel structure would last the town thirty to forty years, or possibly more.

Mr. George stated he felt the proposed shade sails would be more esthetically pleasing in the park than a metal structure.

Mayor Mattox suggested Council consider the option of erecting large "event tents" when needed. He stated the tents would be a significantly lower cost to the town.

There were no additional comments by Council regarding this matter.

Council Regular Meeting April 14, 2020 Excerpts

4. Recognitions and Presentations

a. Point Source Audio Presentation – Booker Building Sound System Improvements

Mr. Coggsdale informed Council that Mr. Matthew Billings, a representative for Point Source Audio in Lynchburg, Virginia, would be delivering Council the presentation that evening regarding audio upgrade options for the Booker Building. He stated Mr. Billings would be addressing Council through "telephone services".

Mr. Coggsdale shared with Council the presentation package Mr. Billings would be discussing that evening for their visual reference.

Mayor Mattox welcomed Mr. Billings to the Council meeting.

Mr. Billings introduced himself as a "designer" for Point Source Audio. He stated he had helped develop audio system upgrades for many large venues in the greater Lynchburg area, such as the recent Liberty University Football Stadium expansion.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Billings stated he felt the Booker Building was a “multi-cultural epicenter” that generates interest/traffic for the town and surrounding community. He stated the facility had great potential and would transform easily into a music center.

Mr. Billings stated he looked forward to helping Altavista see the transformation potential of the Booker Building as a “music venue” and sharing audio options for that vision.

Mr. Billings stated, when designing for this project’s proposal, he took into consideration the diversity of current uses at the facility, and the potential future uses of the Booker Building, such as multiple music events (inside and outside), so accordingly, he developed an audio system that could be operated with minimal staff involvement.

Mr. Billings referenced the audio presentation package. He stated there was a lot of information in the proposal, but he would be focusing on just a few of the main “key components” of the proposed design:

- Interior Audio and Stage Upgrades
- Interior Acoustic Treatment (wall & ceiling tiles)
- Interior/Exterior Lighting Improvements
- Exterior PA System Installation Option

Mr. Billings offered “basic” and “full” options for the proposed design, giving Council the ability to tailor the design to best suit their vision for the community space. He stated, by having multiple options, the cost comparison would also allow the town to keep within a desired budget.

Mr. Billings referenced different pages within the presentation package, in order to give Council a visual of the proposed interior stage improvements, interior and exterior amplifier speakers and lighting options, and acoustic wall and ceiling tiles for the interior.

Mr. Billings shared with Council the difference between basic and full component options, such as wireless microphones. He stated the basic option would have standard consumer-grade components, while the full option offered “venue grade” components.

Mr. Billings asked Council if they had any questions regarding his presentation.

Mr. George asked if the audio design proposal also had lighting options.

Mr. Billings stated the Point Source Audio Proposal for the Booker Building had lighting improvement options for both the interior and the exterior of the facility.

Mr. Billings stated he designed an interior lighting system for the Booker Building with multiple types of events in mind. He stated the proposed lighting system was flexible enough to be operated by an individual from the stage area, or by an event coordinator or band member from another location in the room.

Mr. Bennett asked if the ability to access the audio system “remotely” would be available in both the basic and full option packages.

Mr. Billings stated he had “remote capability” quoted into the cost of both options. He stated the capability would allow him/his office to remotely access the Booker Building’s new audio system at any time, in order to assist a Town Staff Member with any potential issue.

Mr. Bennett referenced the proposed “acoustic ceiling tiles”. He asked if the installation of the tiles could be accomplished without affecting the visual esthetic of the facility’s historic wood ceiling.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Billings ensured Council his Point Source Audio team would take every precaution during component installation to preserve the building's historic assets, such as the ceiling.

Mr. Billings continued his presentation by referencing the exterior stage area of the Booker Building and the PA/sound system proposed in his design for this exterior space. He stated the outdoor PA system would include speakers, portable storage carts and covers, and the amps needed to power the system.

Mr. Billings stated he was proposing a "portable" system that could be moved to different areas of the stage, depending on the need of the event. He stated the system's mobile capability would also provide the town with a safe and easy storage process.

Mr. Billings concluded his presentation by referencing the last page in his proposal, which showed each individual component's cost, as well as the total cost for both package options (basic and full). He reminded Council the packages were "a la cart" and components from each could be combined to best suit the town's vision for the Booker Building facility.

Mayor Mattox asked Council if they had any questions or comments regarding Mr. Billings' presentation and/or audio design proposal for the Booker Building.

Mr. Mitchell stated he felt the design proposal by Mr. Billings would bring the Booker Building up to a more "professional level" in terms of being a music venue.

Mr. Mitchell referenced page thirteen of the design proposal regarding an outdoor PA system. He asked why the "Array Frame" item show an individual cost, but did not get calculated into the basic and full option packages.

Mr. Billings informed Council that an Array Frame was only used when hanging PA speakers from the ceiling/roof of a building. He stated, since he recommended using portable "ground stacked" speakers for the outdoor stage area, he did not include the Array Frame in either option package.

Mr. George thanked Mr. Billings for his presentation. He stated he felt the proposed audio and lighting improvements would be a wonderful addition to the Booker Building and he hoped the town would be able to afford and accomplish the upgrades in the near future. He stated a music venue would be an asset to the Town of Altavista and the community.

Mr. George asked Mr. Billings to confirm the total cost for each proposed design option.

Mr. Billings stated the "basic" option totaled \$294,433, and the "full" option totaled \$320,910. He stated both options included labor installation costs.

Mr. Bennett also thanked Mr. Billings for his presentation.

Mr. Bennett asked Mr. Billings if there was any nearby locality that had the same type of music venue as the Booker Building would potentially become if implemented with the proposed stage improvements and audio and lighting upgrades.

Mr. Billings stated the Harvester in nearby Rocky Mount, VA was used as a model for the design, but there was nothing in the Lynchburg area with the same seating capacity, except downtown at the Lynchburg Fine Arts Center.

Mr. Billings stated, as a musician himself, he could see other musicians from the Lynchburg area utilizing the Booker Building (if upgraded to a music venue) as a cultural epicenter for multiple music events and/or music festivals.

BOOKER BUILDING IMPROVEMENTS DISCUSSIONS (Various Meeting Minute Excerpts)

Mr. Billings stated he felt such a venue tends to draw people in as a creative atmosphere, and would be an asset to the Town of Altavista and to the surrounding community.

Mr. Bennett referenced Mr. Billings' mention of the two design options being "a la cart". He asked if the design could also be split into two separate installation dates, meaning the possibility of installing the interior audio system one year, and installing the exterior stage area audio system another year.

Mr. Billings confirmed the town had the option to divide the installation process. He stated the interior and exterior audio systems were separate from one another, with separate power sources, therefore, allowing their installation to be completed at separate times if necessary.

There were no additional questions or comments from Council regarding the A/V Design Proposal for the Booker Building by Matthew Billings, from Point Source Audio.

Mayor Mattox thanked Mr. Billings for his time and hard work in gathering the requested audio system information, and presenting Council with multiple options for consideration.

b. Approval Consideration for USDA Grant –Booker Building Event Venue Feasibility Study

Mayor Mattox suggested Council consider allowing staff to investigate the possibility of the town getting a USDA Grant to use for a feasibility study regarding the Booker Building and the newly proposed "use option" of the facility being renovated into a music venue.

Mayor Mattox asked for Council's thoughts/input on the matter.

Mr. Mitchell referenced a recent "feasibility study" that gave a broader array of ideas for potential uses of the Booker Building, but the town had to pay for. He stated, since the USDA Grant would be at no cost to the town, he would be in favor of allowing staff to investigate the town's possibility of acquiring the grant for a new study regarding the more specifically proposed music venue use/option.

Mr. Higginbotham also stated his favor of staff investigating the USDA Grant, as long as the grant would allow the feasibility study to be at "no cost" to the town.

Mr. Coggsdale stated the USDA would require a specific topic (reason) for the requested grant and potential feasibility study. He asked Council to clarify what the specifics were they wanted the study to encompass.

Council Regular Meeting April 14, 2020

Mayor Mattox suggested the proposed feasibility study be geared towards whether or not the Booker Building facility had the potential sustainability of an "event center".

Mr. Bennett stated he felt an "event center" could mean multiple things, such as a small farmers market or art show, to a large wedding or music venue.

Mr. Coggsdale asked if Council was looking for the feasibility study to confirm whether or not the community would support a music venue/event center, and its feasibility to the town.

All Council members were in consensus to allow staff to pursue the USDA Grant for a feasibility study regarding the Booker Building's potential feasibility to the town as an event center/music venue, and whether the community would support such venue/center.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6b**ITEM TITLE:**

Altavista On Track/Town of Altavista Agreement

DESCRIPTION:

Staff provided a draft Agreement, in regard to Altavista On Track and the Town's mutual relationship to the Town Council at their April 28, 2020 Work Session. This agreement was based on a draft provided by AOT and revisions by the Town based on examples of existing agreements provided by the Department of Housing and Community Development, the state agency that oversees the Virginia Main Street program. Council requested to clarify the language in regard to measurable goals and a process by which to engage each business located in the district about being involved with the organization and/or interest in serving on the board.

Staff sought additional input from the AOT Board; the item was placed on their May Board meeting. Attached is a memo detailing proposed changes to the document. The April 28th Work Session minute excerpts relative to this issue are attached. Staff seeks input from Council on the AOT proposed changes.

Currently the Main Street Coordinator position is a town funded position and the individual is part of the Town's personnel system.

RECOMMENDATION:

Review the proposed AOT changes and provide input to staff.

BUDGET/FUNDING:

Annually the Town provides funding for a full-time person (approximately 75% of the employee's time is devoted to Main Street activities = \$42,950) and \$5,000 contribution for general use in their budget.

POTENTIAL ACTION:

- Council may do one of the following:
 - Accept the Agreement and staff will submit it to the AOT Board for final review/comment.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *April 28th Town Council Work Session minute excerpts*
- *Memo from AOT with proposed changes*

April 28th Town Council Work Session Minute Excerpts

b. AOT/Town of Altavista Draft Agreement

The Town Manager, Mr. Coggsdale, reminded Council of their request for staff to work on an agreement that would set forth the relationship between Altavista On Track (AOT), the Town's Main Street Program, and the Town of Altavista.

Mr. Coggsdale stated the intent of the agreement was to formalize the relationship between Altavista On Track and the Town of Altavista, and to provide a mechanism for annual evaluation of the program and its work plan.

Mr. Coggsdale informed Council an initial draft agreement had been submitted to Town Staff by AOT and staff had provided input to the draft agreement.

Mr. Coggsdale stated, accordingly, Town Staff had presented the draft agreement to Council for their review. He stated, at that time, staff was seeking input and/or direction from Council before returning the draft agreement to the AOT Board for one final review.

Mr. Coggsdale stated, if AOT makes any additional changes, staff would present the proposed changes to Town Council for final review and approval consideration.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Bennett stated he looked over the draft agreement and felt the document was in order. He stated he was in favor of moving forward in the agreement process.

There were no additional comments from Council.

Mayor Mattox questioned why the draft agreement did not require AOT to have a certain "percentage" of the Downtown District's businesses represented on AOT's Board of Directors.

Mr. Coggsdale informed Council the draft agreement does state that Altavista On Track would establish a goal of 50% for having Downtown District representation.

Mayor Mattox stated he felt there should be a larger number of "stakeholders" (business owners, property owners, and downtown employees) on the AOT Board, in order to have an accurate portrayal and feedback of what is needed in that area.

Mr. Emerson stated he felt the percentage/number of stakeholders on the AOT Board would ultimately be determined by their willingness to participate. He stated there had not been many to do so in the past.

Mayor Mattox recommended Council consider requiring AOT to visit each business, organization, and property owner currently in the Downtown District to offer them a place on the AOT Board and encourage their participation in AOT monthly meetings. He stated this should be done each time a new business comes to the Downtown District.

Mayor Mattox stated, by actively participating in the AOT organization, it would mean additional representation and a stronger presence for a business or property owner in the Town of Altavista and throughout the community.

Mr. Bennett stated, by offering a business or property owner the opportunity to be an AOT Board Member, it encourages them to be a part of shaping their on future.

All Council members were in consensus to accept the Mayor's recommendation.

Mayor Mattox again referenced the draft agreement between Altavista On Track and the Town of Altavista in regards to the agreement's mention of the organization's Annual Work Plan. He stated the agreement only mentioned AOT having "goals" for their Annual Work Plan, but he felt AOT should have "measurable" goals and/or plans to hold them accountable.

Mr. Higginbotham agreed the AOT organization should have "measurable" goals and/or plans.

Mr. Coggsdale stated, if a goal or plan was too broad/vague, it would be hard to measure. He stated the draft agreement mentions a requirement for the AOT organization to hold at least one meeting "annually", where all Altavista Downtown District Businesses are invited to attend. He stated the "measureable" aspect of that requirement would be how many businesses were represented by participation.

Mayor Mattox stated he felt one of Altavista On Track's main priorities should be economic development. He stated helping the town fill empty buildings with businesses should be an item for measurable accountability.

Mr. Coggsdale stated "economic development" was a part of AOT's Annual Work Plan in the draft agreement.

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

All Council members were in consensus to amend the draft agreement to require Altavista On Track and the Main Street Program to have measurable goals/plans.

All Council members were in consensus to send the amended draft agreement to AOT for their final review in order to move forward with the agreement process.



To: Town Council
From: Altavista On Track
Date: May 18, 2020
Subject: Altavista on Track and Town of Altavista Letter of Agreement

Altavista On Track (AOT) requests of the Altavista Town Council the review of the attached proposed edits to Town of Altavista/Altavista On Track Letter of Agreement.

AOT values the continued support of the Town of Altavista, and the work that has gone into clarifying the organization's and the town's relationship. Altavista On Track also appreciates the clarification added to the letter by Town Council.

The attached AOT edits offer some additional clarification to the document. Of tantamount importance to the board is clarifying, though the Main Street Coordinator is a town employee and subject to town personnel guidelines, he/she is first and foremost the director of AOT, a non-profit, and needs to have structures in place in the agreement to allow him/her to appropriately carry out the wishes of the AOT board, when those wishes do not affect town operations. Too much oversight and unclear boundaries between the town and AOT operations was a factor in the previous director seeking new employment. We would not wish for that to happen again.

Thank you again for the opportunity to work with the Town of Altavista, and we look forward to creating a wonderful downtown together.

Thank you for your time.
Sincerely,
Lori Johnson & The Altavista On Track Board

Legend:

Original text in unformatted black.

Town edits in *red italics*.

AOT additions in black underline.

AOT subtractions in ~~striketrough~~.

Rational in unformatted blue.

Town Section

1. Support the aforementioned program by continuing to be a financial partner, including the salary and benefits of the Main Street Coordinator *based on the current duty breakdown of 28 hours Main Street and 12 hours Town social media. The ~~employee~~ Main Street Coordinator will report to the Town Manager or his/her designee, be considered a Town employee, and be subject to the Town Personnel Policy.*

Rationale: redundant statement.

4. Recognize AOT as an independent non-profit organization with its own governing body, therefore, the main street coordinator will remain uniquely beholden to the Board of Directors, additionally, AOT may pursue other interests not in conflict with those listed herein, and deemed to preserve the goals of the organization taking into consideration the Town's goals for the downtown district; with the understanding that the Town's priorities for the downtown district are a primary goal of AOT;

Rationale: The MSC, though a town employee, is not beholden to the Town to the same degree as to the BOD. The MSC should not feel pulled between two opposite forces.

AOT Section

6. Maintain and leverage its 501(c)(3) status to encourage donations and grants for town projects related to the downtown district;

Rationale: consolidate this point with No. 18.

8. Attend all regular Town Council meetings, without unexcused absences;

Rationale: This puts in writing that excused absences are appropriate.

~~15. Publish and coordinate an annual calendar of downtown events, promotions, shows and festivals for the calendar year;~~

Rationale: Only a few AOT events and promotions are planned a year in advance (i.e. Gibley Jog, Chalk Fest) while many others are planned only months in advance (grants, food fests, art installations, etc.). Additionally, this is seen to in the above point No. 9. Moreover, the compiling and editing of the Town's community calendar should not fall under the duties of the Main Street Coordinator, but may be in the duties of the "social media coordinator" and therefore under that contract and not this one.

~~16. Communicate with the town manager, or his or her designee, Request conciliar approval with respect to activities which shall occur downtown and may require town assistance and give advance reasonable and appropriate notice to the relevant (sic.) departmental contact person of such activities, it being understood by AOT that failure to give reasonable advance notice may preclude assistance from the relevant town department;~~

Rationale: Town's wording makes it sound as if every AOT project, publication, or event needed to be reviewed by the town manager or designee. My wording allows the Main Street director, as the head of a

non-profit, to be free to publish, arrange, and execute projects that do not occur downtown or require town assistance, while at the same time requiring coming before council to approve activities that involve other municipal departments.

~~18. *Maintain 501(c)(3) status from the IRS, failure to maintain such status shall make this agreement immediately voidable in the discretion of Town Council;*~~

Rationale: Seen to in amended No. 6, above. Also, language is very aggressive and conveys distrust.

~~21. *Provide to the Town Manager, or his or her designee, its Present AOT's budget request from the municipality for Town Council's consideration based on a budget schedule adopted by Town Council;*~~

Rationale: Since a majority of AOT's funds come from fundraisers and grants, only the portion from the town should be requested at the appropriate time while maintaining a level of liberty with respect to AOT's budget.

~~23. *Establish a goal of fifty percent (50%) of AOT Board Members being connected to the district served; either property owners, business owners or employees of businesses/organizations of the district.*~~

Rationale: This is seen to in our Databananza (Self-Assessment survey) and part of our Main Street accreditation, and therefore a redundancy.

~~24. *Submit all nominees for the Board of Directors to the Altavista Town Council for approval.*~~

Rationale: This is not a best practice and creates a conflict of interest situation. Such a situation can erode trust in both the Town and AOT's integrity.

25. Evaluate, semiannually, the performance and conduct of the Main Street Coordinator in conjunction with the town manager or his/her designee.

Rationale: We felt it was important that both the Board of Directors and town manager jointly reviewed and evaluated the MSC.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6c**ITEM TITLE:**

Financial Matters i) FY2020 Budget Amendments; and ii) Delinquent Account Write Offs

DESCRIPTION:

The items listed below are for Council's consideration:

- i) FY2020 Budget Amendments/Departmental Transfers: Periodically, items that arise require amendments to the budget, all of these items have been previously approved by Town Council. At this time, staff is seeking to complete the paperwork on the amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as reason and when Council directed staff on the action. Some of the items may be receipt of unbudgeted revenue and they require an amendment to the budget as well.
- ii) Delinquent Account Write-Offs: Each year staff presents to Council a request to write-off delinquent accounts that are five years old and/or the account holder is deceased. This year there are a total of eighteen (18) accounts totaling \$1,597.92 that we are asking to be considered to adjust our financial records. The attached memo has additional information about the accounts.

RECOMMENDATION:

Staff recommends that these two items be placed on the June 9th Regular Meeting Consent Agenda for approval as presented.

BUDGET/FUNDING:

Amendments as directed by previous action of Council.

POTENTIAL ACTION:

- Council may do one of the following:
 - By Consensus place these items on the June 9th Regular Meeting Consent Agenda for approval.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Memo – Budget Amendments*
- *Memo – Delinquent Account Write-offs*



Date: May 26, 2020
To: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments / Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- Windows 10 Upgrade \$ 7,160
(Council Approval: January 14, 2020)
- VRSA Safety Grant \$ 4,000
(Revenue received through grant)
- Bank Franchise Tax Refund: BB&T \$ 12,940
(Council Approval: April 14, 2020)
- Purchase of Dearing Ford Business Center \$1,000,000
(Council Approval: August 27, 2019)
- DMV Safety Grant \$ 7,880
(Revenue Received through grant)
- State Forfeiture: Seized Funds \$ 200
(Revenue received through seizures)
- Firing Range Extension \$ 310
(Council Approval: October 9, 2018)
- Boy Scout Eagle Trail Project \$ 3,400
(Council Approval: February 26, 2019)
- English Park Playground Improvements: Splash Pad \$ 312,200
(Council Approval: December 11, 2018)
- Canoe Launch \$ 2,300
(Revenue Received through grant)
- Paving Eagle Trail \$ 123,000
(Council Approval: August 13, 2019)

• Park Benches; Eagle Trail (Consensus: October 22, 2019)	\$ 1,660
• Remove Debris and Abandoned Structure (Council Approval: August 27, 2019)	\$ 1,180
• English Park Security Cameras (Council Approval: July 9, 2019)	\$ 9,200
• 7 th St. Utility Project (Council Approval: February 12, 2019)	\$ 12,070
• AVFC Request (Council Approval: January 14, 2020)	\$432,000
• Fire Grant (Revenue Received through grant)	\$ 670
• Various Insurance Claims (Reimbursable through insurance carrier)	\$ 40,600
• Fluoride Grant (Revenue Received through grant)	\$ 24,460
• Flow Control Valve (Council Approval: May 28, 2019)	\$108,620
• Melinda HPZ Project (Council Approval: September 11, 2018)	\$ 26,000
• Clarifier I Project (Council Approval: September 11, 2018)	\$167,400
• Reallocation of Façade Loan Funds (Council Approval: May 14, 2020)	\$ 20,000

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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration Office Supplies 010-1101-401.60-02	\$ 7,160.00	
Public Works Material & Supplies / Small Tools 010-4103-601.60-24		\$ (1,200.00)
Police Department Capital / Building 010-3101-501.81-18		\$ (5,960.00)

Summary

Council approved at the January 14, 2020 Council Meeting, to use unexpended FY2020 Funds from the Police Department and Public Works Department to purchase new computers. The request was made as the existing computers would not accommodate the Windows 10 upgrade.

Budget Impact

This is a transfer of funds between departments within the General Fund; no new funds are needed. Approval of Council at January 14, 2020 meeting.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration		
Misc. Grant Expense		
010-1101-401.52-07	\$ 4,000.00	
General Fund		
Misc. Revenue - VRSA Safety Grant		
010-0000-351.04-00		\$ 4,000.00

Summary

To appropriate \$4,000 to cover costs associated with the purchase of sit/stand desks purchased through Virginia Risk Sharing Association's (formerly VML) Risk Management Grant awarded to the Town.

Budget Impact

This will result in a net increase to the budget of \$4,000. There is an offsetting revenue to cover the expense.

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

Adopted this 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration		
Misc. Expense		
010-1101-401.50-32	\$ 12,940.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 12,940.00

Summary

Recently the Virginia Department of Taxation corresponded with all localities that were home to Branch Banking & Trust Company (BB&T) regarding filed amended Bank Franchise Tax returns for tax years 2012 through 2014. Based on direction by the Department of Taxation, the Town owes BB&T a refund of \$12,944. Council approved payment at the April 14, 2020 regular meeting.

Budget Impact

This will result in a net increase to the budget of \$12,940.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration Capital / Land 010-1101-401.82-16	\$ 1,000,000.00	
General Fund Transfer in from Reserves 010-0000-361.03-01		\$ 1,000,000.00

Summary

Council approved at the August 27, 2019 Work Session, the purchase of the Dearing Ford Business and Manufacturing Center (Tax Map #s: 69-8-6A, 6B, 6C; 69-8-3) from Campbell County.

Budget Impact

This will result in a net increase to the budget of \$1,000,000.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department DMV Grant Overtime 010-3101-501.10-06	\$ 7,880.00	
General Fund State / VDOT PD Grant 010-0000-341.12-00		\$ 7,880.00

Summary

To appropriate \$7,880 to cover costs pertaining to hours worked associated with the DMV Safety Grant awarded to the Town.

Budget Impact

This will result in a net increase to the budget of \$7,880. There is an offsetting revenue to cover the expense.

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

Adopted this 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Safety		
State Forfeiture Fund		
010-3101-501.50-78	\$ 200.00	
General Fund		
Miscellaneous Revenue		
010-0000-351.09-00		\$ 200.00

Summary

To appropriate \$200 in the State Forfeiture Account for cases associated with seized funds.

Budget Impact

This will not impact the town's budget, as these funds are handled through the State Forfeiture 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 9th day of June 2020

**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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Safety Capital / Fire Range 010-3101-501.81-30	\$ 310.00	
General Fund Transfer in from Reserves 010-0000-361.03-01		\$ 310.00

Summary

Equipment rental for use at fire range. Council approved at their October 9, 2018 Regular Meeting, the carryover of funds for this project. Funds are earmarked in reserves.

Budget Impact

This will result in a net increase to the budget of \$310. Funds are earmarked in Reserves for this project.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works / P&R Capital / Boy Scout Eagle Project 010-4104-602.81-30	\$ 3,400.00	
General Fund Transfer in from Reserves 010-0000-361.03-01		\$ 3,400.00

Summary

Council approved the request of Boy Scout, Daniel Wagner's request to build three bridges on the English connection trail. Council also approved to fund the materials list needed for the project up to \$4,000 at the February 26, 2019 Work Session.

Budget Impact

This will result in a net increase to the budget of \$3,400.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Improvements Other Than Bldg / Splash Pad		
010-4104-602.81-30	\$ 312,200.00	
General Fund		
Transfer in from Designated		
010-0000-361.01-00		\$ 312,200.00

Summary

To appropriate \$312,200 to cover partial costs for the English Park playground improvements to include a splash pad with a recycled water filtration system. Council Approval December 11, 2018.

Budget Impact

This will result in a net increase to the budget in the amount of \$312,200. These funds were carried over from FY2019 and earmarked in reserves, approved by Council at the October 8, 2019 Regular Meeting.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Improvements Other Than Bldg / Canoe Launch		
010-4104-602.81-30	\$ 2,300.00	
General Fund		
Grants / Canoe Launch		
010-0000-351.06-00		\$ 2,300.00

Summary

Received a \$2,303.20 grant from Department of Conservation and Recreation that covered 80% of the cost associated with preparing the NEPA document associated with the Canoe Launch Project.

Budget Impact

This will result in a net increase to the budget in the amount of \$2300.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Paving Eagle Trail		
010-4104-602.81-24	\$ 123,000.00	
General Fund		
Transfer In From Designated		
010-0000-361.01-00		\$ 123,000.00

Summary

Council approved at 8/13/2019 Regular Meeting to use a portion of Jenks' Fund to pave Eagle Trail at English Park.

Budget Impact

This will result in a net increase to the budget in the amount of \$123,000.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - (3) Park Benches on Eagle Trail		
010-4104-602.81-24	\$ 1,660.00	
General Fund		
Transfer In From Reserves		
010-0000-361.03-01		\$ 1,660.00

Summary

It was the consensus of Council at the October 22, 2019 Work Session to allow staff to purchase (3) benches to place along Eagle Trail and be reimbursed when donations were received for purchasing the bench's honorary or memorial plaque.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,660.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Removal of Debris and Abandoned Structure		
010-4104-602.81-24	\$ 1,180.00	
General Fund		
Transfer In From Designated Reserves		
010-0000-361.01-00		\$ 1,180.00

Summary

Council approved at the August 27, 2019 Work Session to accept the recommendation of the Recreation Committee and to allow staff seek a qualified contractor to clear the area of overgrown vegetation from the abandoned structure along Eagle Trail and to remove the top portion of the abandoned structure.

Budget Impact

This will result in a net increase to the budget in the amount of \$1,180. Funds were used from Jenk's donation to fund the expenditure.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - English Park Security Cameras		
010-4104-602.82.10	\$ 8,200.00	
General Fund		
PW - P&R - Telecommunications		
010-4104-602.50-08	\$ 1,200.00	
General Fund		
Transfer In From Reserves		
010-0000-361.01-00		\$ 9,200.00

Summary

Council approved at the July 9, 2019 Regular Meeting to accept the proposal from ITG for the installatoin of a security camera system and to move forward with the project. There is an annual cost to operate the system.

Budget Impact

This will result in a net increase to the budget in the amount of \$9,200.

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 9th day of June 2020



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, 2020:

Section 1. To amend the General and Enterprise Funds, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Storm Water Improvements		
010-4101-601.81-36	\$ 2,690.00	
Transfer in from Reserves		
010-0000-361.01-00		\$ 2,690.00
Enterprise Fund		
Sewer System		
050-5110-702.81-20	\$ 7,010.00	
Water System		
050-5010-701.81-22	\$ 2,370.00	
Transfer in from Reserves		
050-0000-361.01-00		\$ 9,380.00

Summary

To appropriate \$12,070 to cover the final costs associated with the 7th Street Utility Project that was awarded to Counts and Dobyns at the February 12, 2019 Regular meeting. Funds are earmarked in Reserves and will be transferred in.

Budget Impact

This will result in a net increase to the budget.

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 9th day of June 2020



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, 2020:

Section 1. To amend the General and Enterprise Funds, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Contribution Fire Department		
010-9101-801.50-72	\$ 432,000.00	
General Fund		
Transfer in from Reserves		
010-0000-361.03-01		\$ 432,000.00

Summary

At the January 14, 2020 meeting, Council approved Altavista Fire Company's request to partner with the Town through an Advancement Agreement in the amount of \$432,000. In addition, an interest rate will be charged using each year's current interest rate.

Budget Impact

This will result in a net increase to the budget in the amount of \$432,000.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Contributions - Fire Grant 010-9101-801.50-72	\$ 670.00	
General Fund State / Misc. State Grant (Fire Grant) 010-0000-341.08-00		\$ 670.00

Summary

To appropriate \$670 for the transfer of funds to the AVFC for the receipt of the annual fire grant they are awarded. This is a pass through of funds only.

Budget Impact

This will result in a net increase to the budget in the amount of \$670.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Reimbursement of Claim		
010-9102-801.50-96	\$ 40,600.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 40,600.00

Summary

To appropriate \$40,600 for the repair of various vehicles damaged during the fiscal year.

Budget Impact

These funds are fully reimbursable after meeting the deductible.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund / Water Other Charges / Fluoride Grant Expenses 050-5001-701.50-94	\$ 24,460.00	
Enterprise Fund / Water State Revenue / Fluoride Grant 050-0000-341.14-00		\$ 24,460.00

Summary

To appropriate \$24,460 to cover costs of equipment and supplies funded by the Fluoride Grant.

Budget Impact

There is an offsetting revenue to cover the expenses

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund / Water CIP / Flow Control Valve Project 050-5010-701.81-30	\$ 108,620.00	
Enterprise Fund / Water Transfer in from Designated Reserves 050-0000-361.01-00		\$ 108,620.00

Summary

Council approved at the May 28, 2019 Work Session Woodard & Curran's recommendation associated with the flow control valve, and to move forward with the project.

Budget Impact

This will result in a net increase to the budget in the amount of \$108,620.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund / Water CIP / Melinda HPZ Project 050-5010-701.81-35	\$ 26,000.00	
Enterprise Fund / Water Transfer in from Designated Reserves 050-0000-361.01-00		\$ 26,000.00

Summary

Council approved at their September 11, 2018 Regular Meeting to forward with Staff's recommendation of the Melinda HPZ Project. Partial Funding for this project was carried over from the FY2019 Budget and earmarked in reserves as the engineering phase was still being completed.

Budget Impact

This will result in a net increase to the budget in the amount of \$26,000.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund / Water CIP / Clarifier I Project 050-5110-702.81-06	\$ 167,400.00	
Enterprise Fund / Water Transfer in from Designated Reserves 050-0000-361.01-00		\$ 167,400.00

Summary

The Clarifier I Project is a FY2019 project that carried over into FY2020. At the October 18, 2019 Regular Meeting, Council approved to carry over funds from FY2019 and earmark them in reserves to be used for this project.

Budget Impact

This will result in a net increase to the budget in the amount of \$167,400.

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 9th day of June 2020



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, 2020:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Contribution / Altavista on Track		
010-9101-801.50-74	\$ 20,000.00	
General Fund		
Transfer in from Designated Reserves		
010-0000-361.01-00		\$ 20,000.00

Summary

Council approved at the May 14, 2020 regular meeting AOT's request to reallocate funds in the amount of \$20,000 from the AOT Façade Loan Program to implement a new program, the AOT Small Business Relief Grant Program.

Budget Impact

This will result in a net increase to the budget in the amount of \$20,000.

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 9th day of June 2020

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrm ID#:

DT-1

See Processing Instructions Below

Requester Tobie Shelton Required Department Name: Administration Required Date of Request: 5/26/2020 Fiscal Year: 2020
Phone #: _____ Email Address: tselton@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
010-1101-401.30-08	\$17,240.00	Main. Svc. Contracts	
010-1101-401.30-17	\$680.00	Random Drug Screens	
010-1101-401.50-18	\$690.00	Gen Liability Insur	
010-1101-401.50-28	\$1,470.00	Dues & Assoc.	
010-1101-401.50-34	\$1,820.00	Misc. Reimb.	
010-1101-401.52-07	\$250.00	Misc. Grant	
Total Debits:		\$22,150.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.20-16	-\$17,240.00	Other Employee Benefits	
010-1101-401.30-14	-\$4,910.00	Misc. & Prof. Svcs	
Total Credits:		-\$22,150.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Kayla Doniger 04/28/2020 434-369-5001
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 Jrrnl ID#:

DT-2

See Processing Instructions Below

Requester Chief Merricks Required Department Name: Public Safety Required Date of Request: 5/26/2020 Fiscal Year: 2020
Phone #: _____ Email Address: merricks@altavistava.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
010-3101-501.20-16	\$2,370.00	Other Employee Benefits	
010-3101-501.50-04	\$790.00	Heating	
010-3101-501.50-28	\$320.00	Dues & Assoc.	
010-3101-501.50-32	\$50.00	Misc.	
010-3101-501.60-04	\$270.00	Repairs & Maintenance	
010-3101-501.60-48	\$500.00	Ammunition & Batteries	
010-3101-501.60-06	\$5,600.00	Fuels & Lubricants	
Total Debits:		\$9,900.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.20-06	-\$2,370.00	Group Medical Ins.	
010-3101-501.50-18	-\$1,930.00	General Liability Insurance	
010-3101-501.60-16	-\$5,000.00	Drug Investigating	
010-3101-501.50-24	-\$600.00	Subsistance & Lodging	
Total Credits:		-\$9,900.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Kayla Donigan 04/28/2020 434-312-5001
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-3

See Processing Instructions Below

Requester David Garrett

Required

Department

Name : Public Works

Required

Date of

Request: 5/26/2020

Fiscal Year: 2020

Phone #:

Email Address: dgarrett@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
010-4101-601.60-02	\$100.00	Office Supplies	
010-4101-601.60-34	\$740.00	Train Station Supplies	
010-4102-601.60-08	\$34,060.00	Vehicle R&M / Sanitation	
010-4103-601.60-18	\$1,280.00	Supplies - B&G	
010-4104-602.50-02	\$1,850.00	Parks - Electrical	
010-4104-602.50-04	\$20.00	BB - Heating	
010-4104-602.50-34	\$540.00	P&R-Reimb of Rentals	
010-4104-602.60-18	\$3,300.00	P&R Supplies	

Total Debits: \$41,890.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.60-36	-\$34,060.00	Paving	
010-4101-601.60-06	-\$1,280.00	Fuels & Lubricants	
010-4101-601.60-23	-\$1,840.00	Equipment Rental	
010-4101-601.50-26	-\$1,000.00	Conventions & Education	
010-4101-601.60-08	-\$1,000.00	Vehicle R&M / PW	
010-4101-601.60-20	-\$1,010.00	Street Light Oper Supplies	
010-4101-601.60-22	-\$1,000.00	Highway, Street, & Sidewalks	
010-4101-601.60-28	-\$700.00	Storm Drainage	

Total Credits: -\$41,890.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Kayla Donigan
Prepared By

04/28/2020
Date

434-3124-5001
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-4

See Processing Instructions Below

Requester Tobie Shelton

Required

Department
Name : Economic Development

Required

Date of
Request: 5/26/2020

Fiscal Year: 2020

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
010-7101-405.50-32	\$1,640.00	Misc. Supplies / computer	

Total Debits: \$1,640.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-7101-405.50-24	-\$1,640.00	Subsistence & Lodging	

Total Credits: -\$1,640.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Karla Konigan 04/29/2020 434-312-5001
 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-5

See Processing Instructions Below

Requester Tobie Shelton

Required

Department

Name : Avoca Museum

Required

Date of

Request: 5/26/2020

Fiscal Year: 2020

Phone #:

Email Address: tshelton@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
010-9105-801.50-32	\$190.00	Misc. Supplies / filter repl	
010-9105-801.60-06	\$200.00	Fuels & Lubricants	

Total Debits: \$390.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-9105-801.20-04	-\$390.00	Va. Retire. System	

Total Credits: -\$390.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By: Kaifer Conigan Date: 04/29/2020 Phone: 434-369-5001

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 Tom Fore

Required

Department

Name : Waste Water Department

Required

Date of

Request: 5/26/2020

Fiscal Year: 2019

Phone #:

Email Address: tfore@altavistava.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
050-5101-702.50-66	\$380.00	Fees paid to the Commonwealth	
050-5101-702.60-08	\$1,570.00	Vehicle / R & M	
050-5101-702.60-04	\$200.00	Equip / R&M	

Total Debits: \$2,150.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.60-50	-\$1,570.00	Lab Test Equipment	
050-5101-702.50-68	-\$380.00	Professional Licenses	
050-5101-702.60-14	-\$200.00	Other Operating Supplies	

Total Credits: -\$2,150.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Kayla Denigan 04/30/2020 434-369-5001
Prepared By Date Phone

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



DATE: May 19, 2020

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

Attached is a listing of delinquent utility accounts which are over five years old. Our efforts to collect the delinquent billings have been unsuccessful. Annually, we request Council to consider writing off and adjusting our financial records.

We have thirteen accounts over five years old totaling \$1,225.15, and five accounts for deceased individuals totaling \$372.77. The total write-off request is \$1,597.92.

I respectfully request Council's approval to write-off, as we would like to clear these outstanding invoices within the current fiscal year.

Thank You.

**PROPOSED WRITE OFF
DELINQUENT WATER & SEWER ACCOUNTS
May 19, 2019**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>	<u>Amount Past Due</u>
Charles T. Ballowe, II	8/11/2014	\$ 20.74
Lisa Marie Blake	12/3/2014	\$ 15.40
Elaine Boxley	5/4/2015	\$ 222.00
Randy Ford	5/6/2015	\$ 21.16
Melisa M. Harrison	11/20/2014	\$ 156.51
Shirley Holland	6/2/2014	\$ 25.71
I Love NY Pizza	5/6/2015	\$ 158.72
Warren S. Moore	11/21/2014	\$ 25.74
Zackary S. Nicely	2/5/2015	\$ 12.98
Ronald C. Paape, II	6/30/2015	\$ 133.99
Donald H. Reynolds	12/30/2014	\$ 31.69
Rebecca Coffe Rosser	5/4/2015	\$ 213.28
Katrina L. Stone	5/6/2015	\$ 187.23
SUB TOTAL		\$ 1,225.15

DECEASED INDIVIDUALS

<u>Name</u>	<u>Date Account Closed</u>	<u>Amount Past Due</u>
Willard C. Bentley	11/20/2019	\$ 37.00
Terry L. Ewing	3/25/2019	\$ 104.08
Joseph T. Fauver	4/4/2019	\$ 77.11
Joan Thacker	4/24/2020	\$ 36.25
Roger Towler	1/24/2020	\$ 118.33
SUB TOTAL		\$ 372.77
TOTAL		\$ 1,597.92



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6d**ITEM TITLE:**

Parks & Recreation: Bridge Projects discussion

DESCRIPTION:

Staff has been working with Hurt & Proffitt to evaluate bridge projects in two of the Town's parks.

Shreve Park: Included in the FY2020 Budget and CIP, were replacement of the existing playground equipment (\$125,000) and installation of a new bridge (\$50,000). The playground project has been completed and a balance of \$42,500 remains in the playground equipment line item. While the primary use of the bridge at Shreve Park would be for pedestrians, it would also accommodate town vehicles for maintenance purposes. Several different bridge/culvert types were reviewed by Hurt & Proffitt, the estimated costs range from \$81,380 to \$138,800. If the balance from the playground project and the bridge funding were combined, a total of \$92,500 could be available for this project.

English Park: Included in the FY2021 Proposed Budget and CIP, is a project for the development of passive trails off the existing paved trail in the passive section of the park. The proposed funding for this project is \$150,000 with the remaining balance of the Jenk's funds (\$12,490) being allocated and the balance (\$22,510) coming from the General Fund. The proposed bridge would connect the small field to a larger field, both of which would feature mown trails. In addition, a culvert would be planned to create access from the large field to the existing trail that could also be utilized by maintenance vehicles (i.e. repairs, mowing, etc.). Several different bridge types were reviewed by Hurt & Proffitt, the estimated costs range from \$89,300 to \$142,430 for the connection between the small and large field. Costs are still being finalized for the culvert.

RECOMMENDATION:

Shreve Park: This is an existing, previously approved project and staff would recommend moving forward with the selection of a bridge type for this location. If approved, staff will seek to "bid" or get "quotes" for completion of this project, based on the available funds of \$92,500.

English Park: Provide direction to which type of bridge should be included in the project; this project would be part of funding with the approval of the FY2021 Proposed Budget; unless Town Council provides a different timeframe.

BUDGET/FUNDING:

Project funding for the Shreve Park bridge project is \$50,000 with an available balance of \$42,500 from the completed playground project; total \$92,500.

Project funding for English Park totals \$150,000 for the trail project and is part of the FY2021 Proposed Budget/CIP. There are costs, in addition to the bridge costs, that would be associated with this project.

POTENTIAL ACTION:

- Council may do one of the following:
 - Direct staff to move forward with the procurement of a bridge for Shreve Park based on the CIP funds for bridge and the remaining balance from the playground project.
 - Provide direction on the English Park bridge type or continue to evaluate this time and consider at a future meeting.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Engineer's report on park bridges*
- *CIP Sheets*
 - *Shreve Park (FY2020)*
 - *English Park (FY2021- proposed)*



HURT & PROFFITT

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May 21, 2020

Mr. Waverly Coggsdale III
Town Manager
Town of Altavista
510 7th Street
Altavista, VA

**Re: Town of Altavista
Stream Crossing Options
H&P Project #: 20200269**

Dear Mr. Coggsdale:

The Town asked Hurt and Proffitt to evaluate stream crossing options for English Park and Shreve Park. At English Park, two new stream crossings are proposed to increase recreational access to field located between the existing trail and the Staunton River. The crossings do not need to be traffic rated. At Shreve Park, the stream crossing will replace an existing wooden park bridge. Since the new crossing will provide access for pedestrians, maintenance, and emergency vehicles, to the playground/pavilion on the opposite side of the stream, it will need to be traffic rated.

English Park

The first crossing is located near the railroad crossing where there is an existing 30" culvert crossing the current trail. At this proposed crossing location, the ditch is approximately 10' deep. Assuming a 4' wide bottom and 2:1 side slopes, the top width would be 44'. The other location is located further down the trail and would require an 18" – 24" culvert crossing.

Shreve Park

There is an existing wooded bridge that will be removed. During normal conditions, the existing stream is couple feet wide but during storm events the stream increases to approximately 5' deep and 20' wide.

Since the proposed crossings are in the 100-yr floodplain, H&P contacted Campbell County to discuss proposed impacts. Based on discussions and the general locations shown on the attached Figures A & B, modeling potential floodplain impacts is not required. The proposed changes are minor in nature and can be coordinated with the County as part of any E&S permit requirements.

Hurt and Proffitt contacted manufacturers to get product brochures that show a variety of crossing types/options and preliminary pricing for the large crossings, not the smaller culvert crossing. A summary of preliminary material/delivery costs, installation costs, engineering site plan, and total cost have been summarized below. Examples of each type of crossing are attached.



Crossing Type	Attachment	Delivery Cost (1)	Install Cost (2)	Engineering Cost (3)	Preliminary Total Cost
Vehicle Access					
Contech - Conspan	A	\$72,000	\$46,800	\$20,000	\$138,800
Contech - Pipe Arch	B	\$37,200	\$24,180	\$20,000	\$81,380
Contech - Big R	C	\$45,300	\$29,445	\$20,000	\$94,745
Contech - Truss	D	\$50,400	\$32,760	\$20,000	\$103,160
Pedestrian Bridge					
Contech Steel Truss (70'Lx6'W)	E	\$42,000	\$27,300	\$20,000	\$89,300
ET Techtonics Fiberglass (70'Lx6'W)	F	\$74,200	\$48,230	\$20,000	\$142,430
Wheeler Steel Truss (70'Lx6'W)	G	\$47,100	\$30,615	\$20,000	\$97,715

Note

1. Product brochures identify various options and finishes that can be included for each type of crossing. The above costs are intended be representative, order of magnitude, type costs for budget purposes. Actual crossing costs will vary depending on the final design and selection of options/finishes.
2. Material/delivery cost is based on preliminary sizing information for planning purposes only. During design, the manufacturer will be contacted for an updated cost estimate based on required site conditions.
3. Installation cost is assumed to be 65% of Material Cost.
4. Engineering cost assumes – environmental assessment, surveying, E&S site plan, geotech for footing design. A formal proposal for engineering services will be provided prior to initiating work.

We appreciate the opportunity to provide this summary of bridge/culvert options and preliminary pricing for budgetary consideration. If you have any questions or need additional information, please contact us.

Sincerely,

HURT & PROFFITT, INC.

Ben Leatherland, PWD, PSW
Sr. Environmental Scientist

Mike Wilson, PE
Director of Municipal/Government Eng.

English Park Maintenance Crossing

Legend

Untitled Map
Existing Crossing
to be used for
Maintenance



~30" culvert under existing trail

Approx. Crossing
Location



Google Earth

© 2020 Google

2000 ft

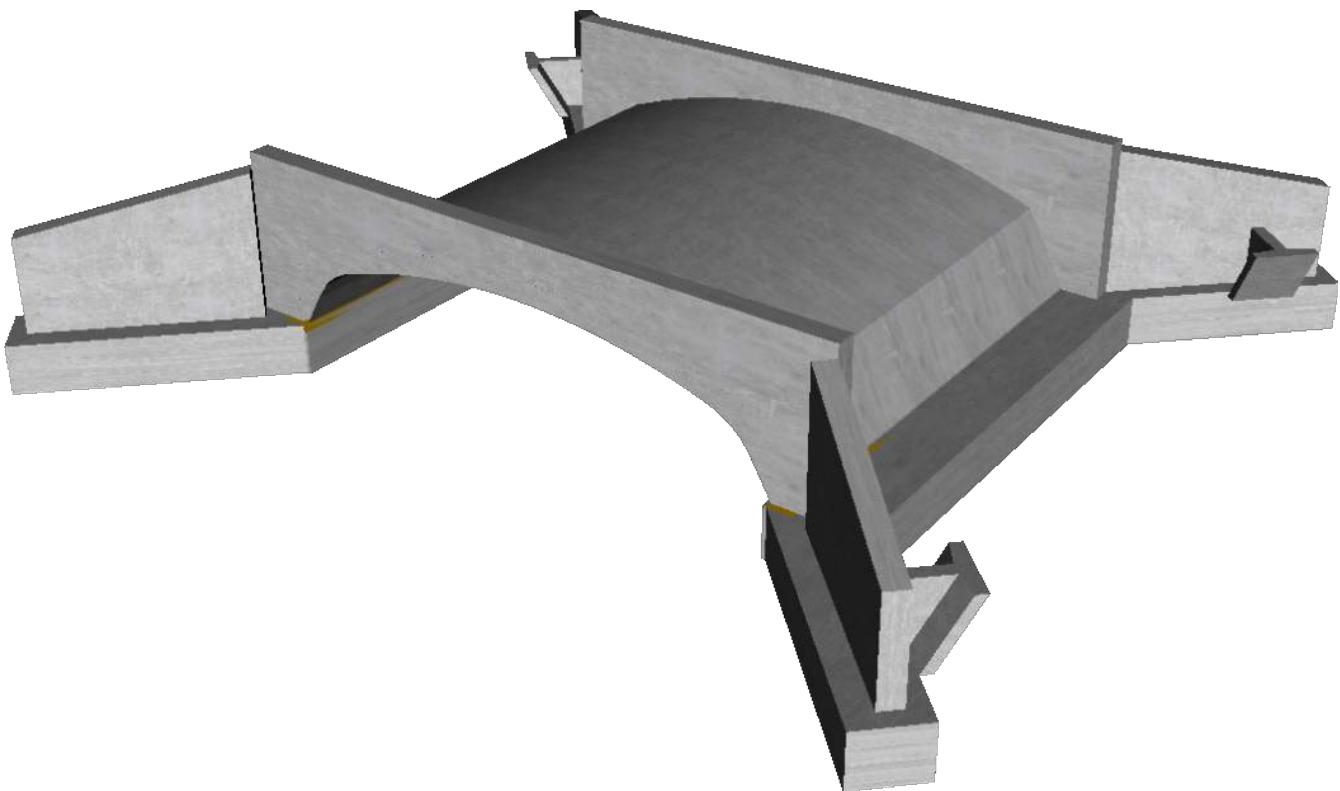
N

Figure A

Shreve Park Maintenance Crossing



Figure B



CON/SPAN O-Series DYOB
bottomless culvert

PRELIMINARY
NOT FOR CONSTRUCTION

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MARK	DATE	REVISION DESCRIPTION	BY



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800-338-1122 513-645-7000 513-645-7993 FAX



CON/SPAN
O-SERIES

DYOB
DRAWING

bottomless culvert
O321: 21'-0" Span x 4'-2 3/8" Rise

altavista, Virginia

PROJECT No.: DYO216985	DATE: 4/7/2020
DESIGNED: DYO	DRAWN: DYO
CHECKED: DYO	APPROVED: DYO
SHEET NO.: 1	OF 8

Mike Wilson

From: Napior, Michael <MNapior@conteches.com>
Sent: Thursday, April 9, 2020 10:52 AM
To: Mike Wilson
Subject: RE: Culvert Crossing Options - Precast ConSpan Option
Attachments: DYO216985.pdf

Categories: Filed by Newforma

Mike,

I've worked up several solutions per your request so you can compare all of the available options. I will send an individual email for each option for clarity.

Option 1 would be a ConSpan Arch. Due to the short distance between the road elevation and creek bed we may have to bury this structure a bit deeper. This is probably the most expensive option to consider, but it does have its benefits – aesthetics being a big factor. I've included some very preliminary details and assumptions for your review. I'd budget this option at \$72,000 delivered for all engineering, conspan structure, headwalls and wingwalls. If this option has some legs we can dial in further to abutments and fine tune the layout.

I will send the next email shortly.

Michael Napior

Bridge Consultant

Big R Bridge is Proud to be part of

Contech Engineered Solutions LLC

770-468-4405

mnapior@ContechES.com

www.ContechES.com | www.bigrbridge.com

From: Mike Wilson <mwilson@handp.com>
Sent: Tuesday, April 7, 2020 10:16 AM
To: Nester, Greg <GNester@conteches.com>
Cc: Napior, Michael <MNapior@conteches.com>; Keblusek, Scott <SKeblusek@conteches.com>
Subject: RE: Culvert Crossing Options

Thank you.

Mike Wilson, PE
Director of Municipal/Government Engineering

HURT & PROFFITT

INSPIRED | RESPONSIVE | TRUSTED

2524 Langhorne Rd, Lynchburg, VA 24501

Phone: 434-522-7665 - Fax: 434-847-0047 - Mobile: 434-546-6156

E-mail: mwilson@handp.com - Web: www.handp.com

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- Wide-span, low-rise structures
- Ideal for small bridge replacements
- Variety of shapes and sizes
- Lightweight
- Fast, easy, low cost installation
- Suitable for rehabilitation
- Extensive technical support
- Economical solution

Attachment B



Aluminum Box Culvert - multi-cell installation



Aluminum Box Culvert - stream crossing



Aluminum Box Culvert - county road bridge



Aluminum Box Culvert - aesthetic finish



Aluminum Box Culvert - stream crossing

Mike Wilson

From: Napior, Michael <MNapior@conteches.com>
Sent: Thursday, April 9, 2020 11:06 AM
To: Mike Wilson
Subject: RE: Culvert Crossing Options - Aluminum Box Culvert
Attachments: DYOB217012.pdf; ALBC Overview.pdf; ALBC Examples.pdf

Categories: Filed by Newforma

Mike,

Option 2 would be a metal bottomless culvert. Based on the short span I think we can save some money by going with an Aluminum Box Culvert. As with the precast structure we may need to bury the footers a bit to get the proper elevations, but my initial geometry is fairly close. I'm assuming 1.5' of cover on top of the Aluminum Box. For now, I've included aluminum headwalls and wingwalls as a place holder. We could also look at small block, Wire walls, or Precast MSE panels walls if the client is interested. All in we'd be looking at a price of \$31,300 for the design, fabrication, and delivery of the plate structure. We could also provide our Steel express foundations which would run approx. \$5,900 delivered. The steel express would require approx. 8CY of concrete infill (by installation contractor).

Email 3 to follow.

Michael Napior
Bridge Consultant

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Contech Engineered Solutions LLC
770-468-4405
mnapior@ContechES.com
www.ContechES.com | www.bigrbridge.com

From: Mike Wilson <mwilson@handp.com>
Sent: Tuesday, April 7, 2020 10:16 AM
To: Nester, Greg <GNester@conteches.com>
Cc: Napior, Michael <MNapior@conteches.com>; Keblusek, Scott <SKeblusek@conteches.com>
Subject: RE: Culvert Crossing Options

Thank you.

Mike Wilson, PE
Director of Municipal/Government Engineering

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2524 Langhorne Rd, Lynchburg, VA 24501
Phone: 434-522-7665 - Fax: 434-847-0047 - Mobile: 434-546-6156
E-mail: mwilson@handp.com - Web: www.handp.com

From: Nester, Greg [<mailto:GNester@conteches.com>]
Sent: Tuesday, April 7, 2020 9:56 AM

Contech Big-R Bridge Examples

Attachment C



Mike Wilson

From: Napior, Michael <MNapior@conteches.com>
Sent: Thursday, April 9, 2020 11:22 AM
To: Mike Wilson
Subject: Culvert Crossing Options - Big R Modular Bridge
Attachments: Precast Sill w steel backwall (002).JPG; 1343765591_IMG_1181.jfif; North Fork Dam 2 - Ashville, NC.jpg; IMG_1068.JPG; Stafford County, VA modular Bridge.JPG; City of Marion.JPG

Categories: Filed by Newforma

Mike,

Option 3 would be a Big R Modular Bridge. This is the same bridge we build for VDOT, WVDOH, and countless other Federal and State Agencies. This would be a simple steel beam bridge with a structural 4.25" corrugated galvanized deck already installed. The deck can receive an asphalt, gravel, or concrete wearing surface (by others). Because of the small size we would ship this bridge in 1 piece. The bridge would weigh approx. 10,520 lbs and shouldn't take more than an hour or so to install...with a few additional hours to bolt up the railing. The bridge would be designed to HL93 (standard Vehicular Bridge) and would include a 27" TL W beam rail. For a weathered steel option we would be looking at a total delivered price of \$33,500. We could also extend the railing to accommodate a 54" ped rail for roughly \$2,800 more. We can provide optional precast sills and steel backwall (in lieu of CIP abutment) for \$9,000. I've included some photos above to better illustrate. We can offer a painted system as well for an additional cost. The photo of the painted bridge is the best example of the W beam rail with the extended Ped rail system.

This may be more bridge than you need, but as inexpensive as these are it worth a look. If the client likes the idea of these, but wants a different aesthetic please let me know. We can get creative with faux truss details and paint schemes to make these more attractive.

Installation video

<https://www.bing.com/videos/search?q=contech+modular+bridge+instllation+video&docid=608048750340804405&mid=BDE0BA63B45793407DE8BDE0BA63B45793407DE8&view=detail&FORM=VIRE>

Michael Napior

Bridge Consultant

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From: Mike Wilson <mwilson@handp.com>
Sent: Tuesday, April 7, 2020 10:16 AM
To: Nester, Greg <GNester@conteches.com>
Cc: Napior, Michael <MNapior@conteches.com>; Keblusek, Scott <SKeblusek@conteches.com>
Subject: RE: Culvert Crossing Options



How Can We Help You?

Building Blocks to a Successful Project.

Contech® prefabricated truss bridges are durable and aesthetic solutions. Prefabricated manufacturing means fast installation and substantial cost-savings. Contech truss bridges are typically erected and installed in one to three days, without the need for field welding. Contech truss bridges feature efficient bridge design and construction that is customized and manufactured to your specifications.

SOLUTION DEVELOPMENT	DESIGN SUPPORT	INSTALLATION
<ul style="list-style-type: none"> • Product Design Worksheet • Structure Selection • Siting & Layout • Design Your Own Bridge (DYOB®) • Engineer Estimates • Site Simulation • Proposal Preparation • Design Build Support 	<ul style="list-style-type: none"> • Specifications • Contract Drawings • Permitting Assistance • Structural/Fabrication Drawings • Approval Assistance • Custom Solutions • Horizontal/Vertical Alignment • Foundation Support 	<ul style="list-style-type: none"> • Preconstruction Meeting • On-Site Installation Assistance • Logistics Coordination



Steadfast Capstone® **Scottsdale, AZ**



Steadfast Colonial Flat **Lansing, MI**



Steadfast Vehicular Steel Truss Bridges

Steadfast Bridges® are known for its safe, durable, affordable and aesthetic solutions. Steadfast truss structures are suitable for residential and commercial developments, Department of Transportation, municipal roads, parks and trails, as well as industrial and mining facilities.

Steadfast Bridges Offers:

- Clear spans to 200 feet
- Bolted or welded construction
- Weather, painted, or galvanized finishes
- 35 year galvanized warranty
- Aesthetic solutions
- Quick and straightforward installation with onsite support
- Improved hydraulics
- A variety of rail, deck, and finish options
- Extensive technical support
- Manufacturing with AISC major bridge certification
- Fracture critical and sophisticated paint coating endorsements



Continental Pedestrian Steel Truss Bridges

Since 1972, Continental® has been North America's premier brand for pedestrian steel truss bridges. With more than 14,000 installations worldwide, Continental truss bridges are ideal for parks and trails, golf courses, skywalks, environmentally sensitive areas and developments.

Continental Bridge Offers:

- Clear spans to 250 feet and more. Spans greater than 250 feet with custom design
- Pedestrian crossings over highways, railroad tracks, rivers and wetlands
- Pre-fabrication allows for rapid installation
- Aesthetic solutions
- A variety of rail, deck, and finish options
- Extensive technical support
- Manufacturing with AISC Major/Intermediate bridge certification
- Fracture critical and sophisticated paint coating endorsements



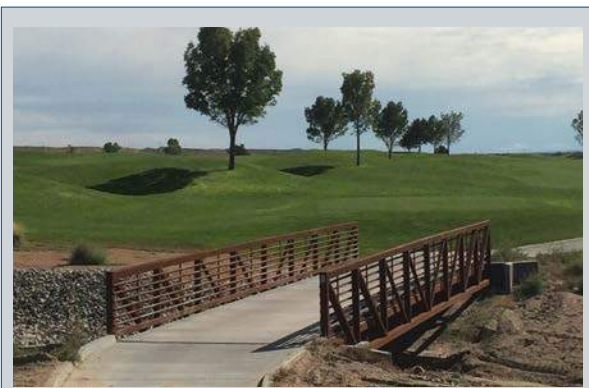
Continental Capstone®

Alcoa, TN



Continental Thrust Arch

Las Vegas, NV



EXPRESS Connector®

Albuquerque, NM

Pre-Engineered AASHTO Pedestrian Bridges

The EXPRESS® Truss bridge is a pre-engineered pedestrian steel truss bridge designed for owners, engineers and contractors who know "time is money." This standardized truss system provides stamped drawings within one week after receipt of order and a bridge ready for shipment in less than eight weeks, significantly reducing construction time. The speed, quality and value of EXPRESS® bridges will ensure you receive the industry's best customer experience.

EXPRESS Truss Bridges Offer:

- Stamped drawings within 1 week after receipt of order
- Bridge ready for shipment within 6 - 8 weeks of approved drawings
- Quick and straightforward installation
- Designed in accordance with AASHTO
- IBC design is also available

REBUILDING OUR INFRASTRUCTURE

Municipalities & Counties

Time-sensitive projects and emergency bridge replacements often lead municipalities to a Steadfast vehicular or EXPRESS pedestrian truss structure. The clear span structures can improve hydraulics and minimize road and trail closure time with a quick installation, while fitting within a budget. Structures are typically installed in 1-3 days and require minimal maintenance.



Steadfast Capstone®

Rodanthe, NC



Continental Keystone®

Raleigh, NC



Continental Gateway®

Apopka, FL



Continental Capstone®

Beavercreek, OH

HELPING TO KEEP AMERICA WORKING

Energy, Mining & Industrial

Continental steel truss structures have been utilized for pipe support, conveyor support and other elevated crossings. Steadfast vehicular structures, which meet AASHTO loading criteria, will accommodate large construction vehicles and equipment for the transport of heavy materials. The strength and durability of these systems allow for a wide range of unique solutions.



Continental Connector®

Morris, IL



Steadfast Link®

Baker, WV



Continental Connector®

Stephens Point, WI



Steadfast Capstone®

Haworth, NJ



ENJOYING LIFE & LEISURE

Park, Resorts, Trails, Golf Courses & MORE

Resorts, tourist attractions and signature golf courses all over the country have turned to Contech pedestrian and vehicular truss structures with a wide variety of styles, rail, deck and finishing options available. Contech was fortunate to have participated in providing the 800' long multi-span, Connector-style, Continental truss bridge at the site of the Flight 93 National Memorial in Shanksville, PA. The pedestrian bridge allows visitors dry passage over the wetlands area.

Continental Custom Connector® Flight 93 Memorial – Shanksville, PA



Continental Custom Natchez, MS



Continental Connector® Moab, UT



Continental Custom Gateway® Des Moines, IA



Continental Gateway® Dedham, MA

PROVIDING COMMUNITY SOLUTIONS

Residential & Commercial

Continental pedestrian and Steadfast vehicular truss structures have been selected by developers throughout the U.S. to provide practical, yet aesthetic structures in residential developments, hospitals, schools and communities. These structures are available in an array of style and finish options to provide a signature look as well as guarantee safe, reliable bridges for every day use.

Developers also look to Continental pedestrian and Steadfast vehicular truss solutions for busy commercial sites. Often times, these bridges are main entrances or centerpieces for business parks, shopping centers and local communities.



Continental Gateway® Moline, IL



Steadfast Colonial Harrison County, IN



Continental Custom Gateway® Warren, OH



Continental Cable-Stayed

Mishawaka, IN

Custom Designs & Signature Looks

Speciality truss bridges by Contech can be custom designed to specifically fit your project's needs. Our bridges have been successfully designed to replicate a particular bridge style or create a brand new signature look.

These custom options have included:

- Gangways onto floating docks, wildlife crossings, material handling and pipe support systems within buildings
- Bridges enclosed with stone, stucco, wood or other materials
- Multi-color paint systems and decorative lighting
- Cable-stayed bridges and skywalks
- Specialized railing, decking and finish options
- ADA accessible ramps
- Thrust arch, support towers and decorative towers



Continental Gateway®

Kissimmee, FL



Continental Gateway®

Daytona Beach, FL



Continental Connector®

Dulles, VA

Rail Options



Cable



Mesh Panels



Safety Rail/Wood Rub Rail



Vertical Picket/Pipe Handrail

Deck Options



Wood



Steel Grate



Concrete



Asphalt*

Finish Options



Weathering Steel



Painted Steel



Galvanized Steel



Continental® Pedestrian Truss Styles*

Connector®



Capstone®



Link®



Keystone®



Gateway®



Tied Arch®



**Custom styling is available to make your project a reality (e.g. skywalks, cable-stayed bridges).*

Steadfast Bridges® Vehicular Truss Styles

Colonial Flat



Colonial



Capstone®



Keystone®



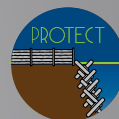
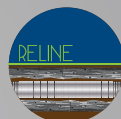
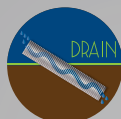
Horizon



Archway®



Contech® Engineered Solutions offers a full range of pedestrian and vehicular truss styles for your project's needs. As highly skilled solution providers, we are ready to support you in every phase of your project, from concept to installation.



STORMWATER SOLUTIONS

Helping to satisfy stormwater management requirements on land development projects

- Stormwater Treatment
- Detention/Infiltration
- Rainwater Harvesting
- Biofiltration/Bioretention

PIPE SOLUTIONS

Meeting project needs for durability, hydraulics, corrosion resistance, and stiffness

- Corrugated Metal Pipe (CMP)
- Steel Reinforced Polyethylene (SRPE)
- High Density Polyethylene (HDPE)
- Polyvinyl Chloride (PVC)

STRUCTURES SOLUTIONS

Providing innovative options and support for crossings, culverts, and bridges

- Plate, Precast & Truss bridges
- Hard Armor
- Retaining Walls
- Tunnel Liner Plate

Contech Engineered Solutions is the nation's leading provider of site solutions products and services for the Civil Engineering industry.

With more than 40 manufacturing facilities across the United States and around the world, Contech has the resources to support every site development need.

Visit us at www.ContechES.com or call

Toll Free: 800-338-1122

For more information, call one of Contech's Regional Offices located in the following cities:

Corporate - Ohio (Cincinnati)	513-645-7000
California (Roseville)	800-548-4667
Colorado (Denver)	720-587-2700
Florida (Orlando)	321-348-3520
Maine (Scarborough)	207-885-9830
Maryland (Baltimore)	410-740-8490
Oregon (Portland)	503-258-3180
Texas (Dallas)	972-590-2000

Mike Wilson

From: Napior, Michael <MNapior@conteches.com>
Sent: Thursday, April 9, 2020 11:33 AM
To: Mike Wilson
Subject: RE: Culvert Crossing Options

Categories: Filed by Newforma

Mike,

Attachment E

Attachment D

The last option would be a pedestrian truss. If we are to stick with the standard H10 loading AASHTO would require we're coming in with a price of \$32,000 (SIP form deck – concrete by others) to \$42,000 (IPE Decking – high end) delivered. IF we bump it up to the H20 loading you requested we're going to see a 15-20% increase. We can play around with various truss styles, but they will all fall in a similar price range. I'm not sure the Pedestrian option is the most economical when we look at the loading requirements, but it certainly does give a nice aesthetic. I'm sure you don't need me to go through all the ped bridge options, but if your client is leaning this way we can certainly go through the details and lock down a spec and price based on their preference. At H20 loading I should mention concrete, wood, and IPE will be the only real viable options for deck material.

I think this hits all the high points. If you have any questions or need additional information please don't hesitate to call. I'm not sure if you remember me, but I was part of the Big R Bridge team before the merger. I'm from Lynchburg originally so this project would be a fun one to work on for me.

Michael Napior
Bridge Consultant

Big R Bridge is Proud to be part of
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mnapior@ContechES.com
www.ContechES.com | www.bigrbridge.com

From: Mike Wilson <mwilson@handp.com>
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Subject: RE: Culvert Crossing Options

Thank you.

Mike Wilson, PE
Director of Municipal/Government Engineering

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E-mail: mwilson@handp.com - Web: www.handp.com



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PEDESTRIAN AND TRAIL BRIDGES



CPI's E.T. Techtonics brand prefabricated truss bridges are designed to be aesthetically pleasing in your landscape and easy to install in remote bridge sites. Our standard color is CPI series 1500 olive green, which blends beautifully into the surroundings. We supply fiberglass pedestrian bridges to national, state and local park systems nationwide, as well as to commercial and private clients.



MAINTENANCE-FREE

Typically, our spans require no ongoing maintenance. Fiberglass bridges do not rust, rot, and are not subject to insect damage. Bridge sections can even be buried directly into the soil. Fiberglass materials are not affected by high humidity or saltwater environments.

> GET STARTED ON YOUR QUOTE <

888.274.7855

ABOUT CPI:

Since 1987, E.T. Techtonics, Inc. has been at the forefront in the research, design and construction of Fiber-Reinforced Polymer (FRP) composite bridges and building systems. In 2016, the company was acquired by their longtime manufacturing partner CPI. The E.T. Techtonics brand trail access bridge sales, engineering and design group resides at the corporate headquarters of CPI in Alum Bank, PA. To date, over 900 pedestrian bridges and walkway systems have been engineered and installed using the E.T. Techtonics fiberglass bridge system.

WWW.CREATIVEPULTRUSIONS.COM

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888-274-7855

CONTACT@ETTECHTONICS.COM

214 Industrial Lane

Alum Bank, PA 15521

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Fiberglass Bridges and Boardwalks

214 Industrial Lane, Alum Bank, PA 15521
814.839.4186 • Fax: 814.839.4276 • Toll free 888.CPI.PULL



2524 Langhorne Rd
Lynchburg, Virginia 24501
Altavista VA, 70'x6'

4/8/2020
QUOTE # : 040820

Mike,

Thank you for your inquiry. I am pleased to submit the estimate for your fiberglass access solutions project. Please contact me if you have any questions or need further assistance.

Sincerely,

Brandon Weyant

E.T. Techtonics
A Creative Pultrusions, Inc. Product Line
Office: (814) 839-4186 Ext. 265
Mobile: (814) 289-1476
bweyant@pultrude.com

Design Approach: Allowable Stress Design (ASD)
Pedestrian Live Load: 85.0 PSF
Snow Load: 25.0 PSF
Wind Load: 25.0 PSF

(1) Fiberglass 70'-0" long x 6'-0" wide bridge \$ 69,600.00

PE stamped drawings & calculations	\$ 2,600.00
Shipping Un-Assembled to Altavista, Virginia	\$ 2,000.00
Sales Tax (if applicable)	\$ -
Total	\$ 74,200.00*

*The total does not include any Federal, State, or Local taxes.

Notice: Shipping cost is an estimate and subject to change at time of order

Estimated Bridge Weight (Installed): 11,430 lbs

(Material + Decking + Hardware)

The bridge will include the following:

- 1500 Series: Non-fire retardant
- Fiberglass Support Trusses w/ X-Bracing
- 42" high hand-railings
- Sloped ends
- Standard top cap with solid-color paint coating
- Safety mid-rails (per ADA specifications, 3-3/4" maximum spacing)
- Standard A307 hot-dipped galvanized steel hardware kit
- Standard Color: Olive Green
- Standard dead load camber design
- **3x12 P.T. Southern Yellow Pine Decking w/ Deck Screws**

Liability Statement

The calculations and recommendations set forth in this document are gratuitous in nature and are believed to be accurate. Creative Pultrusions, Inc., nor its employees assume any obligation or liability that may arise as a result of the use of the information placed forth in this document.

TERMS & CONDITIONS

Delivery: CPI will schedule bridge fabrication upon receipt of SIGNED Submittal CAD Drawings. To order a bridge, customer must send Purchase Order w/ 50% pre-payment (if required). Delivery lead-time (3-4 week) upon receipt of SIGNED drawings.

Notes:

- Payment terms: Parts – Net 30 days; Payment terms are based on approval of credit information supplied to Creative Pultrusions, Inc.
 - A 3.5% service fee will apply for all payments made by Visa, Discover, and MasterCard.
 - This quotation is firm for sixty (60) days. Prices are based on current material costs and are subject to change in the event price increases are incurred.
 - Parts quoted are based on standard properties and tolerances as outlined in the Creative Pultrusion, Inc. Design Manual and Bridge Submittal Drawings at the time of order.
 - Creative Pultrusions, Inc. shall warrant the structural integrity of all FRP materials, design, and workmanship for 15 years from the time of deliver.
 - Delayed shipment for more than 30 days will be subject to additional charges, unless otherwise agreed upon.
- IMPORTANT NOTICE TO CUSTOMER: This document is not an acceptance of any prior offer made by Customer. Rather, this document is an offer, acceptance of which is limited and subject to the terms of Seller's written sale agreement with Customer, or, if none, then Seller's Terms of Sale which are incorporated in full into this document and can be found [below/attached/on the reverse side hereof] and/or [Seller's website at www.creativepultrusions.com]. By accepting any performance by Seller, Customer agrees to be bound by the terms of this document and Seller's sale agreement with Customer, or, if none, then Seller's Terms of Sale. Contact Seller immediately if you do not have or cannot access Seller's Terms of Sale. If this document is a written confirmation of a verbal order by Customer, Customer agrees that the terms of this document control. Different or additional terms proposed by Customer are expressly rejected and shall not become a part of the contract between Customer and Seller.



PREFABRICATED STEEL BRIDGES

APPLICATIONS & LOADINGS

Prefabricated Steel Bridges are ideal for recreation and low volume vehicular bridge applications. The efficiency of the truss design maximizes material properties of the primary tubular steel members. These bridges are used for regional hiking/biking/equestrian trails, community parks, pedestrian overpasses, snowmobile routes, golf courses, single lane residential access, etc. Typical loads may include pedestrian, equestrian and maintenance vehicles. Utility dead loads are not uncommon.

PREFABRICATED

The bridges are shop manufactured with primarily welded connections then shipped to the site ready for installation. Limited field assembly is required for most projects.

SPANS 20' - 200'

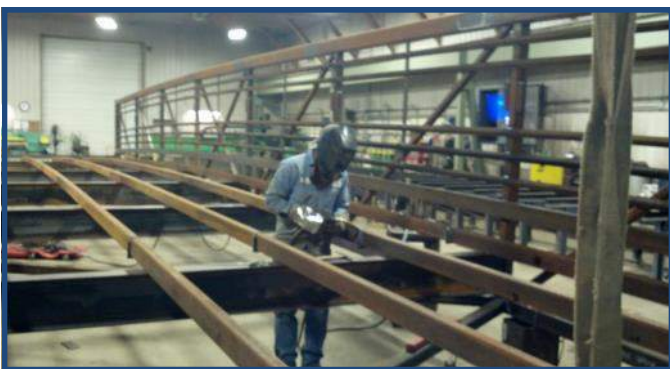
Typical designs allow for clear spans from 20 to 200 feet. Under certain conditions special designs can extend spans to 250 feet. Bridges can be in single or multiple span configurations.

Clear spans up to 100 feet can be fabricated and shipped as one piece if contractor capabilities and site considerations allow. Longer spans are built with field bolted splices and shipped as multiple sections.

WIDTHS 6' - 12'

Widths less than six feet should only be considered for shorter spans. Bridges wider than twelve feet (clear between the railing) may require a longitudinal field splice, increasing the installed cost.





ENGINEERING

Specifications are developed specific to the project to ensure the bridge meets your needs. All aspects are considered including: application, configuration, geometry, loading, materials, etc. A custom design is then created by our registered Professional Engineers. Detailed plans are generated by our staff of drafters. Wheeler can provide sealed plans for projects nationwide.

Prefabricated bridges are compatible with most foundations. Substructure design may be available if site and soil information are provided. Site information, including grade, elevations and soils report, including geotechnical engineer recommendations, will be required prior to substructure design and may effect design fee.

FACILITIES & QUALIFICATIONS

Wheeler maintains approved status as a AISC Quality Certified Intermediate Bridge Fabricator with Fracture Critical Endorsement. Our plant certification has been reviewed and approved annually by the AISC since 1998. This certification confirms that Wheeler has "...the personnel, organization, experience, capability and commitment..." to handle these types of projects.



As a member of the American Welding Society, Wheeler employs AWS Certified Welders.

Inspectors from state and independent agencies across the country have visited our facilities and confirmed our ability to produce quality bridges.

Wheeler **PREFABRICATED STEEL BRIDGES**

TYPICAL TRUSS STYLES



WARREN

The Warren truss provides an alternate appearance and offers optimum efficiency for long spans. It is a parallel chord truss with diagonals in alternating directions creating a “W” pattern. The Warren may or may not include vertical members and often uses overhead bracing.



PRATT

The most common truss style is the Pratt. This is a parallel chord truss with diagonal members slanting toward the center of the span and separated by verticals. Double diagonals can be added at additional expense. The Pratt can be built with underhung floor beams, as an H-section (floor beams connected to the verticals) or with overhead bracing.

TYPICAL TRUSS STYLES



BOWSTRING

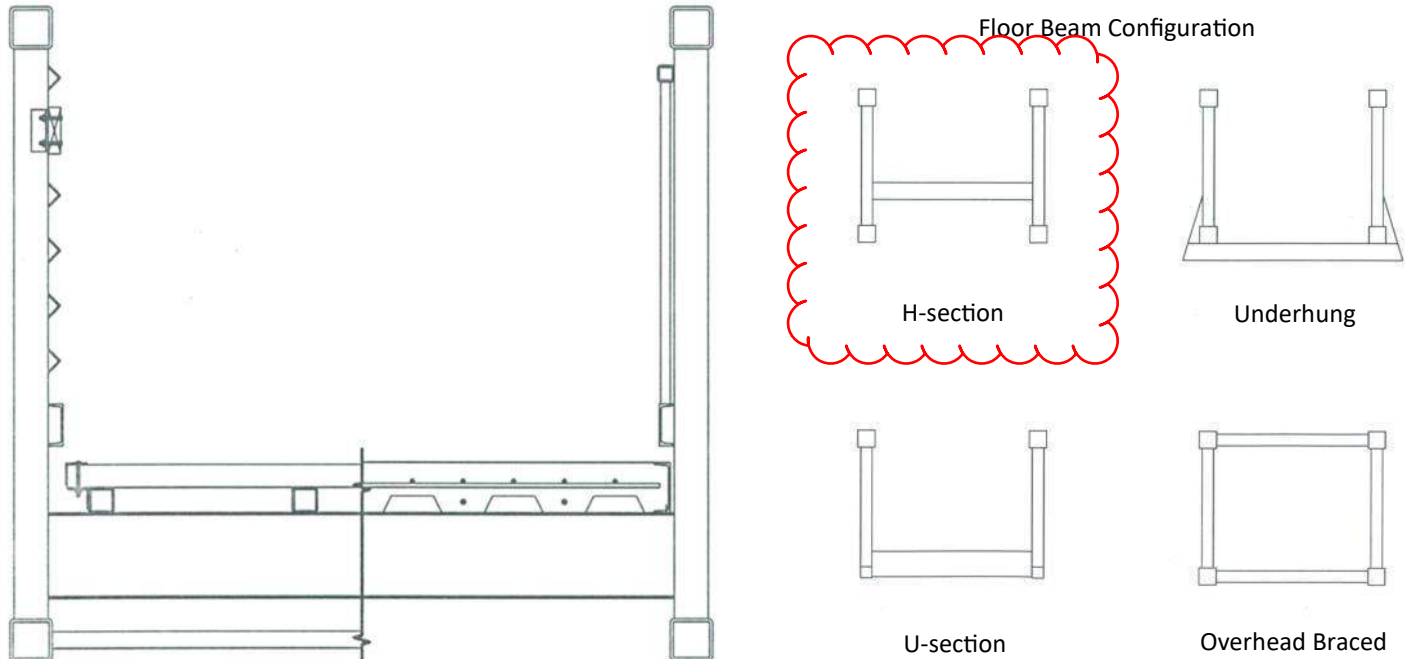
The Bowstring Truss is distinct with the top chord arched relative to the bottom chord. The top chord meets the deck at the ends of the span. It can incorporate Pratt or Warren web configurations and is used in a variety of span lengths for the distinct architecture.



MODIFIED BOW

With a Modified Bow the top chord is arched relative to the bottom, but the chords are separated by verticals at the ends of the span. Pratt webs are typical. The Modified Bow is often used as an affordable alternative to the traditional Pratt and can be used for most span lengths.

TYPICAL CROSS-SECTION



APPROACH RAILING Not included in Estimate

Approach railing guides users onto the bridge. Custom sections can be built to match or compliment the bridge. Less expensive options utilize treated wood. Regardless of style, approach railing is encouraged.



RAILING

Only Safety Rail
noted in Estimate

Railing combinations can vary by intended use and differing code requirements. Most bridges incorporate a toe plate, safety rail and rub rail. Orientation for the safety rail is typically vertical or horizontal.



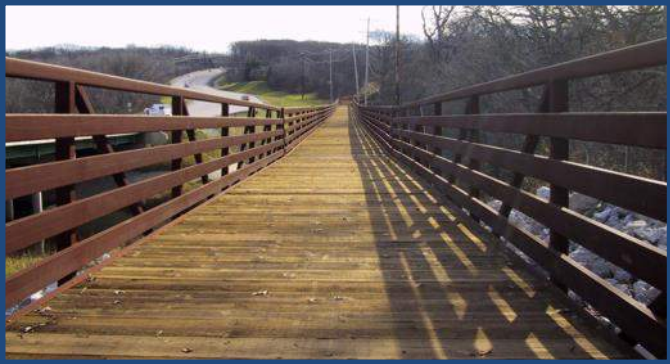
HORIZONTAL



VERTICAL PICKETS

Safety rail spacing can vary by code, but AASHTO standards are typical.

Handrails can be added if ADA requirements apply.



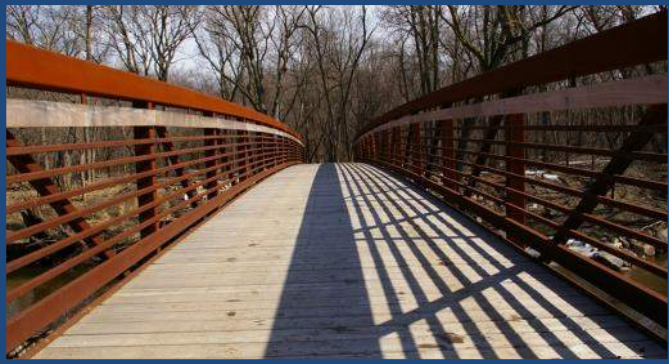
Wheeler recommends incorporating a vertical post at the end of the bridge. This provides easy termination of the safety rail and transition to any approach rail. If slanted ends are preferred, it is still recommended to extend the safety rail to the end of the bridge.



Custom safety railing is available at additional expense. Contact us to review project specific options.

DECK MATERIALS

All bridges are available with treated timber, tropical hardwood, asphalt or concrete decks. Composite and FRP materials may be considered under limited loading conditions. Steel grating has been used for decks requiring more drainage.



TREATED TIMBER

The most economical and easiest to maintain, wood decks are typically shop installed. If preferred, they can be shipped loose to reduce the structure lifting weight and field installed after the bridge is set.



TIMBER WEAR COURSE

Applied for added abrasion resistance, this is common for multi-use applications including equestrian and snowmobile traffic. Often the wear course is installed diagonal to the bridge centerline.



TROPICAL HARDWOOD

Premium wood providing greater dimensional stability and smoother finish. Ipe is the most common specie.



CONCRETE

Asphalt and concrete decks are installed after the bridge is set in position. An asphalt wear surface can be added to structural timber panels or steel bridge plank. Reinforced concrete decks are poured-in-place with shop installed stay-in-place steel deck pans and side forms.



STEEL GRATING

COMPOSITE

There are a wide variety of FRP, PVC, and recycled plastic/wood composite decking materials offered in the market place. The appropriate application of these products must be reviewed project specific. Some products may only be used as a wear surface.

FINISH



WEATHERING STEEL

Atmospheric Corrosion Resistant Self-Weathering Steel is a special formulation that develops a protective oxide patina. Under acceptable atmospheric conditions the steel “rusts” to a patina, eventually stabilizing and protecting the steel from further corrosion. Color of the patina will progress from reddish to dark brown.



Weathering steel provides an economical choice with a rustic appearance and relatively little maintenance. The bridge will never require recoating and can be blasted to remove graffiti. It will simply rust again in the affected area.



PAINT

Painted bridges can be considered for applications where weathering steel is undesirable. Two and three coat paint systems used for other highway applications are available in virtually any color.



Painted bridges are more expensive due to the cost of materials and application. They also require additional sealing of accessory connections and more extensive sand blasting.



Precautions with weathering steel include rust staining in runoff areas below the bridge and avoiding salt latent atmospheres (coastal areas or bridges over highways requiring winter maintenance).

OVERHEAD BRACING Not included in Estimate



Overhead bracing can be incorporated into most truss configurations. It often reduces member sizes by adding stability and may be required for the longest spans. The bridge depth of section, measured from the top of deck to the bottom of the lowest member (typically the bottom chord) can be minimized by adding overhead bracing.



For bridges requiring fencing or roofs, designs with overhead bracing are preferred.

ARCHITECTURAL FEATURES Not included in Estimate

Wheeler often works with consultants and architects to incorporate specific architectural features. Please contact us to review the potential for your next bridge. We will discuss the feasibility and cost implications of the elements.



ACCESSORIES

Not included in Estimate

Please review your specific requirements with a Wheeler representative prior to requesting price estimates.



OVERLOOKS

Adding a walk-through viewing area provides many opportunities to enhance the user experience. It also allows those who stop on the bridge to move out of the main traffic lanes. Overlooks can be added under certain span and loading conditions. Multiple truss configurations are compatible.



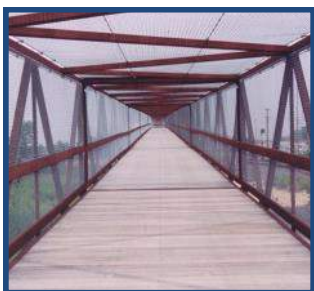
LIGHTING

Lighting design by others. Field installed by locally licensed electrician. Brackets can be shop installed.



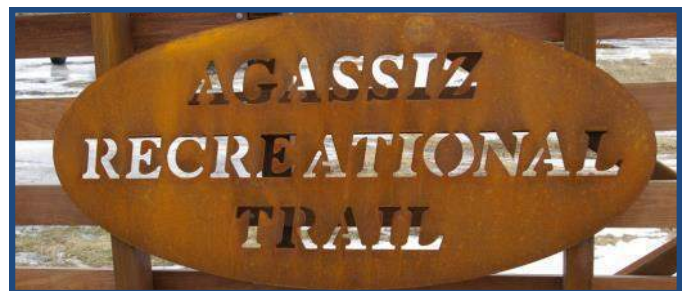
UTILITY HANGERS

All utility design and installation by others. Brackets can be provided when locations are specified.



FENCING

Available in chain-link (galvanized or vinyl coated) or welded wire panels (galvanized, painted or weathering steel)



SIGNS

State-of-the-art plasma table available for cutting images provided in CAD format.

Wheeler PREFABRICATED STEEL BRIDGES



SHIPPING

The bridges are shop manufactured and shipped to the site ready for installation.

Bridge spans less than 80 feet in length are often shipped as one piece without a field splice.

Spans between 80 and 100 feet will be reviewed to determine if they can be shipped without a splice.

Spans greater than 100 feet will be shipped in sections and require field bolted splice connections.

***Bridges are shipped via independent carrier. Delivery is made to a location nearest the site, which is easily accessible to normal over-the-road tractor/trailer equipment. Oversized loads warrant additional consideration and providing suitable access shall be the responsibility of others. All trucks delivering materials will need to be unloaded at the time of arrival.*

INSTALLATION

Prefabricated bridges install in minimal time.

Detailed, written instruction in the proper splicing (if required) and lifting procedures will be provided. The method and sequence of erection shall be the responsibility of others.

All unloading, field erection and installation is the responsibility of others.

Wheeler

9531 W 78th St, Ste100
Minneapolis, MN 55344

952.929.7854

info@wheeler1892.com

wheelerbridge.com

PREFABRICATED STEEL BRIDGES

Project: Trail Bridge in Altavista
Steel Truss Pedestrian Bridge
Altavista, VA



Wheeler Lumber LLC
9531 W 78th Street, Ste. 100 | Minneapolis, MN 55344
David Clemens | Director – Engineered Product Sales
dclemens@wheeler1892.com | 612.249.0850

Prefabricated Steel Truss Recreation Bridge

Bridge Size: 70' x 6'	Finish: Weathering (SP 7)	Weld Code: AWS D1.1
Truss Type: Parallel Chord	Web: Pratt	X-Section: H-Shape
Live Load: 90 psf	Vehicle Load: None	Design Code: AASHTO LRFD
Safety Railing: 42" Horizontal	Rail Spacing: AASHTO	Rail Material: Steel angle
Rub Rail: None	Hand Rail: None	Lifting Weight: 18,250 lbs.
Shipped as: 1 piece(s)	Field Splices: 0	Bearings: Stainless/Teflon
Decking: Wood	Species: SYP	Treatment: MCA

Additional Notes: Bridge is shipped with decking installed. Lifting weight is for fully assembled bridge.

Includes a drill and epoxy anchor system (bolts, nuts, washers and epoxy for normal bearing installation). Does not include the cost of unloading, installation, approach railing or substructure design/materials.

Lump sum / ea... \$47,100.00

DELIVERY: F.O.B. trucks delivered to jobsite. Freight rates are subject to adjustment if materials are delivered later than 180 days from receipt of order. Delivery is made to a location nearest the site, which is easily accessible to normal over-the-road tractor/trailer equipment. Oversized loads warrant additional consideration and providing suitable access shall be the responsibility of others. All trucks delivering materials will need to be unloaded at the time of arrival. Detailed, written instruction in the proper lifting procedures and splicing procedures (if required) will be provided. The method and sequence of erection shall be the responsibility of others.

Jobsite arrival times cannot be guaranteed. Travel restrictions due to seasonal or urban rush hour prohibitions may affect delivery dates and arrival schedules.

Delivery of materials offered within 10 - 12 weeks after approval of plans/shop drawings.

PAYMENT TERMS: Subject to credit approval, terms are 25% payment upon approval of shop drawings, net 30 days on balance, 1 ½% per month service charge on past due invoices. Above items may be subject to sales and/or use tax. Sales and/or use tax will be added to invoices as required by statute.

PRICES QUOTED: Prices are offered based on current market rates for raw materials. Raw materials will not be ordered until all approvals are received. Substantial increases in the market rates for raw materials may require price adjustments at the time of production. Payment for materials-on-hand will be required if delivery dates are extended after production is scheduled.

Quoted prices based upon all of the quantities listed in this quotation. If Buyer elects to purchase only a portion of the items quoted, Wheeler shall have the right to adjust its price to reflect the impact of all resulting costs.

This quotation expires in 30 days and prices herein are predicated on material shipping within the standard lead times quoted herein, after receipt of a signed order and/or approval of plan/shop drawings. Any extension of these prices beyond the quotation expiration limit or beyond the standard lead time deliveries quoted herein will only be honored in the event of specific written confirmation by an authorized representative of Wheeler.

Prices quoted apply only to projects specified. This quotation supersedes all previous communications. Acceptance of your purchase order is expressly made conditional on your acceptance of the terms and conditions, including "Warranties" and "Buyer's Remedies", attached by your acceptance of the products herein described or otherwise. Unless timely notice to the contrary is received, the products herein described will be manufactured and delivered in accordance herewith in reliance upon your acceptance of such terms.

SITE INSPECTION: It is not uncommon for Wheeler sales staff to periodically visit a jobsite during construction, but this activity is limited to general observation of the project progress and to facilitate answers if there are questions regarding our plan details or material deliveries. The Wheeler sales staff is not on site to supervise or inspect the work of the Contractor. The Contractor is responsible for their means and methods for performing the work. It is not within our scope of work to perform inspection and/or provide a report reviewing the Contractor's work. Our responsibility is limited to providing plans and the materials associated with our plans.

CONDITIONS OF SALE

- 1. ACCEPTANCE.** Any quotation, if any, by Seller is merely an invitation for an offer from potential customer(s). All resulting customer offers (orders) are thus subject to acceptance at Seller's offices at the address shown on the face hereof, before any contract is formed. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ALL CUSTOMER OFFERS (ORDERS) RESULTING HEREFROM MUST INCLUDE ALL TERMS AND CONDITIONS PRINTED HEREON.
- 2. SELLER'S AUTHORIZED REPRESENTATIVE.** It is expressly understood and agreed that no officer or agent or salesperson has any authority to obligate the Seller by any terms, stipulations or conditions not herein expressed; that all previous representations and agreements, either verbal or written referring to the goods which are the subject of this contract are hereby superseded and canceled and that there are no promises, agreements or understandings outside of this contract. Parol evidence will not be admissible to alter, vary or contradict the terms of this contract.
- 3. PRICES.** Prices shall be Seller's prices in effect at time of shipment.
- 4. TRANSPORTATION CHARGES.** Delivered prices or prices involving competitive transportation adjustments shall be subject to appropriate adjustment to reflect changes in transportation charges.
- 5. TAXES.** No tax imposed in respect to the sale of the products sold hereunder is included in any quotation by Seller. Any such tax shall be added to and paid by Buyer as part of the purchase price.
- 6. BUYER'S RIGHT OF TERMINATION.** Buyer may terminate this contract whole or in part upon notice in writing to Seller. Seller shall thereupon, as directed, cease work and transfer to Buyer title to all completed and partially completed products and to any raw materials or supplies acquired by Seller especially for the purpose of performing this contract and Buyer shall pay Seller the sum of the following: (1) the contract price for all products which have been completed prior to termination; (2) the cost to Seller of the material or work in process as shown on the books of Seller in accordance with the accounting practice consistently maintained by Seller plus a reasonable profit thereon, but in no event more than the contract price; (3) the cost F.O.B. Seller's plant of materials and supplies acquired especially for the purpose of completing this contract; and (4) reasonable cancellation charges, if any, paid by Seller on account of any commitment(s) made hereunder. The provisions of this contract shall be without prejudice to the rights of either party for failure on the part of the other party to comply with the provisions of this contract.
- 7. SELLER'S RIGHT OF TERMINATION.** If this contract is made in compliance with any governmental rule or regulation, plan, order or other directive, upon the termination thereof Seller shall have the option of canceling this contract in whole or in part.
- 8. TECHNICAL ADVICE.** Seller shall not be responsible for the results of any technical advice in connection with the design, installation or use of the products sold hereunder, unless expressly agreed to by Seller.
- 9. DRAWINGS AND SPECIFICATIONS - UNSAFE DESIGN - INDEMNITY.** Material shall be fabricated in accordance with design drawings, specifications and detail drawings furnished or approved by Buyer unless otherwise stated on the face of this quotation. If the design drawings and specifications described herein are preliminary or incomplete, Buyer shall promptly furnish drawings and specifications which are complete, final, and bear necessary approval unless expressly agreed to by Seller. Seller assumes no responsibility for the accuracy, completeness, fitness or suitability of designs, drawings or specifications furnished or approved by Buyer, and Buyer agrees to indemnify, defend, and hold Seller harmless against any liability arising or alleged to arise from Seller's compliance therewith, including but not limited to liability for patent infringement.
- 10. PATENTS.** Seller shall indemnify Buyer against attorney's fees and any damages or costs awarded against Buyer in the event any legal proceeding is brought against Buyer by a third person claiming the materials delivered hereunder in itself constitutes an infringement on any U.S. patent, provided Buyer gives Seller prompt notice of any such suit being brought, gives Seller the opportunity to defend any such suit, and cooperates with Seller with respect to any such defense; unless the material is made in accordance with materials, designs, or specifications required by Buyer, in which case Buyer shall similarly indemnify Seller.
- 11. PERMISSIBLE VARIATIONS.** The products sold hereunder shall be subject to Seller's standard manufacturing variations, tolerances and classifications.
- 12. CONFLICTING PROVISIONS OFFERED BY BUYER.** Any terms and conditions of any purchase order or other instrument issued by the Buyer, in connection with the subject matter of this document, which are in addition to or inconsistent with the terms and conditions expressed herein, will not be binding on Seller in any manner whatsoever unless accepted by Seller in writing.
- 13. MECHANICAL PROPERTIES: CHEMICAL ANALYSES.** Data referring to mechanical properties or chemical analyses are the result of tests performed on specimens obtained from specific locations of the product(s) in accordance with prescribed sampling procedures: any warranty thereof is limited to the values obtained at such locations and by such procedures. There is no warranty with respect to values of the materials at other locations.
- 14. LIMITED WARRANTIES.** THERE ARE NO UNDERSTANDINGS, TERMS, CONDITIONS, OR WARRANTIES NOT FULLY EXPRESSED HEREIN. Seller warrants title to and freedom from encumbrance of the products sold hereunder, and Seller warrants that products bought on the basis of the description thereof, as appears or as referred to on the face hereof, are of merchantable quality. **Seller makes no other warranty whatever, express or implied. all implied warranties of merchantability and all implied warranties of fitness for any particular purpose which exceed or differ from the warranties herein expressed are disclaimed by Seller and excluded from agreement.**
- 15. WAIVER.** Failure or inability of either party to enforce any right hereunder shall not waive any right in respect to any other future rights or occurrences.

16. PASSAGE OF TITLE. Title to the products sold hereunder shall pass upon delivery to the carrier at the point of shipment. Neither Buyer nor the consignee shall have the right to divert or reassign such shipment to any destination other than specified in the bill of lading without permission of the Seller. Unless otherwise agreed Seller reserves the right to select the mode of transportation.

NOTWITHSTANDING THE FOREGOING, IF BUYER IS UNABLE OR UNWILLING TO TAKE DELIVERY OF THE PRODUCTS WITHIN 30 DAYS OF THE LATER OF (1) THE ORIGINALLY SCHEDULED DELIVERY DATE, OR (2) THE DATE SELLER MAKES THE PRODUCTS AVAILABLE FOR SHIPMENT, THEN SELLER MAY, AT ITS OPTION, TRANSFER TITLE TO THE PRODUCTS TO BUYER AND REQUIRE PAYMENT ACCORDING TO THE PROVISIONS OF PARAGRAPH 17 BELOW. BUYER ASSUMES ALL BENEFITS AND RISKS OF OWNERSHIP (INCLUDING RISK OF FIRE, THEFT, OR OTHER LOSS) ONCE TITLE IS TRANSFERRED, WHETHER OR NOT THE PRODUCTS HAVE BEEN DELIVERED. BUYER AGREES TO PAY ALL INVOICES FOR SUCH PRODUCTS STRICTLY IN ACCORDANCE WITH THE TERMS THEREOF WITHOUT DEFENSE, OFFSET, DEDUCTION, RECOUPMENT OR COUNTERCLAIM OF ANY KIND ARISING FROM THE FACT THAT SUCH PRODUCTS MAY NOT YET HAVE BEEN SHIPPED OR PHYSICALLY DELIVERED TO BUYER. BUYER FURTHER ACKNOWLEDGES THAT SELLER'S LENDER IS RELYING ON BUYER'S ACKNOWLEDGEMENTS AND AGREEMENTS IN PROVIDING CREDIT AND OTHER FINANCIAL ACCOMMODATIONS TO SELLER.

Scheduled Delivery Date

Buyer's initials

17. PAYMENTS. It is expressly understood and agreed that payment for materials shall be in accordance with payment terms indicated herein, and amounts 30 days or more past due shall be subject to a service charge of 1.5% per month or 18% per annum. If Buyer shall fail to comply with any provision or to make payments in accordance with the terms of this contract or any other contract between Buyer and Seller, Seller may at its option defer further shipments or, without waiving any other rights it may have, terminate this contract. Buyer agrees to pay all costs of collection including a reasonable attorney's fee in the event it becomes necessary to enforce collection for the amounts reflected on this order. All deliveries shall be subject to the approval of Seller's department. Seller reserves the right before making any delivery to require payment in cash or security for payment, and if Buyer fails to comply with such requirement, Seller may terminate this contract.

18. LIMITATION OF LIABILITY FOR FAILURE OR DELAY IN DELIVERY. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CLAIMS FOR LABOR OR FOR ANY CONSEQUENTIAL OR ANY OTHER DAMAGES RESULTING FROM FAILURE OR DELAY IN DELIVERY. NO DELIVERY DATES ARE GUARANTEED.

19. FORCE MAJEURE. In any event and in addition to all other limitations stated herein, Seller shall not be liable for any act, omission, result or consequence, including but not limited to delay in delivery or performance, which is 1) due to any act of God, the prior performance of any government order, any order bearing priority rating or order placed under any allocation program (mandatory or voluntary) established pursuant to law, local labor shortage, fire, flood, or other casualty, governmental regulation or requirement, shortage or failure of raw material supply, fuel, power or transportation, breakdown of equipment, or any cause beyond Seller's reasonable control whether of similar or dissimilar nature than those above enumerated, or 2) due to any strike, labor dispute, or difference with workmen, regardless of whether or not Seller is capable of settling any such labor problem.

20. LIMITATION OF BUYER'S REMEDIES. Seller's liability hereunder shall be limited to the obligation to repair or replace products proven to have failed to meet the specification or to have been defective in quality or workmanship at the time of delivery, or allow credit therefore, at its option. Seller's total cumulative liability in any way arising from or pertaining to any products sold or required to be sold under this contract shall not in any case exceed the purchase price paid by the Buyer for such product. IN NO EVENT SHALL SELLER HAVE ANY LIABILITY FOR COMMERCIAL LOSS, CLAIMS FOR LABOR, OR CONSEQUENTIAL DAMAGES OF ANY OTHER TYPE. It is expressly agreed that Buyer's remedies expressed in this paragraph are Buyer's exclusive remedies.

21. CLAIMS BY BUYER. Claims by buyer must be made within 30 days of receipt of shipment, which Buyer and Seller agree is a reasonable time, or Buyer's claim shall be barred. In addition, Seller must be given an opportunity to investigate the claim before Buyer disposes of the material, or else Buyer's claim will be barred. Seller shall incur no liability for damage, shortages, or other cause alleged to have occurred or existed at or prior to delivery to the carrier unless Buyer shall have entered full details thereof on its receipt to the carrier.

ACCEPTANCE

Subject to contract award we hereby order
the items included in this quotation.

By: _____

Date: _____



Wheeler Lumber LLC
9531 W 78th Street, Ste. 100 | Minneapolis, MN 55344
952.929.7854
wheeler1892.com

FY 2020 CIP
SHREVE PARK
BRIDGE

FY2020-2024 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works DIVISION: Parks & Recreation
PROJECT NAME: Shreve Park Access Bridge Replacement LOCATION: Shreve Park
YEAR: FY 2020 ACCT#: 010-4104-602.81-30 Type of Project: ☒ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024	Future Budget Years
	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (in Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 50,000					
Legal/Misc.						
Other:						
Total Capital Cost Estimate:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund		\$ 50,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 50,000

Project Description:

Construct a new access bridge that would cross the current creek that would be gated. Only authorize vehicles would be allowed. Pedestrians would be allowed to walk across the bridge to gain access to the park facilities. This item was identified in the 2018 Parks & Trails Master Plan and listed as Plan Key Number: 3 (Appendix #2, page 3).

Justification/Linkage:

Currently in order to maintain the playground equipment, pavilion, trash collection, and lawn the Public Works has to drive across the creek to access. A new access bridge would also create and maintain high-quality community facilities and services that would enhance the public park system.



FY 2020 CIP
SHREVE
PARK
PARK

DIVISION: Parks & Recreation

LOCATION: Shreve Park

ACCT#:

Type of Project: ☐ New ☐ Expansion
☒ Replacement ☐ Renovation

PROJECT COSTS

Planning, Surveying, Design, Engineering
Land/ROW/Acquisition:
In House Services (In Kind)
Site Preparation & Improvements
Permits/Inspections/Misc.
Building/Utility Construction:
Legal/Misc.
Light Equip/Furniture:
Other:

FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
\$ 125,000					

Total Capital Cost Estimate:	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -

Type of Expenditure

<u>Type of Expenditure</u>	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources

<u>Funding Sources</u>	Previous Allocation (Earmarked)	FY2020	FY2021	FY2022	FY2023	FY2024	FUTURE
General Fund		\$ 125,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
						TOTAL:	\$ 125,000

The current playground equipment needs to be replaced and upgraded due to the existing equipment is over 15 years old and it is worn out and outdated. It is the plan to replace and update this playground equipment in FY2020. This item was identified in the 2018 Parks & Trails Master Plan and listed as Plan Key Number: 1 (Appendix #2, page 1).

To create and maintain high-quality community facilities and services that would enhance the public park system.



FY 2021 CIP
*** PROPOSED A**
ENGLISH
PARK
TRAIL

FY2021-2025 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Community Development **DIVISION:** Recreation

PROJECT NAME: Passive Trails **LOCATION:** English Park

YEAR: FY 2021 **ACCT#:** 010-4104-602.81-26

Type of Project: ☒ New ☐ Expansion ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2021	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2022	Budget Year 3 FY2023	Budget Year 4 FY2024	Budget Year 5 FY2025		
	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
Planning, Surveying, Design, Engineering	\$ 10,000					
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 140,000					
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip./Furniture						
Other						
Total Capital Cost Estimate:	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
General Fund		\$ 22,510					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)		\$ 127,490					
TOTAL		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 150,000

Project Description:

The development of pedestrian trails in English Park is needed to improve access. This project will be a continuation of a trail project that was completed in 2018. Trail connectivity will be achieved by creating crossings over the creek, allowing for greater pedestrian use.

Justification/Linkage:

To expand and enhance the public park system.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6e**ITEM TITLE:**

CIP: Town Hall Security/Access Project

DESCRIPTION:

This project was originally “phase two” (FY2019 CIP) of the Town Hall Security project, “phase one” included improvements to the lobby’s front counter for security purposes (FY2018 CIP). The project has been delayed for various reasons over the past years. In addition, the Police Department has a renovation project (FY2019 CIP) that has been completed in the past two fiscal years, with the final component being access control for their portion of the building. The attached memorandum sets forth the project and the receipt of bids.

RECOMMENDATION:

Based on Council’s past approval of this project to be included in the Capital Improvement Program (CIP), staff recommends moving forward and awarding the project to the “low bidder”.

BUDGET/FUNDING:

Funds are “earmarked” in reserves for this project from FY2019 Administration and Police Department CIP project funding.

POTENTIAL ACTION:

- Council may do one of the following:
 - Accept the bids for project and approve staff to proceed with the project.
 - Provide alternative direction to staff, based on discussion.
 - Reject the bids and provide staff any additional direction.
 - Take no action, at this time.

ATTACHMENTS:

- *Staff memo*



DATE: May 19, 2020

MEMO TO: Waverly Coggsdale, III

FROM: Tobie Shelton and Chief Merricks

RE: Access Control System – Administration and Police

Earmarked in reserves are funds for the purchase of an access control system for the Town Hall Building. Funds were carried over from Administration's 2018 and 2019 Budgets for a security system and Police Department's 2019 Budget for departmental renovations.

Both the Administration Department and the Police Department are requesting to invest in a keyless entry system to increase security in Town Hall. As the name suggests, keyless entry systems are access systems that grant access to a limited or restricted area, but do not require a physical key to unlock. Keyless entry systems grant access to restricted areas, just like the traditional key. The major difference is that the user does not need a physical key to access the restricted area. Instead, a key card or a key fob is used.

The access control system being requested operates using card readers. A reader will be mounted at each secured door. There are 28 doors throughout the Town Hall building we propose installing readers at. The door's reader controls the lock on the door. The card readers use credentials which can be cards that fit in our wallet, cards with photos to identify employees that can be worn on a lanyard around your neck, or key fobs that attach to your keyring. When the door's reader is swiped with one of the credentials, the system authenticates the identity of the user and cross references against a database to attain the access authorization level. Employees will be given a level of access for various areas throughout the building.

The access control system operates by software that runs on a Windows PC. The software maintains the database of the registered users. It allows new members to be added, deleted, or edited. The software associates users to an assigned credential.

The major benefit of installing an access control system is a higher level of security allowing for a much safer work environment for employees. An access control system will log every person who walks in and out of a door throughout the day, with an issued card or fob. This not only provides a way for managers to know when an area is being accessed and by whom, it also allows for reports to be generated, such as to determine employee tardiness. Another important benefit of a keyless entry system is the need to rekey every time a key is lost or not returned.

Staff advertised for proposals for an access control system and received three proposals. The companies that submitted proposals were Integrated Technology Group, Security Lock & Key, and Security Zone.



Each company proposed very similar systems and work plans. The difference was in the proposed cost.

Security Lock & Key provided the lowest cost of \$49,981.68. As mentioned above, funds are earmarked in reserves in the amount of \$50,000 for this project from carryovers of prior fiscal years' budgets.

Staff is requesting approval to move forward with the access control plan proposed by Security Lock & Key.

Should you have any questions, please advise.

Thank you.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6f**ITEM TITLE:**

Town Property – Mowing review follow up (Dearing Ford Business Park)

DESCRIPTION:

During past discussion, staff was asked to look into the feasibility to have a local farmer plant and harvest hay off the acreage at Dearing Ford Business Park. Below is the information staff gleaned in regard to this item:

Dearing Ford Business Center

Staff was asked to evaluate the cutting of the fields by town staff versus allowing a local farmer to prep/plant /harvest hay from the site.

Approximately 16 acres of the site could be utilized for hay.

Prep: Cut the fields as close as you can to the ground, spray the fields to kill the vegetation, come back and do a no till to re-seed with fescue, fertilize and lime the fields. Cost estimated: \$1,200.00 to \$1,500.00 per acre.

- 16 Acres @ \$1,200.00 = \$19,200.00
- 16 Acres @ \$1,500.00 = \$24,000.00

Mowing options:

Outsourced: Bush hog twice a year (17 acres - \$3,400 yearly)

In-house: Cut twice a year (17 acres - \$1,000)

Based on the cost to prep and plant the field versus the Town's cost to mow the field, the break-even point would be between 19 – 24 years at current rates.

RECOMMENDATION:

Provide the mowing through Public Works.

BUDGET/FUNDING:

This item will be added to the existing schedule to town owned property maintenance items.

POTENTIAL ACTION:

- No action necessary, unless Council seeks to move forward with an alternative other than in house mowing.

ATTACHMENTS:

- *None, at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

May 26, 2020

ITEM #: 6g**ITEM TITLE:**

Police Department – Request to Declare Property as Surplus

DESCRIPTION:

Attached is information relative to town property that the Police Department would like to declare surplus. It is staff's intent to establish a process to approach Town Council twice a year (September and March Work Sessions) for this purpose in the future.

RECOMMENDATION:

Reach a Consensus to declare this property as surplus.

BUDGET/FUNDING:

Any funds from the sale of surplus property is recorded as revenue in the appropriate fund.

POTENTIAL ACTION:

- Council may do one of the following:
 - Reach a Consensus on this item and place on the June 2020 Regular Meeting Consent Agenda for approval.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Request from Police Department requesting surplus of property.*

Request that the following items be declared surplus as they are no longer used by the police department.

Seven (7) Motion computing tablets with DC power cords. These were the first in car computers purchased by the police department.



One (1) Panasonic tough book - this was formerly the motor carrier unit computer. It is obsolete.

