



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, November 24, 2020
5:00 p.m. – Council's Chambers

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

AGENDA

- 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.)*

ITEMS REFERRED FROM PREVIOUS MEETINGS (10 minutes)

- 5. Melinda HPZ Rebid (10 minutes) ([LINK](#))**

NEW ITEMS FOR DISCUSSION/UNFINISHED ITEMS (50 minutes)

- 6. FY2022 Altavista Community Transit System (ACTS) Budget/CIP ([LINK](#))**
- 7. Sewer Reimbursement Policy ([LINK](#))**
- 8. English Park Passive Area CIP Item Consideration ([LINK](#))**
- 9. Town Council Strategic Planning Session discussion ([LINK](#))**
- 10. 7th Street property (retaining wall) ([LINK](#))**
- 11. School Zone Camera Ordinance ([LINK](#))**

UPDATES/INFORMATIONAL ITEMS (15 minutes)

- 12. Updates and Informational Items ([LINK](#))**

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.)*

MATTERS FROM COUNCIL

CLOSED SESSION

Section 2.2-3711 (A)(1) regarding discussion or consideration of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Appointments)

ADJOURNMENT

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

November 24, 2020

ITEM #: 5**ITEM TITLE:**

Melinda HPZ Improvements/Rebid

DESCRIPTION:

Town Council, at their June 9, 2020 Regular Meeting, rejected the one bid received for the Melinda HPZ Improvements project and adopted staff's recommendation to consider rebidding of project in 6 to 8 months. The delay would provide an opportunity to get more bidders interested in the project and hopefully provide some distance from the uncertainty in the market due to the pandemic.

In preparation for consideration of a rebid of the project, Woodard and Curran are encouraging the Town to:

1. Allow for alternate footprint dimensions of the building to satisfy manufacturer standard prefabricated building forms. These will need to be proposed by the Contractor with their bid and we will define an acceptable range of deviation from the dimensions shown on the plans.
2. Consider HDPE as an alternate material of construction for the water main and services. We would need the Town's approval of this material in the distribution system before making any edits to the drawings.

RECOMMENDATION:

Allow Woodard and Curran to revise and reproduce the Bidding Documents and rebid the Project with their suggestions.

BUDGET/FUNDING:

Request \$8500 from the current borrowing to revise and reproduce the Bidding Documents and rebid the Project.

POTENTIAL ACTION:

- Council may opt to do one of the following:
 - Reach a consensus to approve the recommendation of Woodard & Curran to revise the Bid Documents and rebid the project and provide the funds requested and place on the December 8, 2020 Town Council Consent Agenda;
 - Place the item on the December 8, 2020 Town Council Regular Agenda for additional discussion;
 - Defer Action

ATTACHMENTS:

- None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 24, 2020

ITEM #: 6**ITEM TITLE:**

Altavista Community Transit System (ACTS) Budget Review

DESCRIPTION:

Annually staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). This item is presented at this time due to the grant application deadline of DPRT, which is February 1, 2021. Per the attached memo from Tobie Shelton, Finance Director, staff is providing the proposed FY2022 budget and CIP for the transit system for Council's approval and authorization to apply for the grant funds. ACTS' operations are typically funded with 50% Federal Funds, 15% State funds, and 35% Town funds. The CIP funding is budgeted as 80% Federal/State and 20% Town funds. The attached memo details the operations costs as well as the CIP costs.

RECOMMENDATION:

No action requested this evening. Staff is requesting this item be placed on either the Consent Agenda or the Regular Agenda of the December Town Council meeting for approval of the budget and authorization to apply for the grant funds.

BUDGET/FUNDING:

This item would be funded through federal, state and local sources.

POTENTIAL ACTION:

- Per Council's discussion:
 - Place the ACTS FY2022 Budget/CIP request on the Consent or Regular Agenda of the December 8, 2020 Regular Council Meeting for approval and authorization to apply for the DRPT grant.

ATTACHMENTS:

- Transit Budget Memo from Finance Director
- Transit Draft Budget
- FY2022 CIP Item Sheets
- FY2022-2026 CIP Items List



MEMORANDUM

To: Mayor Mike Mattox and Town Council

From: Tobie Shelton, Finance Director/Treasurer
Amie Owens, Assistant Town Manager

Date: November 24, 2020

Re: ACTS Budget Request

Annually Staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of CIP items. The next grant application is due on February 1, 2021. Town Council has been ‘tentatively’ approving this budget in December along with giving staff the authority to apply for the grant funding. Staff is requesting authority again this year to complete the DRPT grant application.

FY 2020 Summary

As of the end of December 2020, ACTS will have been in operation 10 calendar years and 9 fiscal years. This past fiscal year, ACTS ridership reached almost 17,000, averaging 55 riders per day, a slight decrease from 18,000, reported in FY2019. The decrease in ridership is attributable to the outbreak of the COVID-19 virus; however, ACTS did not see a drastic drop in riders, which strengthens the importance of ACTS as a public service. ACTS logged a total of 49,667 miles during FY2020, a slight increase from FY2019, primarily due to the longer route to the Hurt Medical Center, because of the US 29 Business bridge replacement project.

ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively. Summer hours ran June through September and for the 9th consecutive year, free fares for these same months were available to riders, as a result of an anonymous donation.

Staff worked alongside Connetics Transportation Group (CTG) to update ACTS’ five-year comprehensive plan, referred to as the Transportation Development Plan (TDP) which was approved and adopted by Town Council at the July 14th Council meeting.

Budget Request

Staff requests permission to apply for grant funding in the amount of \$128,425 for ACTS' FY2022 operations budget, which remains relatively flat compared to FY2021, and \$25,000 for ACTS' Capital Improvements, for the installation of a bus shelter; ACTS' buses are being relocated to Public Works, as they were being garaged in the old fire station, which is being converted into a coworking space. Transit's CIP budget for FY2022 shows a decrease of 35% over FY2021. The primary reason for the decrease is that the capital request for the upcoming year is significantly less than for FY2021; however, the capital request for FY2023 should show an increase as it will be time to once again replace a transit bus.

Also of note, there have been some redistributions of salaries to Transit's budget. They are as follows: an adjustment from 5% to 10% of the Fleet Supervisor's salary; 25% to 10% of the Finance Director's salary, 25% to 40% of the Assistant Town Manager's salary and the addition of 5% of both the Customer Support Specialist and Office Assistant's salary. The redistribution better reflects the time allocated to transportation duties and responsibilities.

Staff is requesting this item be placed on the consent agenda or regular agenda of the December Regular Town Council meeting for approval and authorization to apply for grant funding.

The DRPT Grant Application is due February 1, 2021.

Town of Altavista
Altavista Community Transit System
FY2022 PROPOSED BUDGET

TRANSIT SYSTEM - FUND 10	FY2019 ACTUAL	FY2020 ACTUAL	FY 2021 ADOPTED	FY2021 PROJECTED	FY2022 PROPOSED
Wages & Benefits	78,465	73,864	103,470	89,870	103,000
Services	250	258	2,050	2,075	2,075
Other Charges	8,474	1,987	4,010	4,010	3,650
Materials & Supplies	18,519	17,522	19,600	19,600	19,700
Capital Outlay	2,474	5,500	109,800	116,300	25,000
Total Expenditures	108,182	99,131	238,930	231,855	153,425
TRANSIT SYSTEM - FUND 10					
PERSONNEL-WAGES & BENEFITS					
Salaries & Wages Regular	65,795	60,802	73,600	73,600	84,140
Salaries & Wages - Overtime	4	0	0	0	0
Benefits - FICA	4,848	4,405	5,650	5,650	6,440
Benefits - VRS	2,702	2,665	3,850	3,850	4,820
Benefits - Group Med. Ins.	3,163	3,944	18,120	4,520	5,240
Benefits - Group Life Ins.	353	348	550	550	660
Worker's Compensation	1,600	1,700	1,700	1,700	1,700
WAGE & BENEFITS - TOTAL	78,465	73,864	103,470	89,870	103,000
SERVICES-PURCHASED,SHARED,INTERNAL					
Advertising	0	0	1,000	1,000	1,000
Maintenance Service Contracts	0	0	500	500	500
Misc. Professional Services	0	0	300	300	300
Physicals	250	258	250	275	275
SERVICES - TOTAL	250	258	2,050	2,075	2,075
OTHER CHARGES					
Telecommunications	622	558	1,000	1,000	1,000
Motor Vehicle Insurance	1,400	1,400	1,600	1,600	1,700
Subsistence & Lodging	27	0	500	500	300
Conventions & Education	6,300	29	760	760	500
Dues & Association Memberships	125	0	150	150	150
OTHER CHARGES - TOTAL	8,474	1,987	4,010	4,010	3,650
MATERIALS & SUPPLIES					
Office Supplies	108	434	300	300	400
Fuel	14,597	12,832	15,000	15,000	15,000
Vehicle & Equip. Repairs/Maint.	3,311	4,057	3,500	3,500	3,500
Other Operating Supplies	343	0	500	500	500
Supplies	160	199	300	300	300
MATERIALS & SUPPLIES - TOTAL	18,519	17,522	19,600	19,600	19,700
TRANSIT TOTAL - OPERATIONS	105,708	93,631	129,130	115,555	128,425

Town of Altavista
Altavista Community Transit System
FY2022 PROPOSED BUDGET

	<u>FY2019</u> <u>ACTUAL</u>	<u>FY2020</u> <u>ACTUAL</u>	<u>FY 2021</u> <u>ADOPTED</u>	<u>FY2021</u> <u>PROJECTED</u>	<u>FY2022</u> <u>PROPOSED</u>
TRANSIT SYSTEM - FUND 10					
CAPITAL OUTLAY					
EDP Equipment - Replacement	2,474	0	3,500	3,500	0
Motor Vehicles - Replacement	0	0	0	0	0
Motor Vehicles - New	0	0	106,300	106,300	0
Machinery & Equipment - New	0	0	0	0	25,000
Improvements Other Than Bldg	0	5,500	0	6,500	0
TRANSIT TOTAL - CAPITAL OUTLAY	2,474	5,500	109,800	116,300	25,000

TOWN OF ALTAVISTA
FY2022 PROPOSED BUDGET
EXPLANATION OF OPERATING EXPENSES

PERSONNEL-WAGES & BENEFITS	
Salaries & Wages Regular	Includes 10% of Finance Director's salary, 40% of Assistant Town Manager's salary, 10% of Fleet Maintenance Supervisor's salary, 5% of Customer Support Specialist's salary, and 5% of Office Assistant's salary as well as 5 PT drivers' salary. Includes \$1,940 to be used to fund performance evaluations.
Benefits - FICA	Social Security and Medicare
Benefits - VRS	FY2022 retirement rate will remain the same as LY. VRS rate is 9.8%.
Benefits - Group Med. Ins.	At this time, premiums for medical insurance are unknown. We will not know these until mid February 2021. The budget is based on a 7% increase. Premiums increased 4.7% LY.
Benefits - Group Life Ins.	FY2022 GTLI rate will remain the same as LY. Group Life Insurance rate is 1.34%.
Worker's Compensation	Worker's Comp Insurance is based on the current premium (\$1,700)
SERVICES-PURCHASED,SHARED,INTERNAL	
Advertising	Brochures, banners, newspapers, radio ads, as well as advertising products
Maintenance Service Contracts	Computer program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350 charged to Transit. \$150.00 allocated for costs associated with Transit laptop used in office.
Misc. Professional Services	Professional services. Misc. to be used, if needed for printing of passes and schedules.
Physicals	Required drug testing and physicals for new hires as well as quarterly drig screening for drivers.

TOWN OF ALTAVISTA
FY2022 PROPOSED BUDGET
EXPLANATION OF OPERATING EXPENSES

OTHER CHARGES	
Telecommunications	Cell phone for administrator. Annual data plan for mobile radio
Motor Vehicle Insurance	Insurance for trolley, one BOC (15 passenger) and Support vehicle
Subsistence & Lodging	Travel for conferences, board meetings, training, required DRPT meetings. Most of this is reimbursed 100% through Rural Transit Assistance Program (RTAP) grant funding. This line item was reduced due to COVID concerns, not many travel/training opportunities.
Conventions & Education	DRPT required training. This line item was slightly reduced due to COVID concerns, not many travel/training opportunities.
Dues & Association Memberships	Community Transportation Association of Virginia (CTAV) membership
MATERIALS & SUPPLIES	
Office Supplies	Office supplies such as paper, pens, notepads. This line item was slightly increased due to the cost of paper products.
Fuel	Motor fuels for transit vehicles
Vehicle & Equip. Repairs/Maint.	One set of tires per bus. All parts for the buses hit this line item.
Other Operating Supplies	Used for first aid supplies, gloves, disinfectants
Supplies	Cleaning and deoderizing supplies for inside and outside vehicles.

FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Transportation DIVISION: ACTS

PROJECT NAME: Shelter for Trolleys LOCATION: Public Works

YEAR: FY 2022 ACCT#: 010-6101-403.82-30

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 FY2022	Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026	Future Budget Years
	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other	\$ 25,000					

Total Capital Cost Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
General Fund		\$ 5,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)		\$ 20,000					
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 25,000

Project Description: Installation of a carport type shelter at Public Works for the trolley / bus to provide protection from the weather when not in use.

Justification/Linkage: An inexpensive way to protect ACTS' vehicles from the weather



FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

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 FY2022	Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026	Future Budget Years	
	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other		\$ 110,000				

Total Capital Cost Estimate:	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
General Fund			\$ 45,760				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)			\$ 64,240				
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 110,000

Project Description:

Justification/Linkage:



FY2022-2026 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:
DIVISION:

PROJECT NAME:
LOCATION:

YEAR: FY
ACCT#:

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 FY2022	Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026	Future Budget Years	
	\$ 29,000	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other		\$ 29,000				

Total Capital Cost Estimate:	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2022	FY2023	FY2024	FY2025	FY2026	FUTURE
General Fund			\$ 5,800				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)			\$ 23,200				
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 29,000

Project Description:

Justification/Linkage:





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

November 24, 2020

ITEM #: 7**ITEM TITLE:**

Sewer Repair Reimbursement Policy

DESCRIPTION:

Staff has determined a need to have a “Reimbursement Policy” for town citizens that call a plumber because a sewer blockage has occurred, especially on nights and weekends when they do not call the Town.

Most plumbers if they find the blockage and it appears to be on the Town, they call our Utility Supervisor, and he determines the blockage responsibility. If the responsibility is on the Town, the Utility Supervisor takes over the project at that point. This policy would address the plumber’s charge incurred by the homeowner to determine the issue was the town’s responsibility.

This policy would be used to assist the homeowner when the Town at no expense to the homeowner should have handled the problem.

RECOMMENDATION:

Adopt and implement the policy.

BUDGET/FUNDING:

Funding would be through current operation budget for sewer repair.

POTENTIAL ACTION:

- Council may opt to do one of the following:
 - Reach a consensus on the adoption of the policy and place on the December 8th Regular Meeting Consent Agenda;
 - Place on the December 8th Regular Meeting Regular Agenda for additional discussion;
 - Request additional information from staff;
 - Defer action.

ATTACHMENTS:

- *Draft sewer repair reimbursement policy*

Reimbursement Policy to customers for Sewer Blockages performed by Plumbers

Normally when a sewer blockage occurs near the Town service lateral (near the property line of the homeowner) the Town Utility Department would go out and make a determination that the blockage is on the Town and at no expense to the homeowner the Utility Department would clear the line the blockage.

If there is a clean out on the property at property line the Utility Department can determine quickly whether the blockage is on the Town side or the customer side. If there is not a clean out near the property line the Utility Department will locate the line near the property line and sever the line and install a cleanout and determine if the blockage is on the Town side of the newly installed cleanout or on the customer side. If the Blockage is on the Town side the Town will clear the blockage and not charge the customer. If the Blockage is on the customer side the Utility Department staff would advise the customer that they need to call a plumber to clear the blockage. The new cleanout installation is not charged to the customer in any event.

If the customer calls in a plumber prior to calling the Town's Utility Department and the plumber repairs the blockage and the plumber advises the customer that line was blocked either in the Town main line or service lateral and the customer reaches out to the Town for reimbursement for the repair. The Town Utility Department Supervisor shall investigate the work that was done to determine if the repair was needed and the blockage was on the Town side. (If the plumber did not install a clean out then the Utility Department would schedule to install a cleanout.)

Once the supervisor has gathered all necessary evidence to determine that the blockage was on the Town side the supervisor would provide this evidence to the Utilities Director. The supervisor would also provide an estimated work order for equipment, parts, and labor if the Town were to have done the repair at the then current rates for equipment, labor, and material. The amount from the estimated work order would be the eligible amount to reimburse the customer. If the bill of the plumber is less than the estimate, the Town would only reimburse the customer for the repair bill amount from the plumber.

The Utilities Director would then get approval from the Town Manager to reimburse the customer from the Town's current sewer budget repair line.

If the customer is not satisfied with the reimbursement amount, they can appeal to the Town Manager or Council.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

November 24, 2020

ITEM #: 8**ITEM TITLE:**

English Park “Passive Area” CIP Item Consideration

DESCRIPTION:

The FY2021 Budget/CIP includes funding for a “Passive Trails” project in English Park. This project consists of several stream crossings to access the small and larger fields along the river that run parallel to the paved walking trail (Eagle Trail). (Map attached [LINK](#)) The trail was designed to be a natural “mowed” trail. A project budget of \$150,000 was approved; with the bulk of the funding being, Jenk’s Estate proceeds. Attached is a breakdown of Jenk’s funds and their expenditures (previous and projected). [\(LINK\)](#)

Attached you will find information regarding three proposals for a pedestrian bridge that would connect the smaller and larger fields; this will assist in creating a loop from Eagle Trail. [\(LINK\)](#) Staff recommends the purchase of the 6’ wide pedestrian bridge proposed by CONTECH Engineering Solutions. Based on conversations with the company we should plan on the installation cost being equal to the bridge cost. We will be supplied with stamped plans of the bridge that we will use to receive quotes from local contractors to build the abutments and install the bridge. Staff would like to allocate up to \$50,000 for the bridge purchase/installation cost and move forward with this portion of the project. In addition there will be two installed crossing, one as entry/exit to the small field and the other entry/exist to the larger field, which will also serve as a maintenance entrance. These pipe and stone base installations are projected to cost \$6,000 in materials and will be installed by Public Works.

In addition, the Recreation Committee meet on Tuesday, November 16 and recommends that Town Council consider converting the proposed trail from a “mowed” trail to one with a stone surface. On the attached map, the proposed trail is shown; the blue solid line shows the proposed trail (approximate length 4,000’) and an alternate addition to the trail to create a loop in the small field closer to the river shown as a red solid line (approximate length 1,000’). Both of these trails would provide just over a mile of additional trails in English Park. The Recreation Committee recommends to Town Council that staff develop a bid packet for this item.

RECOMMENDATION:

Accept staff’s recommendation in regard to the purchase/installation of the pedestrian bridge as outlined. This project has previously been approved and funded in the FY2020 Budget/CIP.

BUDGET/FUNDING:

Funding for bridge is included in the FY2021 Budget.

POTENTIAL ACTION:

- Council may opt to do one of the following:
 - Accept the recommendation of the bridge purchase/installation and request that staff proceed;
 - Place on the December 8th Regular Meeting Regular Agenda for additional discussion;
 - Request additional information from staff;
 - Defer action.

ATTACHMENTS:

- *Proposed park trail map (LINK)*
- *Bridge quotes (LINK)*
- *Funding source details (LINK)*

KEY

Yellow lines: Crossings

Green dashed line: Existing Eagle Trail (paved)

Blue line: proposed trail

Red line: proposed alternate trail

Pedestrian
Bridge Location



English Park Pedestrian Bridges

(30 ft. length / Live Load 85 psf minimum/ Wind Load 35 psf)

	5' Width	Add for 6' width	6' Width Total	Material
Bridge Brothers	\$22,966	\$3,500	\$26,466	Aluminum
CONTECH Engineered Solutions	\$20,400	\$400	\$20,800	Steel
E.T. Techtonics	\$27,760	---	---	Fiberglass

Includes PE stamped drawings.

The Town in accordance with the drawings provided by the bridge company would bid installation out. For budget purposes; staff was advised to double the bridge cost and that should handle a normal installation.

Staff would seek authorization to proceed with purchase and installation of the bridge with a Not To Exceed budget of \$50,000. This is part of a FY2021 CIP project that has \$150,000 allocated in the budget, with Jenk's Estate proceeds designated as the funding source.



CONTECH Continental Pedestrian Bridge

(Graphic for illustration purposes only – bridge shown is longer than quoted bridge)

JENKS ESTATE Funds

Total Received To

Date: \$261,386.14

Expenses:

Pavement of Eagle Trail \$123,000.00

Debris clearing and
removal \$1,175.00

Environmental/Engineering
- Stream Crossings \$1,380.00

Expenses Paid To Date: \$125,555.00

Balance as Close of
FY2020 \$135,831.14

Amount Allocated to CIP projects
(FY2021)¹ \$133,490.00

Undesignated Balance: \$2,341.14

¹ Includes Overlook and Passive Trail project



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

November 24, 2020

ITEM #: 9**ITEM TITLE:**

Town Council Strategic Planning Session

DESCRIPTION:

Previously Town Council agreed to conduct a Strategic Planning Session every other year (following town council elections). Local governments use strategic planning as a tool to set goals, connect to stakeholders, track progress, and communicate results. Council goals and objectives is the first phase of building a performance management system that links Council goals to staff work plans and communicates outcomes to the public.

Staff is seeking Council's input as to the timing of the Strategic Planning session, it was previously mentioned that the first quarter of 2021 would be an appropriate time. This would align with the seating of a new council member; as well as the ongoing FY2022 Budget process. In the past, a professional, which provides an unbiased and impartial leader of the discussions facilitated the strategic planning session. There are several items that will need to be decided, so staff can proceed with the scheduling of the session, they are:

- Duration of the session (*single day/multiple days/hours*)
- Date(s) of the session
- Hiring of a facilitator
- Council's objectives of the session

RECOMMENDATION:

Provide staff with direction concerning the planning of the Town Council's Strategic Planning session.

BUDGET/FUNDING:

Funding in the amount of \$5,000 is included in the FY2021 Adopted Budget for this item.

POTENTIAL ACTION:

- Council may opt to do one of the following:
 - Provide direction to staff so planning of the event can begin;
 - Place on the December 8th Regular Meeting Regular Agenda for additional discussion;
 - Request additional information from staff;
 - Defer action.

ATTACHMENTS:

- *None at this time*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

November 24, 2020

ITEM #: 10**ITEM TITLE:**

7th Street property – Retaining wall

DESCRIPTION:

During the recent rain event, the cinder block portion of the retaining wall located on the town lot located at the corner of 7th Street and Campbell Avenue collapsed. Photos are attached (LINK).

At this time, the Town has not developed future use for this site and staff is seeking direction from Town Council in regard to how they would like the back portion of the property shored up to prevent further collapse of the bank and/or damage to neighboring property. Staff wants to be sure that any improvements are in line with Council's future thoughts on uses for the property and whether they should be temporary or permanent in nature.

In a related matter, the Recreation Committee seeks to gauge Town Council's interest in developing a "parklet" on this site. If agreeable, the Recreation Committee and Altavista On Track could coordinate on exploring this option and bring a recommendation back to Council.

RECOMMENDATION:

Create a plan to shore up the bank to prevent future collapse and/or damage to adjoining property.

BUDGET/FUNDING:

As this was a recent event, no funding was included in the FY2021 Budget for this property.

POTENTIAL ACTION:

- Council may opt to do one of the following:
 - Direct staff regarding a solution to this issue;
 - Place on the December 8th Regular Meeting Regular Agenda for additional discussion;
 - Request additional information from staff;
 - Defer action.

ATTACHMENTS:

- *Site photos*











TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

November 24, 2020

ITEM #: 11**ITEM TITLE:**

School Zone Speed Camera local ordinance

DESCRIPTION:

Previously Town Council agreed to proceed with installation of School Zone Speed Camera enforcement in the town limits. Such actions were recently approved by the General Assembly and is set forth in the Code of Virginia §46.2-882.1.

Attached is a sample ordinance that is being considered by local communities that have opted to implement such enforcement. **(LINK)** In addition, a school zone speed ordinance for a community in Maryland is attached for your review. **(LINK)** Staff will provide additional information at the meeting for Council's consideration.

RECOMMENDATION:

Per discussion of Town Council.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Council may opt to do one of the following:
 - Direct staff to prepare a draft ordinance for Council's consideration and public hearing;
 - Place on the December 8th Regular Meeting Regular Agenda for additional discussion;
 - Request additional information from staff;
 - Defer action.

ATTACHMENTS:

- *Sample Ordinance (LINK)*
- *Local ordinance (Maryland locality) (LINK)*

AN ORDINANCE AMENDING CHAPTER [] OF THE [LOCALITY] CODE, ENTITLED "[]", BY ADDING SECTION [], TO AUTHORIZE THE [LOCALITY POLICE DEPARTMENT] TO INSTALL AND OPERATE A PHOTO SPEED MONITORING DEVICE IN SCHOOL CROSSING ZONES, FOR THE PURPOSE OF RECORDING VIOLATIONS OF VIRGINIA CODE § 46.2-882.1, AND TO DIRECT THAT ANY CIVIL PENALTY LEVIED FOR A VIOLATION OF THE STATUTE SHALL BE PAYABLE TO [LOCALITY].

BE IT ORDAINED by the [] of the [LOCALITY] that Section [] is hereby adopted as part of the [LOCALITY] code, as follows:

CHAPTER []. [TITLE OF []]
ARTICLE []. OPERATION OF VEHICLES GENERALLY

Sec.[] . Use of photo speed monitoring devices in school crossing zones.

a) The [Locality Police or Sheriff's Department] of [Locality], is hereby authorized to install and operate photo speed monitoring devices in school crossing zones designated by [Locality], or to contract with a private vendor to do so on its behalf, for the purpose of recording violations of Code of Virginia § 46.2 - 882.1.

b) For purposes of this section, "photo speed monitoring device" means equipment that uses radar or LIDAR-based speed detection and produces one or more photographs, microphotographs, videotapes, or other recorded images of vehicles. "School crossing zone" has the same meaning ascribed to it in Code of Virginia § 46.2 - 873. A state or local law-enforcement agency may place and operate a photo speed monitoring device in school crossing zones for the purposes of recording violations of § 46.2 - 882.1.

c) All photo speed monitoring devices placed in school crossing zones shall, at a minimum, produce a certificate or a facsimile thereof, sworn to or affirmed by a law-enforcement officer, based upon inspection of photographs, microphotographs, videotapes, or

other recorded images produced by a photo speed monitoring device, shall be prima facie evidence of the facts contained therein.

d) The driver of a motor vehicle found to be in violation of Code of Virginia § 46.2 – 882.1 based upon evidence obtained from a photo speed monitoring device, shall be liable for a civil penalty of one hundred dollars (\$100.00) imposed in accordance with this section if such vehicle is found, as evidenced by information obtained from a photo speed monitoring device placed and operated in a school crossing zone to have violated Code of Virginia § 46.2-882.1 within the [Locality].

e) Any person found liable under this ordinance may contest the summons charging the violation, as provided by Code of Virginia § 46.2-882.1.

f) Any civil penalty levied for a violation of Code of Virginia § 46.2-882.1 shall be payable to [Locality].

ADOPTED by the [Locality], Virginia, this []th day of [Month, Year]

APPROVED:

The following definitions shall apply to this article:

OFF-THE-ROAD MOTORCYCLES — Shall have the meaning given by § 25-102.1 of the Transportation Article, Annotated Code of Maryland, and shall mean a motorcycle not otherwise registered under the Transportation Article, and includes motorcycles designed for off-the-road operation, motorcycles not otherwise eligible for registration under the Transportation Article, and motorcycles commonly referred to as "dirt bikes." The term "off-the-road motorcycles" shall not include a "moped" as defined in § 11-134.1 of the Transportation Article, Annotated Code of Maryland.

§ 150-69. Registration.

All off-the-road motorcycles shall be registered with the Prince George's County Office of Business and Regulatory Affairs and shall display the registration tag issued by the Department. The registration tag shall be firmly attached and kept clean and legible at all times. The registration fee and duration of the license shall be as provided by the county. The off-the-road motorcycle shall be in the name of the owner or, where the owner is under the age of 18 years, in the name of the parent or guardian.

§ 150-70. Use of motorcycles.

An off-the-road motorcycle shall not be driven, or the motor allowed to run, on any private or publicly owned property unless the person using the motorcycle has on his person the express written permission of an owner or other person having jurisdiction of the property in advance of its entry onto the property.

§ 150-71. Enforcement.

Any violation of this article shall be subject to a civil monetary fine of \$50. The citation notice shall be issued in the name of the operator, unless the operator is under the age of 18 years, in which case the citation notice shall be issued to the person in whose name the motorcycle is registered. Where the operator is under the age of 18 years and the motorcycle is not registered, the citation notice shall be issued to the parent or guardian of the operator.

Part 2

School Zone Speed Enforcement

[Adopted 10-11-2010 by Ord. No. O-11-02]

ARTICLE XIV

School Zone Speed Enforcement

§ 150-72. School zone speed monitoring systems authorized.

- A. Terms used in this Part 2 that are defined in Transportation Article, § 21-809, of the Maryland Annotated Code, as amended from time to time, shall have the same meanings in this Part 2.
- B. The City may use a speed monitoring system to monitor and enforce speed limit restrictions, including the issuance of citations, within the school zones designated in

Subsection E of this section and in such school zones within the City as may be established by the State Highway Administration on roads under its jurisdiction. The locations in school zones within which speed monitoring systems are used from time to time shall be determined by the City's Chief of Police.

- C. The City shall use speed monitoring systems for the monitoring and enforcement of speed limit restrictions in accordance with the requirements set forth in Transportation Article, § 21-809, of the Maryland Annotated Code, as amended from time to time, and other applicable law.
- D. The driver of a motor vehicle is subject to a civil penalty in the amount of \$40 if the motor vehicle is recorded by a speed monitoring system as being operated in a school zone in excess of the posted speed limit.
- E. The City may contract with a speed monitoring system operator to operate a speed monitoring system in the City in accordance with the requirements set forth in Transportation Article, § 21-809, of the Maryland Annotated Code, as amended from time to time, and other applicable law.
- F. The following school zones are established within the City of Seat Pleasant pursuant to Transportation Article, § 21-803.1, of the Maryland Annotated Code: [Amended 7-19-2016 by Ord. No. O-17-02]
 - (1) Seat Pleasant Elementary School zone and Central High School zone. The limits of these school zones, and the maximum speed limits within these zones, are as follows:
 - (a) All streets and parts of streets, not under state jurisdiction, that lie within a one-half-mile radius of Seat Pleasant Elementary School and a one-half-mile radius of Central High School within jurisdictional boundaries of the City of Seat Pleasant. The maximum speed limit in these school zones is 30 miles per hour.
- G. If the City moves or places a mobile or stationary speed monitoring system to or at a location where a speed monitoring system had not previously been moved or placed, the City may not issue a citation for a violation recorded by that speed monitoring system: [Added 7-19-2016 by Ord. No. O-17-02]
 - (1) Until signage is installed in accordance with Transportation Article, § 21-809(B)(1)(VII), of the Maryland Annotated Code, as amended from time to time; and
 - (2) For at least the first 15 calendar days after the signage is installed.

§ 150-73. Administrative fees. [Added 10-11-2010 by Ord. No. O-11-03]

The City of Seat Pleasant hereby imposes and may collect the following administrative fees related to the implementation of a program of speed enforcement using speed monitoring systems in school zones within the City of Seat Pleasant:

- A. MVA flagging fee for unpaid citation: \$25 per MVA flag.
- B. Returned check fee: \$35 per returned check.

- C. A late fee of \$35 shall be assessed for any fines paid more than 45 days from the date of issuance of a speed camera citation. [Added 9-8-2014 by Ord. No. O-15-01]

Part 3
Truck Routes

[Adopted 12-20-2010 by Ord. No. O-11-04]

ARTICLE XV
Truck Routes

§ 150-74. Truck Routes.

- A. Terms used in this Part 3 that are defined in vehicle laws of the Transportation Article of the Maryland Annotated Code, as amended from time to time, shall have the same meanings in this Part 3. The truck gross weight limitation is based on the number of axles. The gross vehicle weight (GVW) will be three or fewer axles: 55,000; four axles: 66,000; five or more axles: 80,000.
- B. Except as provided in Subsection C of this section, a person may not operate a truck on any highway or alley within the City of Seat Pleasant that is not designated or maintained as a part or extension of the state or federal highway system.
- C. A person may operate a truck on a highway or alley in the City of Seat Pleasant that is not designated or maintained as a part or extension of the state or federal highway system if the truck is:
- (1) An emergency vehicle providing emergency service to person or property within the City of Seat Pleasant;
 - (2) Engaged in the repair, construction or maintenance of roads or utilities in the City of Seat Pleasant;
 - (3) Providing trash or refuse collection services to residents or businesses in the City of Seat Pleasant; or
 - (4) Making a pickup, delivery or service call to a resident or business in the City of Seat Pleasant on highways or alleys other than designated truck routes, as long as travel of the truck is restricted to a designated truck route except when making the pickup, delivery or service call. When proceeding to and returning from a pickup, delivery or service call, a truck shall be driven between a truck route and the truck's destination by the most direct route between the truck route and destination.
- D. A person who operates a truck in violation of this section is guilty of a misdemeanor and subject to a fine in the amount of \$100 for the first offense, \$250 for the second offense, and \$500 or up to \$1,000 for the third and each subsequent offense.
- E. The following streets are the designated truck routes within the City of Seat Pleasant:
- (1) Martin Luther King, Jr., Highway.
 - (2) Central Avenue.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Updates/Informational Items

MEETING DATE:

November 24, 2020

ITEMs #: 12 - 15**Below are Updates/Informational Items:**

This information is provide for the benefit of Town Council and to keep all informed. While no official action is needed, input and feedback is always welcomed.

Abbott Waterline Project (conceptual): Tom Fore, Director of Public Utilities, continues to work with Abbott Nutrition in regard to a proposed water line project along Clarion Road. Abbott is currently reviewing a proposed Agreement that would “memorialize” the project and set forth certain parameters of the project. A decision to move forward on this project could be as early as January 2021.

APD Vacancy/Hiring: Chief Merricks wanted to update Town Council in regard to a recent vacancy in his department and how he plans to fill it. Chief has sought certified applicants with limited success; however, a town resident, with previous law enforcement experience, has approached him. In regard to the position. The individual is interested in getting back in the law enforcement field, although his certification has expired and he would need to go through the Academy for training. The next class at the Central Virginia Police Training Academy begins in January 2021. Chief believes a town resident will be committed to the department and provide a local presence.

English Park – Staunton River bank erosion: Attached please find a Staff Update on the progress made towards development of a project related to this issue. Sharon Williams, Community Development Director, is coordinating this item with assistance from David Garrett. **(LINK)**

Committee Updates

Recreation Committee **(LINK)**

Altavista On Track **(LINK)**

Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



Rochelle Altholz
*Deputy Director of
Administration and Finance*

Russell W. Baxter
*Deputy Director of
Dam Safety & Floodplain
Management and Soil & Water
Conservation*

Nathan Burrell
*Deputy Director of
Government and Community Relations*

Thomas L. Smith
*Deputy Director of
Operations*

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

REPLY TO:
Div. of Soil and Water Conservation
Eastern Area Regional Office
P. O. Box 1425
Tappahannock, VA 22560
Telephone: (804) 443-1494
FAX: (804) 443-4534

September 11, 2020

Town of Altavista
Mr. J. Waverly Coggsdale, III
P.O. Box 420
Altavista, VA 24517

RE: SEAS# T21023

Dear Mr. Coggsdale, III:

On July 29, 2020, I met with you, Sharon Williams and David Garrett at the town office. Ms. Williams and Mr. Garrett joined me during my evaluation of the shoreline at English Park on the Roanoke River. The site visit was in response to your request for advisory assistance concerning a shoreline erosion problem.

There is active shoreline erosion at park. The banks are 15 - 20 feet high above the river. In many areas the bank is being undercut and as a result the top of bank is slumping. There are large trees on the bank leaning over the shoreline that are at risk of falling into the river. Erosion on the park property appears to be caused by elevated water levels, high flows and currents and flooding associated with storms. The following recommendations are made as a result of the site visit and subsequent analysis of the problem:

1. The trees and shrubs growing on the bank and within 25 feet of the bank edge should be selectively cut or trimmed. Trees undermined by erosion displace large amounts of soil when they fall. Tree removal should decrease the weight on the bank and reduce the chance of sloughing. The additional sunlight exposure should stimulate growth of the upland ground cover.
2. The bank should be graded to a 3:1 (horizontal/vertical) slope or flatter. When grading, all soil should be kept landward of the mean water level elevation. Irregularities in slope between the graded bank and adjoining properties should be minimized.
3. After tree removal or bank grading, a vegetative cover should be established. We recommend a mixture of native grasses or other low-growing vegetation. For further details about the establishment of vegetation and soil tests, contact the Virginia Cooperative Extension Agent for Campbell County at (434) 332-9538.
4. To prevent further bank erosion, we recommend a properly designed and constructed riprap (large rock) revetment. The structure should be installed to minimize encroachment beyond the mean water level position. We recommend the slope, armor stone size, toe of the structure and other design parameters be determined following standard engineering practices.

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

Mr. J. Waverly Coggsdale, III
Page 2
September 11, 2020

To prevent further bank erosion, we recommend a properly designed and constructed riprap (large rock) revetment. The structure should be installed to minimize encroachment beyond the mean water level position. We recommend the slope, armor stone size, toe of the structure and other design parameters be determined following standard engineering practices.

The above recommendations are made in my capacity as an advisory agent in shoreline erosion control matters. The suggestions should not be considered as binding you to any particular course of action, as they are intended to indicate what we think would be the best solution in terms of cost and effectiveness. Our examination of the site or this report does not constitute permission by the Commonwealth, or its agencies, to proceed with implementation of control measures. Permits from State and Federal agencies are generally required for shoreline modification.

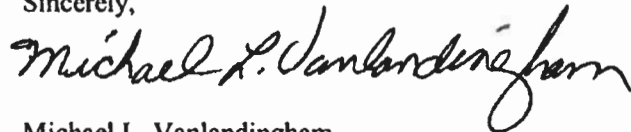
You should also be aware that success in shoreline erosion control cannot be guaranteed, as there are many variables involved. In this regard, we suggest care in selecting a contractor. Our comments concerning construction are intended as guidelines developed from our experience in viewing structures that have been successful or have failed.

If you decide to construct a control measure, an assessment of the impacts of the project on the environment will be given by the regulatory agencies. Our advice is given with the idea of reducing environmental impacts associated with our recommendations. Although this has been considered in our recommendations, the permit reviewing agencies may desire additional information or measures.

Services available through this office include: review of the permit application; review of design and construction plans; and inspection of structures under construction when plans have been reviewed by this office. We recommend that a copy of this report be attached to the permit application.

If we may be of further assistance or if you have any questions, please let me know.

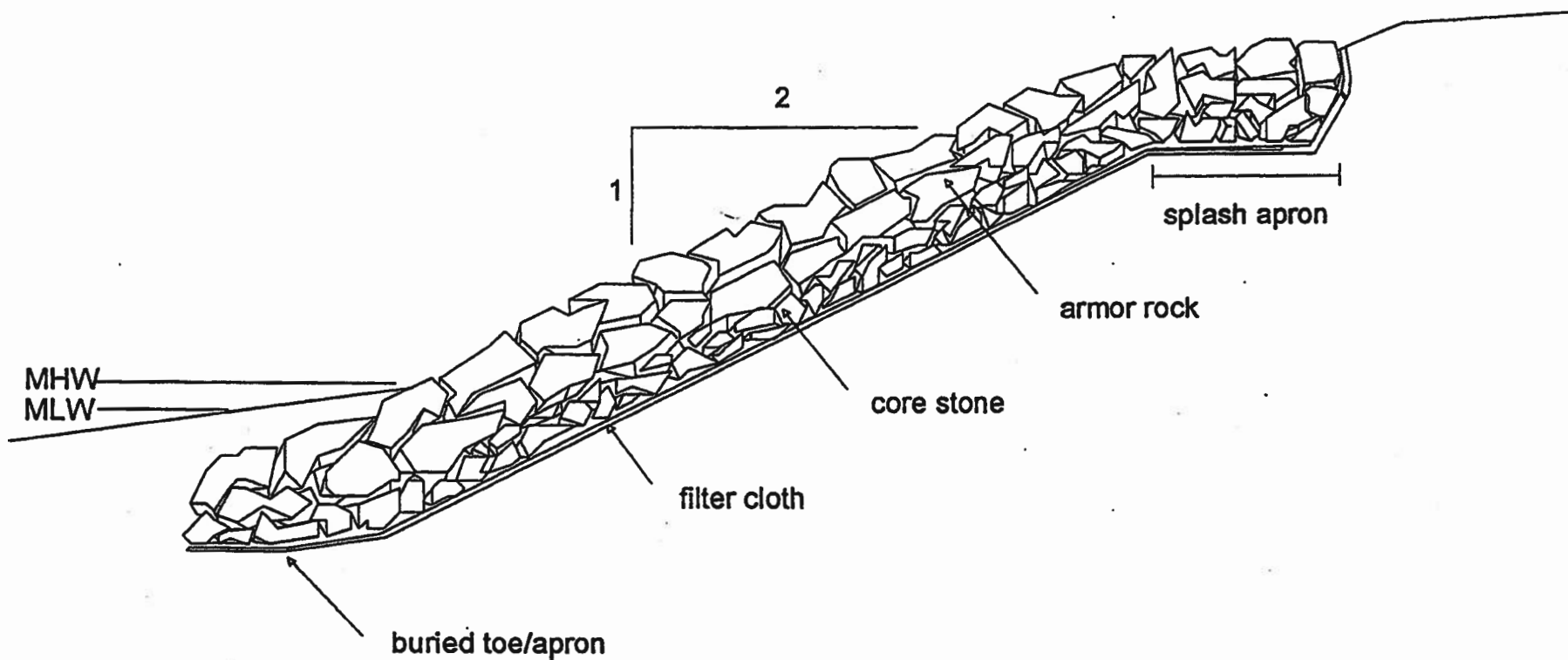
Sincerely,

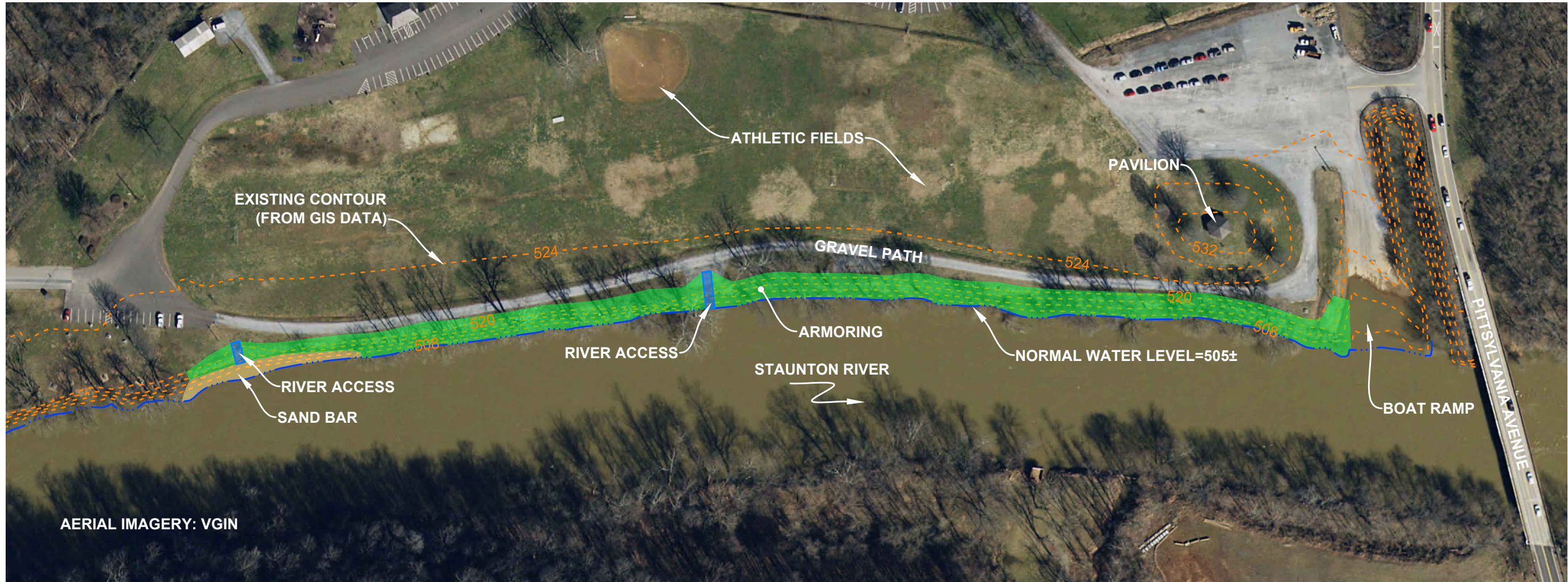
A handwritten signature in black ink, reading "Michael L. Vanlandingham". The signature is fluid and cursive, with the last name being particularly prominent.

Michael L. Vanlandingham
Shoreline Engineer

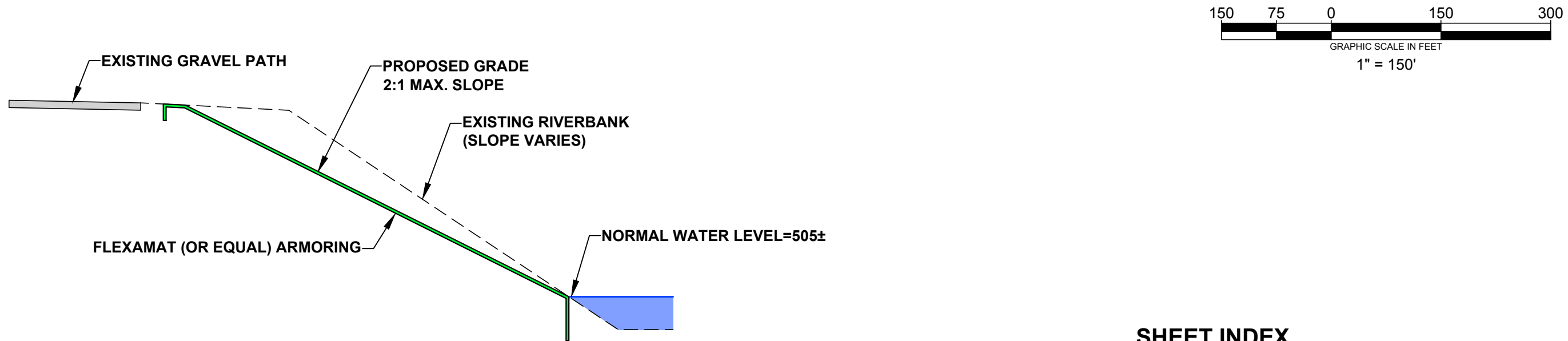
Enclosures (2)

REPRESENTATIVE CROSS SECTION RIPRAP REVETMENT





AERIAL IMAGERY: VGIN



TYPICAL SECTION OF STABILIZATION

(SECTION TAKEN LOOKING DOWNSTREAM)

N.T.S.

SHEET INDEX

- 1 SHORELINE STABILIZATION PLAN
- 2 ARMORING DETAIL
- 3 RIVER ACCESS DETAIL

HURT & PROFFITT

2524 LANGHORNE ROAD
LYNCHBURG VA 24501
800.242.4906 TOLL FREE
434.847.7796 MAIN
434.847.0047 FAX



ENGINEERING • SURVEYING • LAND DEVELOPMENT • ENVIRONMENTAL
GEOTECHNICAL • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES

SHORELINE STABILIZATION PLAN

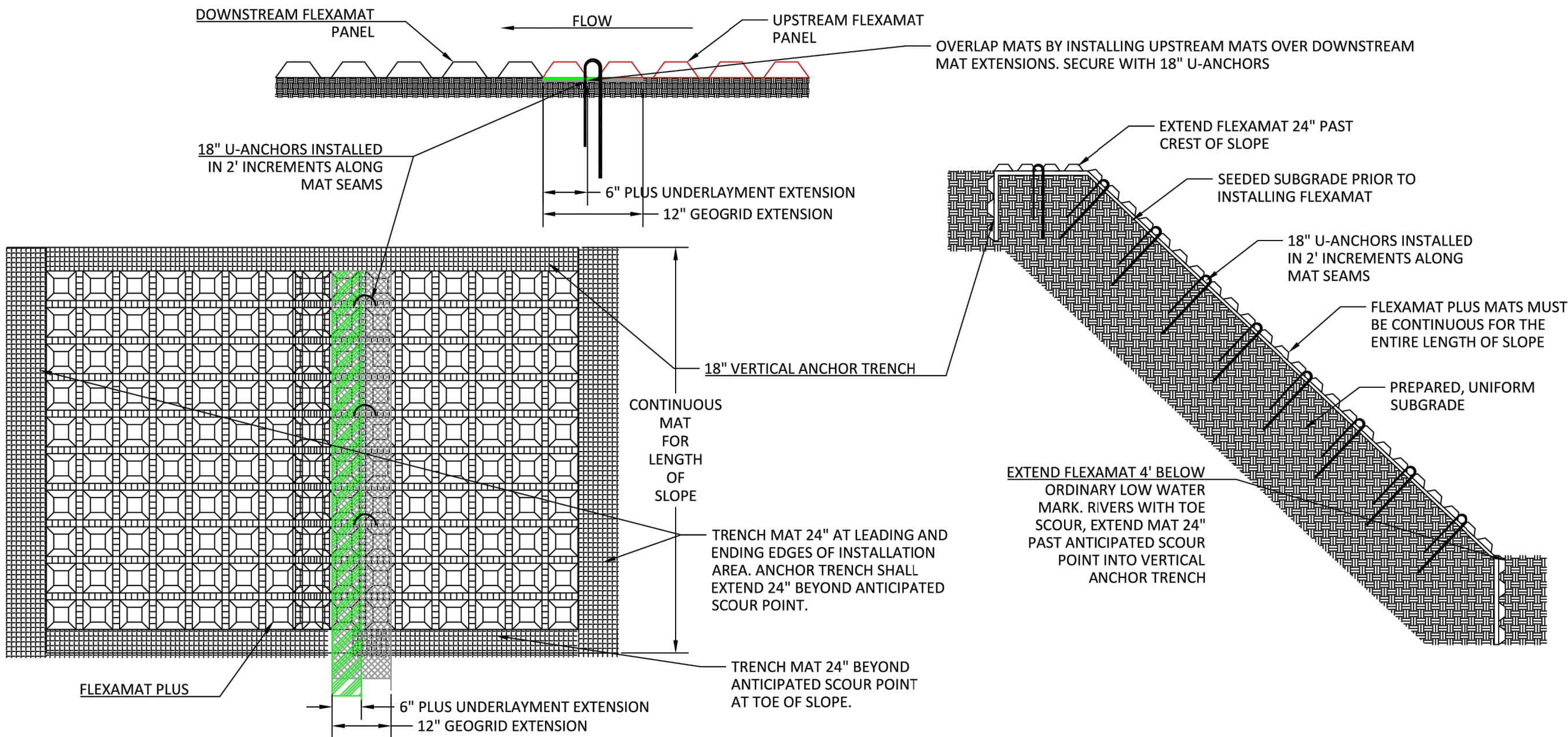
FOR
ENGLISH PARK
TOWN OF ALTAVISTA, VIRGINIA

PROJECT NO: 20201700

DATE: 11/11/2020

SHEET NO.

1



FLEXAMAT - RIVERBANK ARMORING DETAIL

CONSTRUCTION NOTES:

1. AN ENGINEER OR MANUFACTURES REPRESENTATIVE SHALL BE ONSITE FOR THE START OF THE INSTALLATION.
2. GRADE THE SITES SO THAT WATER WILL NOT FLOW ABOVE, BELOW, OR AROUND THE OUTSIDE OF THE AREA PROTECTED WITH FLEXAMAT. ALL SUBGRADE SURFACES PREPARED FOR PLACEMENT OF MATS SHALL BE SMOOTH AND FREE OF ALL ROCKS, STICKS, ROOTS, OTHER PROTRUSIONS, OR DEBRIS OF ANY KIND.
3. INSTALL FLEXAMAT ROLLS, USING THE WIDEST ROLLS POSSIBLE TO AVOID SEAMS.
 - 3.1. FOR INSTALLATIONS THAT ARE WIDER THAN 16', INSTALL FLEXAMAT ROLLS THAT INCLUDE 12" GEOGRID EXTENSIONS WITH A 6" PLUS (TRM) UNDERLAYMENT EXTENSIONS. THESE SEAMS ARE PERPENDICULAR WITH FLOW. THE INSTALLATION WILL START ON THE DOWN CHANNEL EDGE AND WORK UP CHANNEL IN THE OPPOSITE DIRECTION OF FLOW. THE GEOGRID AND TRM EXTENSIONS SHALL EXTEND UNDER THE UP CHANNEL MATS.
 - 3.2. SECURE THE OVERLAPS PERPENDICULAR WITH FLOW BY INSTALLING 18" U-ANCHORS (FOR COHESIVE SOILS) IN 2' INCREMENTS THROUGH THE EXTENSION OVERLAPS OR 20" STAINLESS STEEL ZIP TIES (FOR NON-COHESIVE SOILS) IN 1' INCREMENTS THROUGH THE GEOGRID EXTENSION OVERLAPS.
 - 3.3. SECURE OVERLAPS PERPENDICULAR TO FLOW BY INSTALLING 18" U-ANCHORS (FOR COHESIVE SOILS) IN 2' INCREMENTS ACROSS THE MAT OVERLAP OR 20" STAINLESS STEEL ZIP TIES (FOR NON-COHESIVE SOILS) IN 1' INCREMENTS ACROSS THE MAT OVERLAP . INSTALL ANCHORS DIRECTLY BEHIND FIRST ROW OF BLOCKS AND ZIP TIES BETWEEN THE FIRST ROW OF BLOCKS. ZIP TIES SHALL EXTEND AROUND 3 CORDS OF GEOGRID ON EACH MAT.
4. EXTEND FLEXAMAT 24" PAST CREST OF SLOPE INTO A 18" VERTICAL ANCHOR TRENCH. FILL ANCHOR TRENCH WITH SOIL AND COMPACT FIRMLY TO ENSURE NO FUTURE SETTLING OF FILL.
5. INSTALL 24" ANCHOR TRENCH AT THE TOE OF THE RIVERBANK. ANCHOR TRENCH SHALL EXTEND 24" PAST ANTICIPATED SCOUR POINT.
6. AT THE LEADING AND ENDING EDGES OF THE FLEXAMAT ARMORED CHANNEL, EMBED THE MAT 24" IN A VERTICAL ANCHOR. FILL ANCHOR TRENCH WITH SOIL AND COMPACT FIRMLY TO ENSURE NO FUTURE SETTLING OF FILL.

MOTZ
ENTERPRISES, INC.
Flexamat

Telephone: (513)772-6689
Email: Info@Flexamat.com
Webstie: Flexamat.com



HURT & PROFFITT



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GEOTECHNICAL • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES

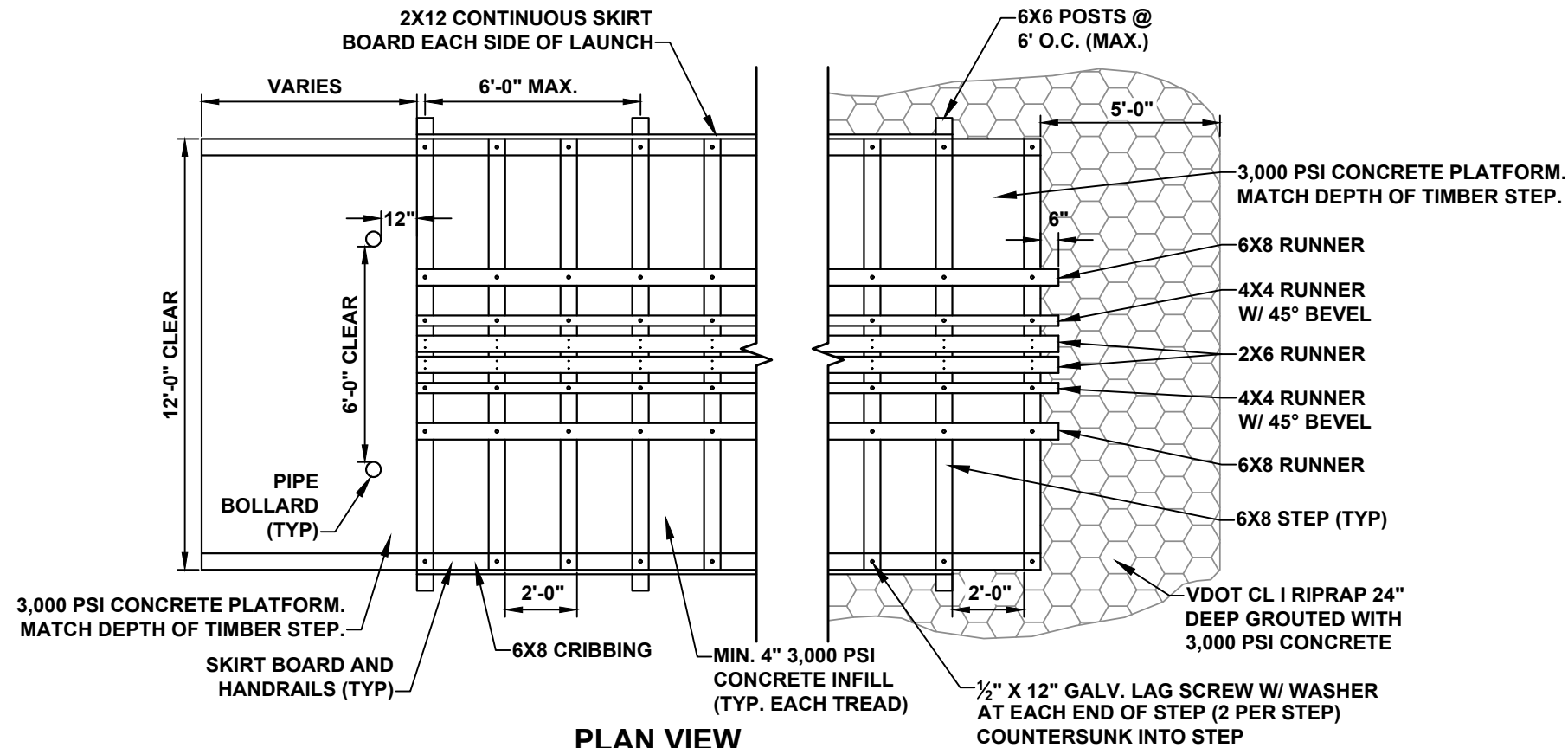
ARMORING DETAIL
FOR
ENGLISH PARK
TOWN OF ALTAVISTA, VIRGINIA

PROJECT NO: 20201700

DATE: 11/11/2020

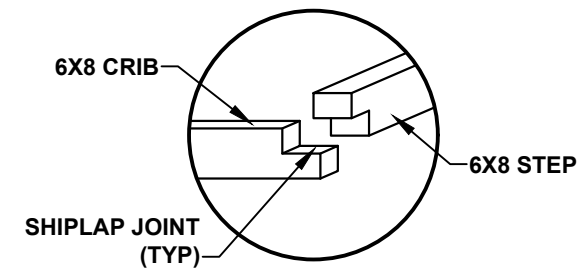
SHEET NO.

2

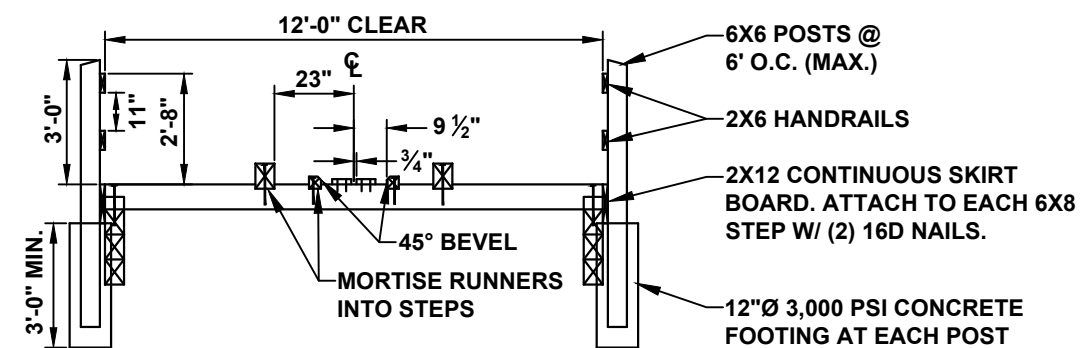
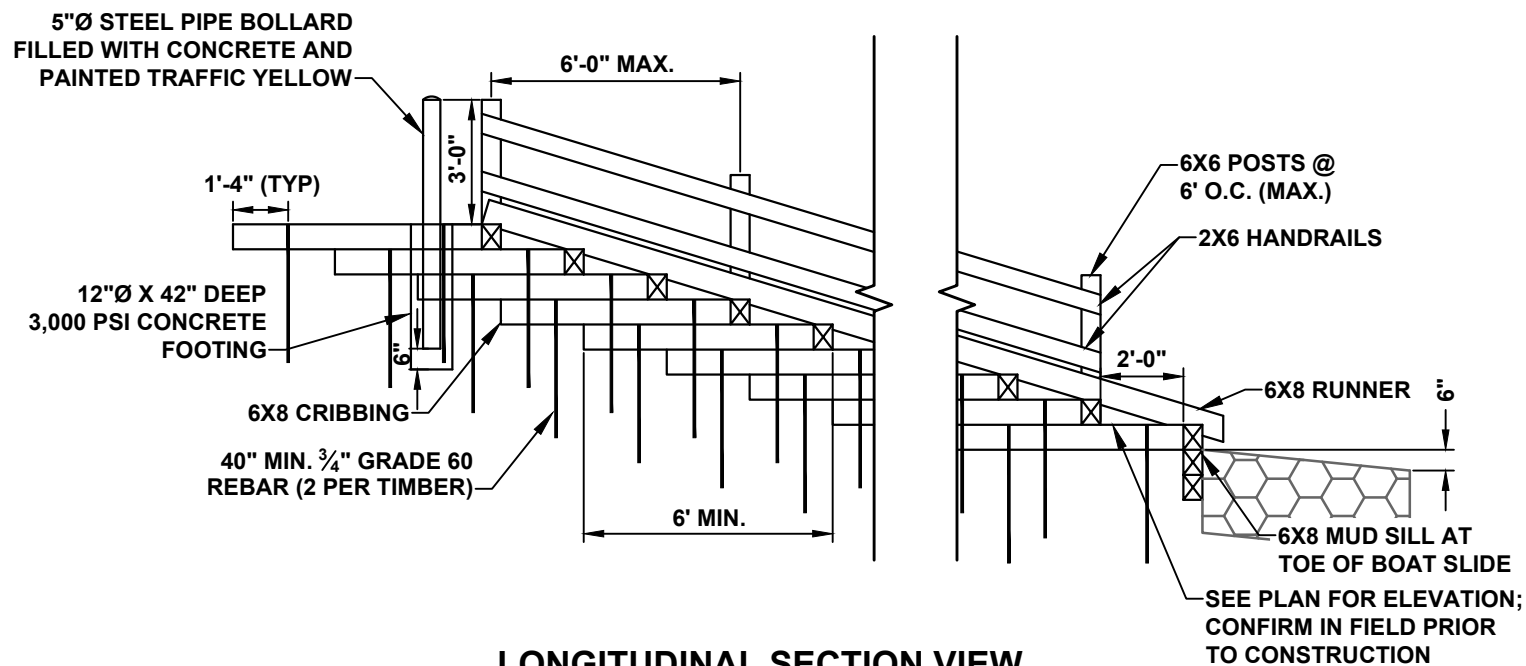


NOTES:

1. NUMBER OF TIMBER CRIBS WILL VARY BASED ON HEIGHT OF BANK.
2. ALL TREADS SHALL BE EQUAL WIDTH.
3. ALL LUMBER SHALL BE #1 GRADE, SOUTHERN YELLOW PINE, PRESSURE TREATED (CCA-TYPE B), MINIMUM TREATMENT OF 1.5 PCF.
4. THE TOP OF ALL POSTS SHALL BE SAW CUT AT AN ANGLE OF 15°.
5. SECURE 2X6 HANDRAIL AND 2X12 SKIRT BOARD TO POSTS WITH (4) 16D GALV. NAILS AT EACH POST.
6. ATTACH 2X6 RUNNER TO 6X8 STEP W/ (2) 16D NAILS. PROVIDE P.T. WOOD WEDGE AS REQUIRED BELOW EACH RUNNER.
7. ATTACH 4X4 AND 6X8 RUNNERS TO STEPS W/ 1/2" GALV. LAG SCREWS W/ WASHERS. COUNTERSINK INTO RUNNERS.



**SHIPLAP JOINT DETAIL
(N.T.S.)**



**RIVER ACCESS DETAIL
FOR
ENGLISH PARK
TOWN OF ALTAVISTA, VIRGINIA**

PROJECT NO: 20201700

DATE: 11/11/2020

SHEET NO.

3

English Park Shoreline Stabilization Project Budget**Date: 11/11/2020**

Item of Work	Unit	Quantity	Unit Price	Total Cost
Mobilization	L.S.	1	\$80,000	\$80,000
Clearing and Grubbing	L.S.	1	\$50,000	\$50,000
Grading	C.Y.	5,000	\$20	\$100,000
Flexamat Riverbank Armoring	S.Y.	6,000	\$120	\$720,000
River Access Points	L.S.	1	\$60,000	\$60,000
Erosion Control & Stabilization	L.S.	1	\$70,000	\$70,000
Contingency (10%)	L.S.	1	\$108,000	\$108,000
Survey, Engineering, and CEI	L.S.	1	\$250,000	\$250,000
TOTAL PROJECT COST				\$1,438,000



Recreation Committee

Sarah Mattox Roach, Chair

Victoria Mattox, Vice Chairman

Tim George, Council Liaison

Dr. Scott Lowman

Rev. Eduardo Soto

Steve Jester, YMCA – Ex Officio

Sharon Williams, CD Director – Ex Officio

David Garrett, PW Director – Ex Officio

Recreation Committee Report – November 2020

Election of Officers

With the resignation of Chair Ann Shelton, the Recreation Committee held an election of officers. Sarah Mattox Roach was elected Chair and Victoria Mattox was elected Vice Chair.

Recreation Survey

In preparation for discussing projects for the FY2022 Capital Improvement Program a survey has been created to solicit feedback on recreation needs. As of November 18, 2020, there have been 189 responses to the survey, which is attached.

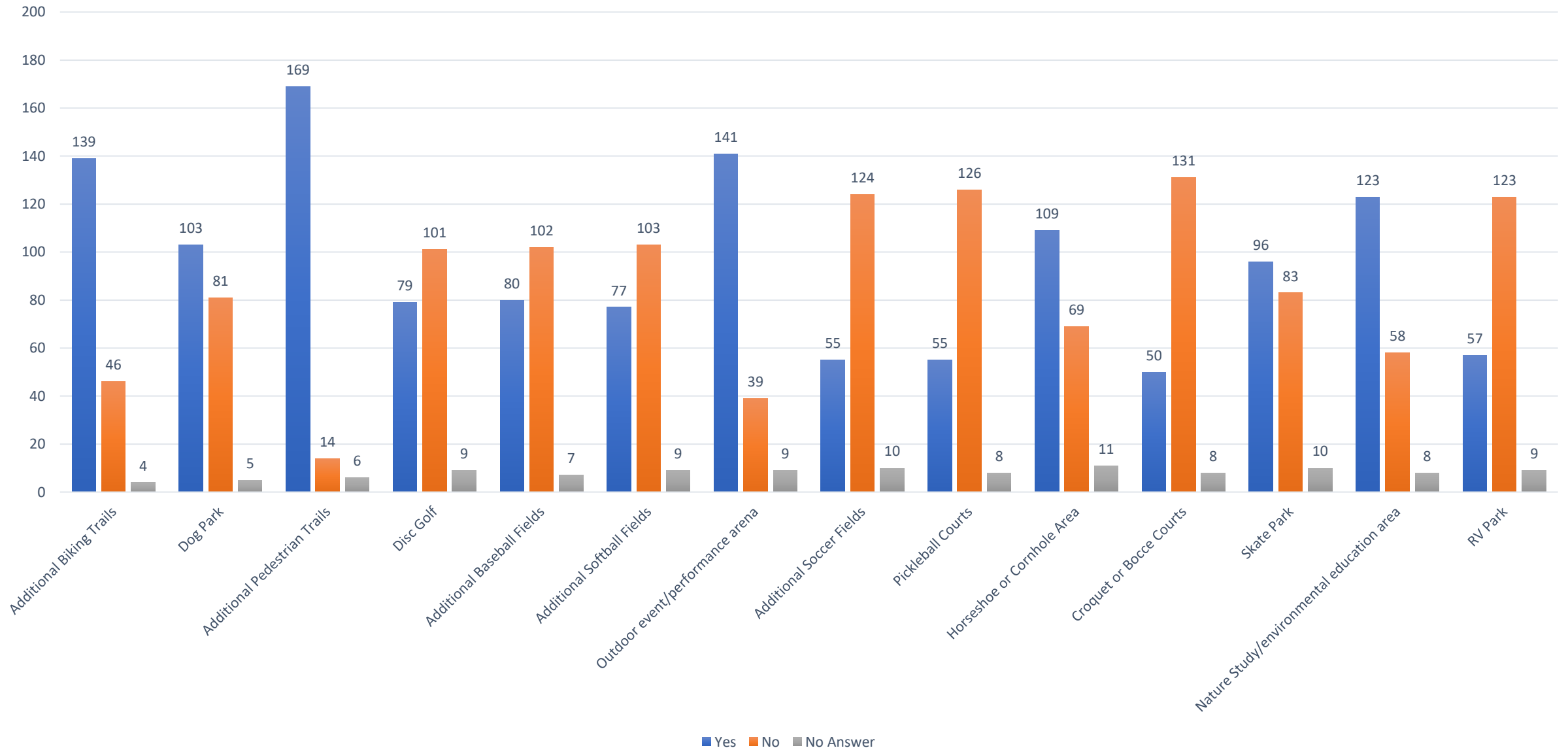
Projects

The Recreation Committee has begun preliminary discussion related to the Capital Improvement Plan (CIP) for the upcoming fiscal year budget. Staff have updated the Committee on the current projects and those that had been approved for FY 2022. Staff will provide a draft CIP for Recreation projects at the December meeting and the Committee will prioritize and staff will submit during the budget process.

As part of the update on current projects, the Recreation Committee determined that if there were funds remaining after the installation of the pedestrian bridge, that the passive trails which had been developed as natural mowed trails, should be graveled or paved to allow for additional trail access. The Committee voted unanimously for staff to develop a bid package for a 10' gravel or packed stone trail loop. If approved by Town Council, staff will draft the proposal and bids will be taken in accordance with the town's procurement policies. Once bids are received, they will be presented to Town Council.

The trail connection from Green Hill Cemetery to the Eagle Trail is complete; however, a name had not been chosen for this trail link. Following discussion by the Committee the recommendation was to identify the entire trail from Green Hill Cemetery to Eagle Trail as the Green Hill Connector Trail.

Recreation Survey - as of 11/18/2020 at 10:00 a.m.
189 respondents





Rev. Ed Soto, Chair

Regina Adams
Katie Lane
Eleanor Hoehne
Dr. Scott Lowman
Jessica Sundblom
Jonathan Parker

Melinda Saunders
Robert Pate
Yolanda Stone
Reggie Bennett, Council Liaison
Sharon D. Williams, Ex Officio
George Sandridge, Interim Executive Director

November Board Meeting

Altavista On Track held its monthly Board Meeting on November 11, 2020.

Projects

- **Pop-Up Program:** Highlighted the marketing efforts that were underway to attract interested individuals to apply for the program. The deadline for the program was pushed to December 1st.
- **Giblet Jog:** The race will be virtual this year and will take place from November 26th-29th. Marketing efforts are currently underway on social media and TV.
- **Shop Altavista:** Updates were provided on the upcoming Shop Altavista event on November 28th. The Board inquired about the AOT ornaments that will be sold at the event. The Community Coordinator provided a design of the ornament and then asked for volunteers to help sell them.

New Business

- Amie Owens, Assistant Town Manager, provided an update on the newly created Altavista Economic Development Steering Committee. A request for an AOT representative to serve on the Committee was brought before the Board. A decision was not made at the meeting; however, Reverend Soto sent a follow-up email to board members asking for participation.

