



**Town of Altavista, Virginia**  
**Meeting Agenda**  
**Town Council Regular Meeting**

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

**Tuesday, January 12, 2021**  
**6:00 p.m. – Council's Chambers**

**6:00 p.m.      Call to Order, Invocation and Pledge of Allegiance**

**1. AGENDA ADOPTION**

**2. CLOSED SESSION**

**3. ELECTION OF VICE MAYOR      **(LINK)****

**4. RECOGNITIONS AND PRESENTATIONS      **(LINK)****

- **Personnel Changes**

**5. CITIZEN'S TIME (Non-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.)*

**6. PARTNER UPDATES      **(LINK)****

- **Altavista On Track**

**7. CONSENT AGENDA**

**A:      Approval the minutes of the December 8<sup>th</sup> Regular Meeting **(LINK)****

**B:      Acceptance of Monthly Financial Reports **(LINK)****

**8. PUBLIC HEARING(S)**

**9. NEW BUSINESS**

**A.      Recreation Committee Report – Bedford Avenue Playground **(LINK)****

**10. UNFINISHED BUSINESS**

**A.      McMinnis Water Line Replacement Update **(LINK)****

**B.      Parks & Recreation Code Amendments **(LINK)****

- C. [Trail Surface Follow Up](#) **(LINK)**
- D. [Innovation Center/CoWorking Space Update](#) **(LINK)**
- E. [Project Follow Up](#) **(LINK)**
  - 7<sup>th</sup> Street property retaining wall
  - Booker Building floor rehabilitation

11. **REPORTS AND COMMUNICATIONS**

- A. **Town Manager's Report**
- B. [Departmental Reports](#) **(LINK)**
- C. [Calendars](#) **(LINK)**

12. **MATTERS FROM COUNCIL**

13. **CLOSED SESSION**

*Section 2.2-3711 (A)(1) regarding discussion of the annual performance evaluation of the Town Manager, discussion, consideration, or interviews of prospective candidates for appointment to the Recreation Committee.*

14. **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 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:**

Specific Agenda Item

**MEETING DATE:**

January 12, 2021

**ITEM #: 3****ITEM TITLE:**

Election of Vice Mayor

**DESCRIPTION:**

Following the town election involving the office of Mayor, the Town's Charter indicates that a Vice Mayor will be elected. A normal process would be that the Mayor asks for nominations for the position and that the Council vote on said nomination(s). Typically, the Vice Mayor occupies the chair to the immediate right of the Mayor on the dais.

- Call for Nominations
- Close Nominations
- Vote On Nominations (Candidate receiving majority is elected as Vice Mayor)

**RECOMMENDATION:**

Conduct the election of Vice Mayor as indicated.

**BUDGET/FUNDING:**

N/A.

**POTENTIAL ACTION:**

- Seek Nominations and Vote to elect a Vice Mayor.

**ATTACHMENTS:**

- *Copy of Charter section dealing with vice mayor election.* **(LINK)**

Sec. 10. - Vice-Mayor.

At the first meeting after the mayor takes office following his/her election, the council shall elect from its membership a vice mayor. The vice mayor shall act as mayor during the absence or disability of the mayor and, if a vacancy occurs, shall become mayor until the next regular councilmanic election.

(Amend. eff. 3-30-06)





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 4

## **Recognitions and Presentations**

**Title:** Milestones/Personnel Changes

**Staff Resource:** Waverly Coggsdale, Town Clerk

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## **MILESTONES**

- *No Milestone anniversaries*

## **PERSONNEL CHANGES (since December 1, 2020)**

### **New Hires**

Destinee Tompkins	Police Department	Recruit *	12/21/2020
Kyle Haskins	Public Works	Maintenance Worker	12/21/2020
Emily Thurman	Police Department	Recruit *	12/28/2020

\* *Will be in Police Academy (January – June 2021)*

### **Departures**

Sabrina Nichols	Waste Water	Trainee	12/28/2020
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# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7A

## Consent Agenda

**Title:** Approve minutes of the December 8<sup>th</sup> Regular Meeting

**Staff Resource:** Waverly Coggsdale, Town Clerk

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### Action(s):

Approve the minutes of the Council's Regular Meeting held on December 8<sup>th</sup>.

### Explanation:

- Minutes in draft form are attached for Council's review. **(LINK)**
- If there are any corrections, please contact the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

**THE MINUTES ARE LOCATED AT THE END  
OF THE AGENDA PACKET.**

### Background:

### Funding Source(s):

N/A

### Attachment(s): *(Click on item to open)*

1. 12.8.20 minutes – draft **(LINK)**



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7B

## Consent Agenda

**Title:** Acceptance of Monthly Financial Reports

**Staff Resource:** Tobie Shelton, Finance Director

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### Action(s):

Accept the Monthly Financial Reports.

### Explanation:

- The following financial reports are provided to Council on a monthly basis for review and acceptance:
  - ▷ Check List [\(LINK\)](#)
  - ▷ Monthly Revenue and Expenditure Reports (FY2021) [\(LINK\)](#)
  - ▷ Reserve and Investments Report [\(LINK\)](#)

**THE MONTHLY FINANCIAL REPORTS ARE LOCATED AT THE  
END OF THE AGENDA PACKET.**

### Background:

### Funding Source(s):

N/A

### Attachment(s): *(Click on item to open)*

1. Check List [\(LINK\)](#)
2. Monthly Revenue and Expenditure Reports (FY2021) [\(LINK\)](#)
3. Reserve and Investments Report [\(LINK\)](#)



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 9A

## **New Business**

**Title:** Bedford Avenue Playground Item

**Staff Resource:** Waverly Coggsdale, Town Manager

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### **Action(s):**

Provide staff direction on this item.

### **Explanation:**

At a recent Recreation Committee meeting, a concern in regard to a piece of playground equipment was discussed. Members indicated that at least two children have been injured on the “see saw” in the playground area of Bedford Avenue Park. Staff was asked to relay this item to Council in regard to possibly having this piece of equipment replaced.

### **Background:**

This issue was raised as a result of an issue from committee members.

### **Funding Source(s):**

No funds are allocated in the FY2021 Budget for this purpose.

### **Attachment(s):** *(Click on item to open)*

- *Photo of subject playground equipment ([LINK](#))*





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 10A

## **Unfinished Business**

**Title:** McMinnis Water Line Replacement Project Status Update

**Staff Resource:** Tom Fore, Director of Public Utilities

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### **Action(s):**

None at this time.

### **Explanation:**

Town Council previously approved the McMinnis Water Line Replacement Project as part of the Town's Capital Improvement Plan in 2019. Mr. Bif Johnson of Hurt & Proffitt will provide council an update on this project.

### **Background:**

The Town hired Hurt & Proffitt to design the project that consists of replacing the existing 18,000 +/- feet of 8" water line between McMinnis Spring and the Bedford Avenue Tank. Hurt & Proffitt serves as the project engineer for design, bidding and construction administration; their contract totals \$104,940. At this time the plans, technical specifications and front-end documents are complete and staff is ready to move to the bidding phase of the project. The original cost estimate for this project was \$1,883,950.

### **Funding Source(s):**

General Obligation Bonds.

### **Attachment(s):** *(Click on item to open)*

- *Hurt and Proffitt Project Status Report 12-10-2020* [\(LINK\)](#)

**Town of Altavista  
Hurt and Proffitt Projects  
Status Report**



Date: December 10, 2020

This memo is a status report of Hurt & Proffitt Team's efforts for the McMinnis Water Project

Completed Work Over the Last Week

1. Railroad Permit approved

Anticipated Work Over the Next two Weeks

1. Town to pay for railroad permit
2. Finalizing last comments received from VDH
3. All plans, technical specifications, and front end documents are complete and ready to have bid date information inserted and sent out to bids.

Outstanding Issues

1. None at this time

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$48,000
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$24,100	JTD:	\$0
8. Easement Plats (4 to date)			JTD:	\$2,400

Submitted by:

Bif Johnson, PE  
Project Manager





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 10B

## Unfinished Business

**Title:** Parks & Recreation Code Amendments

**Staff Resource:** Waverly Coggsdale, Town Manager and John Eller, Town Attorney

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### **Action(s):**

Direction from Council on the changes for the Town Code dealing with Parks & Recreation.

### **Explanation:**

Previously staff discussed with Town Council the option to increase the number of individuals that serve on the Parks & Recreation Commission, it was decided to increase this “advisory” body by one to a total of five (5) voting members. This item is Section 50-42 of the Town Code (page 6 of the attachment). For some time John Eller, Town Attorney has worked with staff (current and previous) in regard to updating this section of the Town Code. Attached please find the proposed changes to Chapter 50.

### **Background:**

The Parks and Recreation Committee serves in an “advisory” capacity to Town Council on parks/recreation related matters. Town staff assists this group in their duties.

### **Funding Source(s):**

N/A

### **Attachment(s):** *(Click on item to open)*

- *Town Code text amendments (Chapter 50)* [\(LINK\)](#)



An Ordinance to repeal, amend and re-ordain Section 50-2 of the Code of the Town of Altavista, 1968, relating to definitions in the Parks and Recreation Chapter.

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

1. That Section 50-2 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-2. – Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) “~~Commission~~ ~~Committee~~” means the public Recreation parks and playground commission-Committee.

(b) “Town Park” means all of the parks in the town including those defined in Subsection (c) – (h).

(c) “John Moseley Memorial Park” means the park lying on the north side of Avondale Drive east of the intersection of Avondale Drive and Frazier Road.

(d) “Bedford Avenue Park” means the park fronting on the south side of Bedford Avenue and the west side of Myrtle Lane adjacent to the Town water tank.

(e) “Booker Building” means the building in English Park known as the Booker Building and parking area and grounds connected therewith.

(f) “English Park” means the area lying south of State Route 668 and west of the Staunton River and comprised of the original English Park and the new portion recently conveyed to the Town by Campbell County.

(g) “Leonard Coleman Memorial Park” means the park lying to the west of 15<sup>th</sup> Street and to the north of School Street.

(h) “Shreve Park” means the park lying west of 7<sup>th</sup> Street and on the north and south side of Lynch Creek.

(i) The “Trade Lot” means the paved area lying west of 7<sup>th</sup> Street and north of Lynch Creek adjacent to the 7<sup>th</sup> Street YMCA building.

(j) “War Memorial Ballpark” means the stadium and ballfield within the fences lying south of Franklin Avenue and west of the 7<sup>th</sup> Street YMCA building.

(k) The “YMCA Ballfields” means the ballfields lying between the south side of Franklin Avenue and the north side of Lynch Creek adjacent to the War Memorial Building.

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

An Ordinance to repeal, amend and re-ordain Section 50-3 of the Code of the Town of Altavista, 1968, relating to operating hours of facilities in the Parks and Recreation Chapter.

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

1. That Section 50-3 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-3. – Operating hours of town parks and facilities.**

Any and all persons are prohibited from using the town parks and any other recreational facilities owned by the town with the exception of the War Memorial Ballpark after dark, Altavista War Memorial Ballpark and any other recreational facilities owned by the town between the hours of 11:00 p.m. and 6:00 a.m. This section shall not apply to any use which is approved in advance by the town manager or which is sponsored by an organization which has received advance approval from the town manager to sponsor events at such facilities. ~~Decisions made under the provisions of this section shall be in accordance with uniform town standards.~~

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

An Ordinance to repeal, amend and re-ordain Section 50-4 of the Code of the Town of Altavista, 1968, relating to acts prohibited in town parks.

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

1. That Section 50-4 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-4. – Acts prohibited in town parks.**

(a) It shall be unlawful for any person to commit or attempt to commit any of the following acts while on the premises of Shreve Park, ~~Staunton Riverboat~~ English Park and all other parks in the town:

- (i) Archery.
- (ii) Climbing on waterwheel or wading in the fountain (in Shreve Park).
- (iii) Damaging signs, equipment or facilities.
- (iv) Golf practice.
- (v) Horseback riding.
- (vi) Littering
- (vii) Use of motorized vehicles of any type except on paved roadways and parking lots as designated by signage.
- (viii) Rock throwing
- (ix) Yelling obscenities and/or profane or vulgar language, or playing radios, phonographs, tape players, CD players or other mechanical devices at a level which can be plainly heard at a distance of 50 feet from such device. A person shall be deemed to be “playing” such device if he or she either owns the device or exercises control thereof, or both. The term “yelling” shall mean the verbal expression by a person at such volume as to make such expression clearly understandable at a distance of 50 feet from such person.

(b) Dogs shall not be permitted in Shreve Park or ~~Staunton Riverfront~~ English Park except in designated areas and while under the immediate control, either by leash or voice command, of their owner.

(c) Unless such described acts are prohibited specifically in other sections of this Code, any person violating the provisions of this section shall be deemed to be trespassing and shall be guilty of a class 1 misdemeanor.

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

An Ordinance to repeal, amend and re-ordain Section 50-41 of the Code of the Town of Altavista, 1968, relating to Recreation Committee established.

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

1. That Section 50-41 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-41. – Recreation Committee established.**

There is hereby established a ~~public Recreation, parks and playground commission.~~  
Committee for the Town of Altavista.

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

An Ordinance to repeal, amend and re-ordain Section 50-42 of the Code of the Town of Altavista, 1968, relating to number of members; how appointed; term of office; vacancies.

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

1. That Section 50-42 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-42. Number of members; how appointed; term of office; vacancies.**

The ~~public Recreation, parks and playground commission~~ Committee shall consist of ~~four~~ five persons serving without pay. They shall consist of ~~three~~ four members at large and one from the town council and shall be appointed by the town council. The members at large shall serve for three-year staggered terms of office or subject to the will of the majority of the council, or until their successors are appointed and qualified. The term of office of the member from the town council shall be for the remainder of his or her term of office. Vacancies in such commission occurring otherwise than by expiration of terms shall be filled by the town council for the unexpired term.

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

An Ordinance to repeal, amend and re-ordain Section 50-43 of the Code of the Town of Altavista, 1968, relating to powers.

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

1. That Section 50-43 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-43. Powers.**

The ~~public~~ Recreation Committee ~~parks and playground commission~~ shall have the following powers:

(1) To adopt bylaws and rules ~~and regulations~~ for the proper conduct of the Committee ~~public recreation, parks and playgrounds for the town.~~

(2) To ~~provide, conduct and supervise~~ make recommendations to the town on public parks and playgrounds, athletic fields, recreation centers and other recreational facilities and activities on any of the properties owned or controlled by the town, or on other properties with the consent of the owners and authorities thereof. It shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner.

~~(3) To appoint or designate someone to act as superintendent who is trained and properly qualified for the work and such other personnel as the commission deems proper.~~

~~(4)~~ (3) On behalf of the Town, to solicit or receive any gifts or bequests of money or other personal property or any donations to be applied, principal or income, for either temporary or permanent use for playgrounds, parks or other recreational purposes.

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

An Ordinance to repeal, amend and re-ordain Section 50-44 of the Code of the Town of Altavista, 1968, relating to reports to Town Council.

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

1. That Section 50-44 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-44. ~~Annual budget~~ Reports to Town Council.**

~~Annually, The public Recreation Committee parks and playground commission shall submit a budget to the town council for its approval. The commission shall make full and complete annual reports to the town council, and other reports from time to time as requested.~~

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



An Ordinance to repeal, amend and re-ordain Section 50-81 of the Code of the Town of Altavista, 1968, relating to definitions in the Altavista War Memorial Ballpark division.

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

1. That Section 50-81 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-81. – Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Ballpark means the Altavista War Memorial Ballpark.

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

An Ordinance to repeal, amend and re-ordain Section 50-83 of the Code of the Town of Altavista, 1968, relating to fence; trespassing upon or interfering with (in the Altavista War Memorial Ballpark division).

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

1. That Section 50-83 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-83. – Fence; trespassing upon or interfering with.**

Any and all persons are prohibited at all times from trespassing upon or interfering wrongfully in any way with the fence enclosing the ballpark, and from viewing through or over such fence any athletic activity being had in the ballpark for which an admission fee is charged.

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

An Ordinance to repeal, amend and re-ordain Section 50-101 of the Code of the Town of Altavista, 1968, relating to when division provisions applicable (in the Altavista War Memorial Ballpark division).

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

1. That Section 50-101 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-101. – When division provisions applicable.**

This division shall be in effect only while those athletic activities are being had in the ballpark for which an admission fee is charged.

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

An Ordinance to repeal, amend and re-ordain Section 50-102 of the Code of the Town of Altavista, 1968, relating to Franklin Avenue adjacent to ballpark.

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

1. That Section 50-102 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-102. – Franklin Avenue adjacent to ballpark.**

No parking of motor vehicles shall be allowed on the side of Franklin Avenue adjacent to the ballpark.

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

An Ordinance to repeal, amend and re-ordain Section 50-103 of the Code of the Town of Altavista, 1968, relating to southeast side of ballpark.

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

1. That Section 50-103 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-103. – Southeast side of ballpark.**

No parking of motor vehicles shall be allowed on the southeast side (the side toward Main Street) of the ballpark, within less than 30 feet of the ballpark fence.

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

An Ordinance to repeal, amend and re-ordain Section 50-104 of the Code of the Town of Altavista, 1968, relating to side adjoining Lynch Creek.

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

1. That Section 50-104 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 50-104. – Side adjoining Lynch Creek.**

No parking of motor vehicles shall be allowed on the side of the ballpark next to Lynch Creek, nor elsewhere, for the purpose of viewing any athletic program being had in the ballpark for which an admission fee is charged.

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 10C

## **Unfinished Business**

**Title:** Trail Surface Follow Up

**Staff Resource:** David Garrett, Director of Public Works

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### **Action(s):**

Direction from Council on the surface type they would like for this trail.

### **Explanation:**

Previously staff was asked to evaluate the upgrading of the proposed trail surface of the “passive area trail” which is included in the FY2021 Budget/CIP. Per the request staff has sought to develop a “budget” for the three options discussed, which are: 1) Mowed; 2) Millings surface; and/or 3) Stone surface.

### **Background:**

The original project was for a “mowed” trail, which also included a bridge and several other stream crossings. The project budget totaled \$150,000; with \$10,000 being allocated to planning/design and the remaining \$140,000 for the improvement. Approximately \$60,000 has been earmarked for the bridge and stream crossings, leaving approximately \$80,000 for all other improvements. A small amount would need to be utilized for signage.

### **Funding Source(s):**

FY2021 Budget (Total of \$150,000 approved for entire project)

### **Attachment(s):** *(Click on item to open)*

- *Trail surface budget estimate comparison*

ENGLISH PARK (Passive Area Trail Surface)							
<b>Option #1 (Mowed Trail)</b>							
Initial Construction Costs:		\$5,800	10' wide trail (5,000 lf.) at 2.5"				
		<b>\$5,800</b>					
Annual Maintenance Costs:		\$1,200	Cut 10' wide trail (5,000 lf.) at 2.5" (Includes 32 cuttings)				
		\$700	Bush hog 30' on each side of trail (5,000 lf) (Includes 16 cuttings)				
		\$300	Fertilizing and Over seeding of 10' trail				
		<b>\$2,200</b>					
<b>Option #2 (Millings Trail)</b>							
Initial Construction Costs:		\$51,250	Excavation & removal of 6" soil/Installation of millings				
		\$40,700	Millings (1,850 tons) (If purchased)				
		\$9,195	Contingency (10%)				
		<b>\$101,145</b>					
Annual Maintenance Costs		\$700	Bush hog 30' on each side of trail (5,000 lf)				
		\$1,000	Weed control and millings replacement				
		<b>\$1,700</b>					
<b>Option #3 (Stone Trail)</b>							
Initial Construction Costs:		\$78,750	Excavation & removal of 6" soil and Purchase and Installation of stone				
		\$7,875	Contingency (10%)				
		<b>\$86,625</b>					
Annual Maintenance Costs:		\$700	Bush hog 30' on each side of trail (5,000 lf)				
		\$1,000	Weed control and stone replacement				
		<b>\$1,700</b>					





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 10D

## **Unfinished Business**

**Title:** Innovation Center/CoWorking Space Follow Up

**Staff Resource:** Waverly Coggsdale, Town Manager

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### **Action(s):**

Staff will provide an update and Council may opt to provide direction to staff on this item.

### **Explanation:**

The former fire station (508 7<sup>th</sup> Street) is being converted into an Innovation Center/CoWorking Space. In an effort to move the project forward and begin marketing efforts, staff needs direction from Town Council in regard to the name of the facility.

### **Background:**

The project included a feasibility study, funded by DHCD through the Town's Main Street Program (AOT). The Town allocated \$200,000 to this project in the FY2021 Budget and grants have been received from USDA and the Tobacco Region Revitalization Commission (TRRC) for equipment and rehabilitation of the structure. Staff has been working with Simply Branding to address the "marketing" condition that was placed on the TRRC funding. In order for the marketing plan to move forward a name for the facility needs to be selected.

### **Funding Source(s):**

- Town General Funds (FY2021 Budget/CIP)
- Grants (DHCD, USDA, TRRC)

### **Attachment(s):** *(Click on item to open)*

- *No Attachments at this time.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 10E

## Unfinished Business

**Title:** Project Follow Up/Updates

**Staff Resource:** Waverly Coggsdale, Town Manager & David Garrett, Director of Public Works

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### **Action(s):**

Staff will provide an update and Council may opt to provide direction to staff on these items.

### **Explanation:**

Staff was asked to further investigate the following items:

- 1) 7<sup>th</sup> Street property retaining wall options; and
- 2) Booker Building floor rehabilitation

The attached information is supplied for Council's discussion and consideration.

### **Background:**

**7<sup>th</sup> Street property:** The existing retaining wall collapsed recently due to heavy rains. The Town is still weighing options as to the ultimate use of this property. An update with options is attached. ([LINK](#))

**Booker Building floor rehabilitation:** Town Council has been evaluating improvements to the Booker Building for some time and decided that the first step would be rehabilitation of the floor. The Town Council opted for a "grind and polish" finish for the floor and staff has been working with a contractor to provide a sample area. The sample area has been accomplished and is ready to be viewed by Town Council. During this process, it was discovered that the area under the "indoor" stage was a different concrete and would not match, so staff worked with the contractor to propose an alternative, a metallic epoxy, for this area. An update with a revised proposal is attached. ([LINK](#))

### **Funding Source(s):**

7<sup>th</sup> Street property: As this was unplanned, no funds were included in the budget.

Booker Building floor rehabilitation: Not budgeted; General Fund Reserves.

### **Attachment(s):** *(Click on item to open)*

- 7<sup>th</sup> Street property update (includes wall options) ([LINK](#))
- Booker Building Floor Rehab update (includes revised proposal) ([LINK](#))

## **7<sup>th</sup> Street Retaining Wall Update**

EMAIL FROM SCOTT BORTZ:

From Scott Bortz;

David,

Attached are details on the versa-lock system for segmented block retaining walls. I believe this could be an economical option for the retaining wall failure you noted. Preliminary estimates for this work is \$40-\$45/sf face of block. From your dimensions of 7' high and 75' long, I would estimate this work would be between \$27,000 and \$30,500 (assuming a 9' high wall to include the base work). Given the height and the potential for loading, this wall would require geo-grid tie-backs to support the wall at this height. The tie-back system would require excavation into the hillside to install the grid.

Please see examples with the website below.

<https://www.versa-lok.com/residential?>

<https://www.versa-lok.com/commercial?>

Attached are the VDOT standards for retaining walls as well. Since the rear of the wall is shown as an alley/street, I would recommend using the RW-3 detail the wall. The RW-2 (unloaded backfill) is another option but I would not recommend it based on the potential for vehicle travel behind the wall.

For a 9' tall wall, the wall area is approximately 1/3 more for the RW-3 than the RW-2 wall (29.43 sf vs 21.33 sf) which increases the amount of concrete and therefore the cost. Using VDOT bid tabulations, we estimated

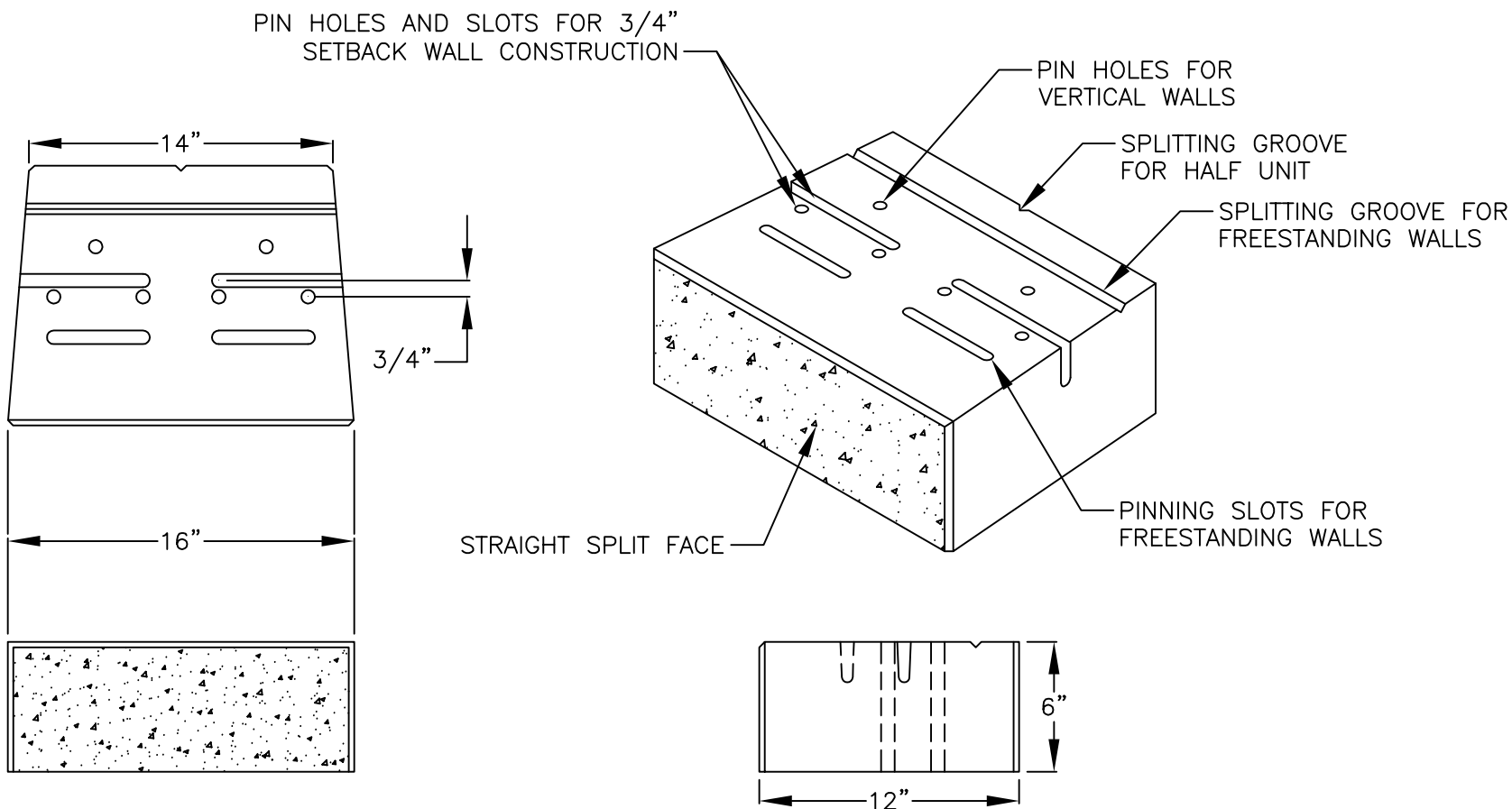
\$60,000 for an RW-2 wall and \$82,000 for the RW-3 wall.

If you choose a steel reinforced wall design in order to reduce the amount of concrete, I think that will require additional engineering for the soil/condition of the actual site. This could result in substantial savings on the concrete wall cost but my opinion would be that the segmented block wall would be cheaper than the reduced cost of the concrete wall plus the engineering costs. We would not be able to provide a wall design without geotechnical analysis of the site.

With the height of the wall at 7' clear, any wall construction should include a fence or railing system at the top which are not included in these costs.

Let me know if you have any questions.

Scott



## VERSA-LOK UNIT

UNIT DIMENSIONS

SCALE: NONE

THESE PRELIMINARY DETAILS ARE INTENDED AS AN AID IN DESIGNING ATTRACTIVE, DURABLE RETAINING WALLS WITH VERSA-LOK UNITS. FINAL DETERMINATION OF THE SUITABILITY OF ANY INFORMATION OR MATERIAL FOR THE USE CONTEMPLATED, AND ITS MANNER OF USE, IS THE SOLE RESPONSIBILITY OF THE USER. A FINAL PROJECT SPECIFIC DESIGN SHOULD BE PREPARED BY A QUALIFIED, LICENSED, PROFESSIONAL ENGINEER.



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VERSA-LOK STANDARD DETAILS

STANDARD UNIT

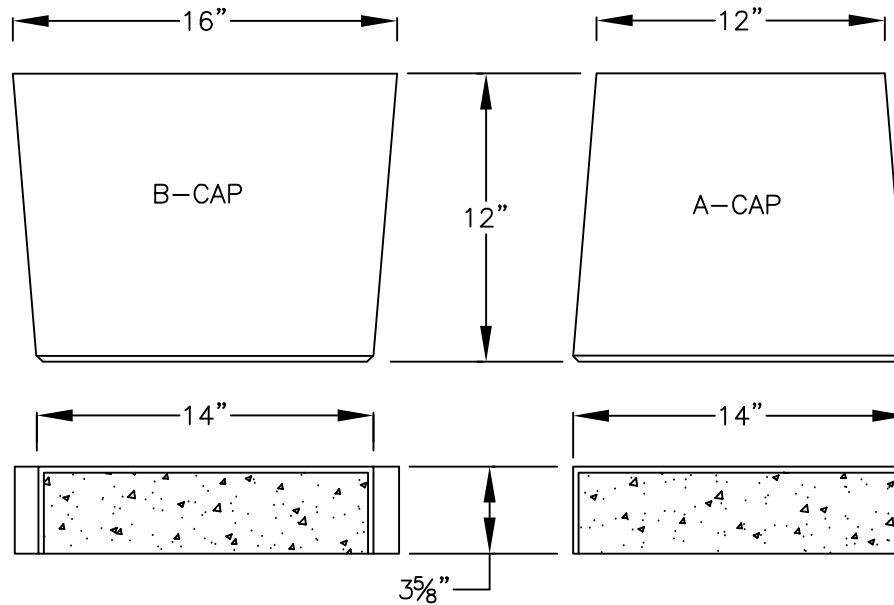
SCALE: 1 1/2"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std standard unit



## VERSA-LOK CAP UNITS

UNIT DIMENSIONS

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

CAP UNITS

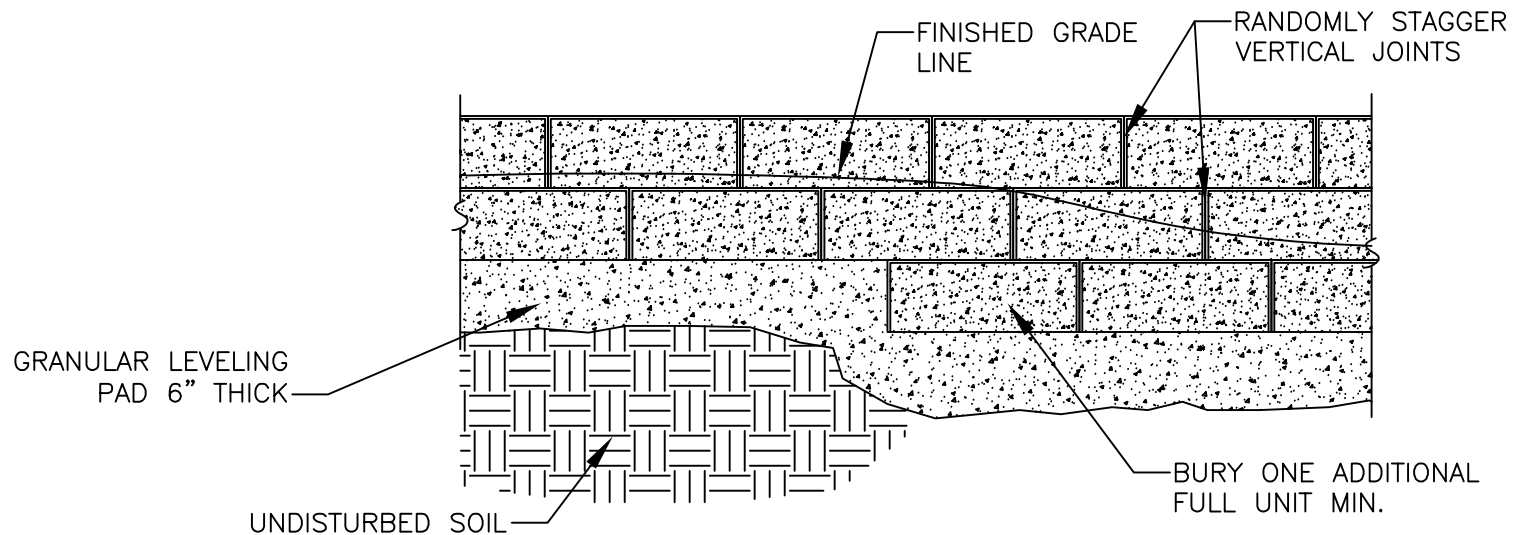
SCALE: 1 1/2"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std cap units



NOTE:

- LIMIT CHANGES IN BASE ELEVATION TO 6" PER STEP TO AVOID DIFFERENTIAL SETTLEMENT
- STEP AS NEEDED TO MINIMIZE BURIED UNITS AND MAINTAIN MINIMUM REQUIRED EMBEDMENT

## STEPPING BASE DETAIL

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

STEPPING BASE

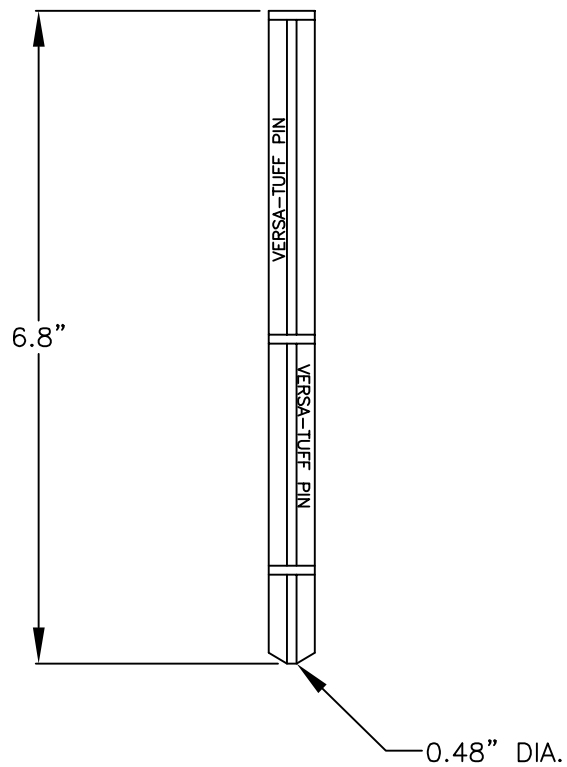
SCALE: 1/2"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

OWG. NO.  
std stepping base



## VERSA-TUFF PIN

PIN DIMENSIONS

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

PIN

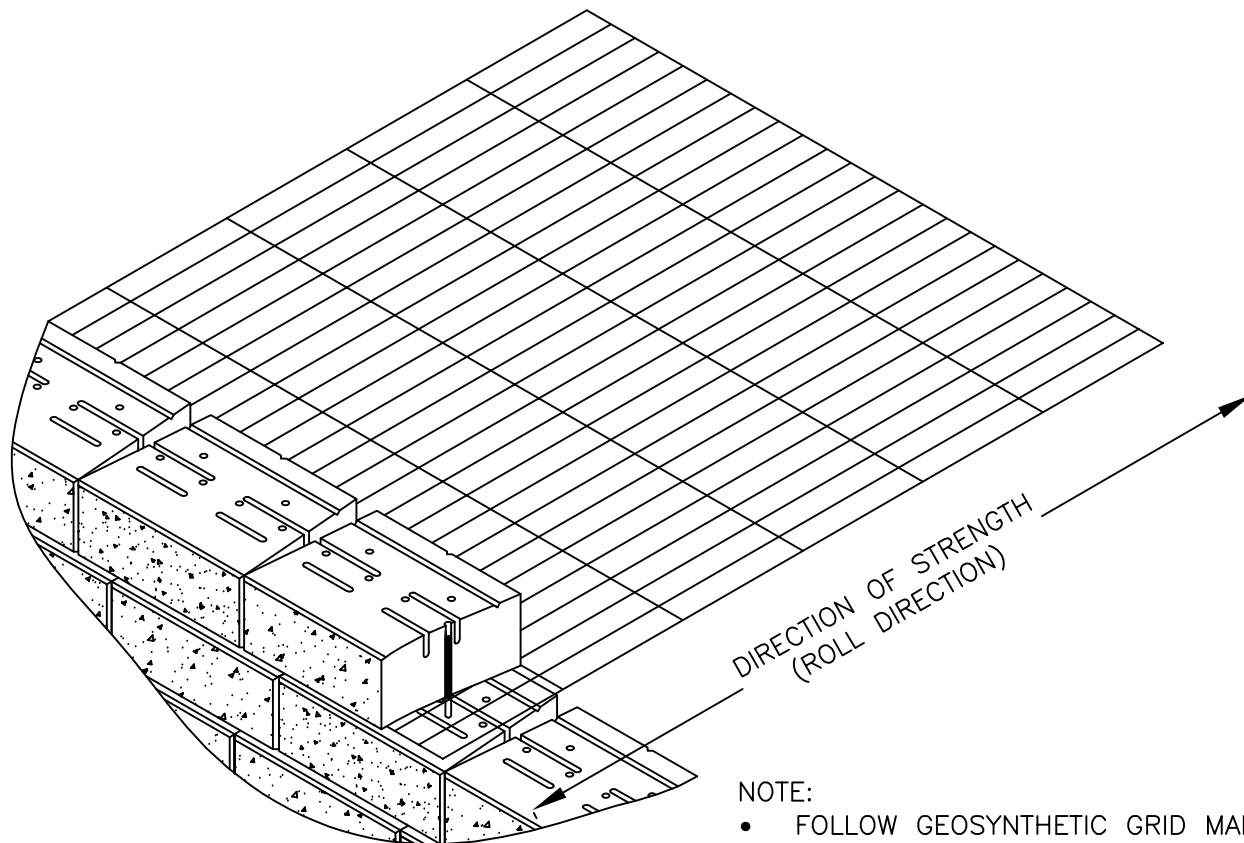
SCALE: 6"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std pin



NOTE:

- FOLLOW GEOSYNTHETIC GRID MANUFACTURER'S INSTALLATION INSTRUCTIONS AND SPECIFICATIONS
- GEOGRID LENGTH AND ELEVATION PLACEMENT SHALL BE DETERMINED BY WALL DESIGN ENGINEER

## GEOSYNTHETIC INSTALLATION DETAIL

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

GEOSYNTHETIC INSTALLATION

SCALE: 3/4"=1'

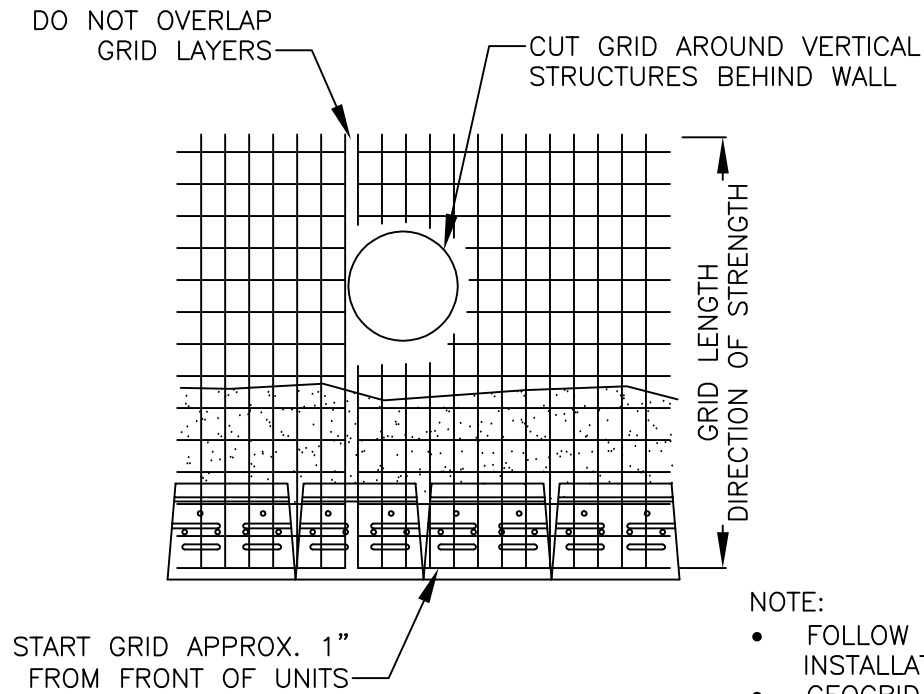
DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std geosynthetic installation





- NOTE:
- FOLLOW GEOSYNTHETIC GRID MANUFACTURER'S INSTALLATION INSTRUCTIONS AND SPECIFICATIONS
  - GEOGRID LENGTH AND ELEVATION PLACEMENT SHALL BE DETERMINED BY WALL DESIGN ENGINEER

## GEOSYNTHETIC AT STRUCTURES BEHIND WALL

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

GEOSYNTHETIC AT STRUCTURES

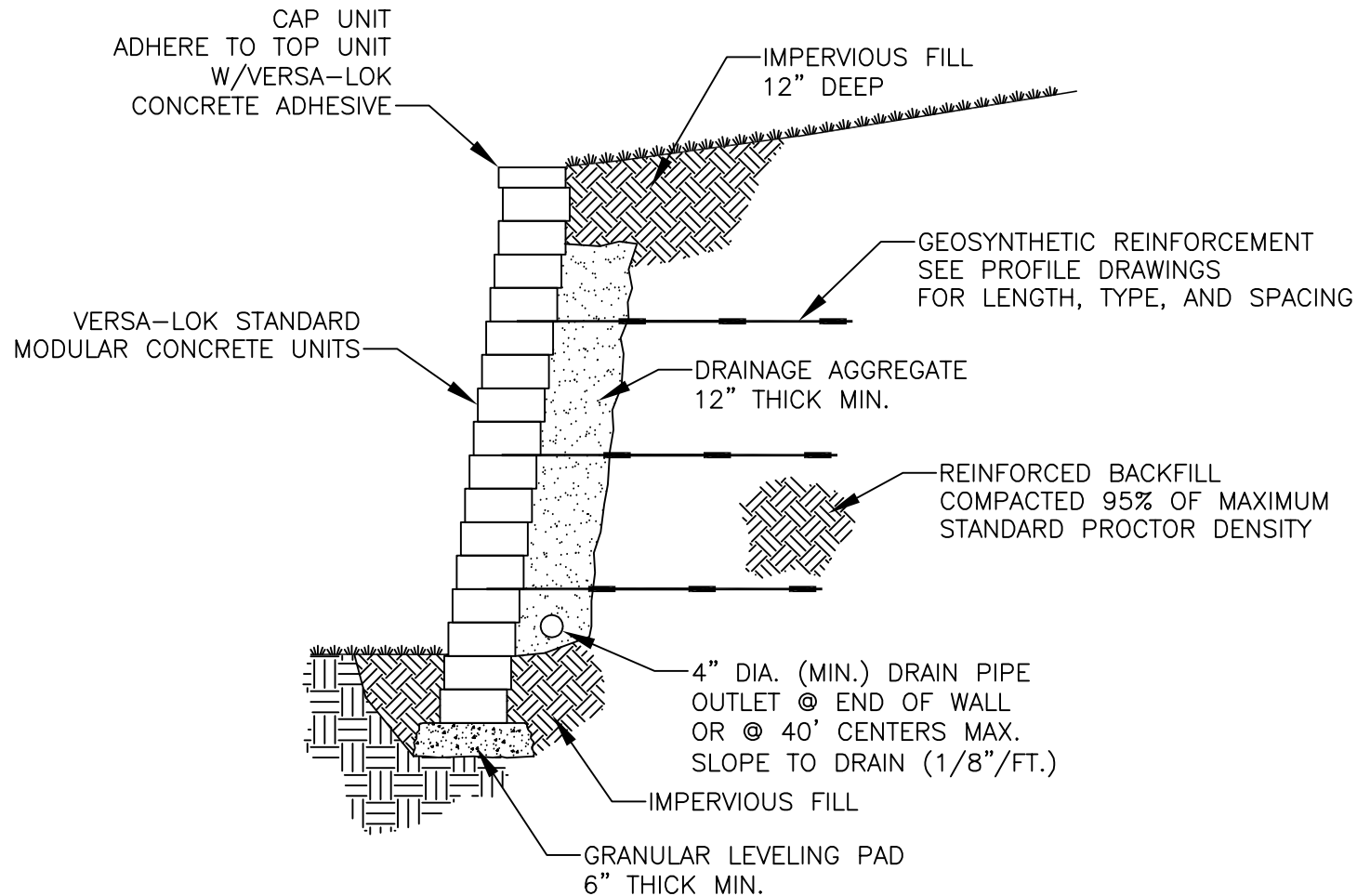
SCALE: 1/2"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
stnd geosynthetic at structures



## TYPICAL SECTION—REINFORCED RETAINING WALL

MODULAR CONCRETE UNIT

SCALE: NONE

THESE PRELIMINARY DETAILS ARE INTENDED AS AN AID IN DESIGNING ATTRACTIVE, DURABLE RETAINING WALLS WITH VERSA-LOK UNITS. FINAL DETERMINATION OF THE SUITABILITY OF ANY INFORMATION OR MATERIAL FOR THE USE CONTEMPLATED, AND ITS MANNER OF USE, IS THE SOLE RESPONSIBILITY OF THE USER. A FINAL PROJECT SPECIFIC DESIGN SHOULD BE PREPARED BY A QUALIFIED, LICENSED, PROFESSIONAL ENGINEER.



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REINFORCED TYPICAL SECTION

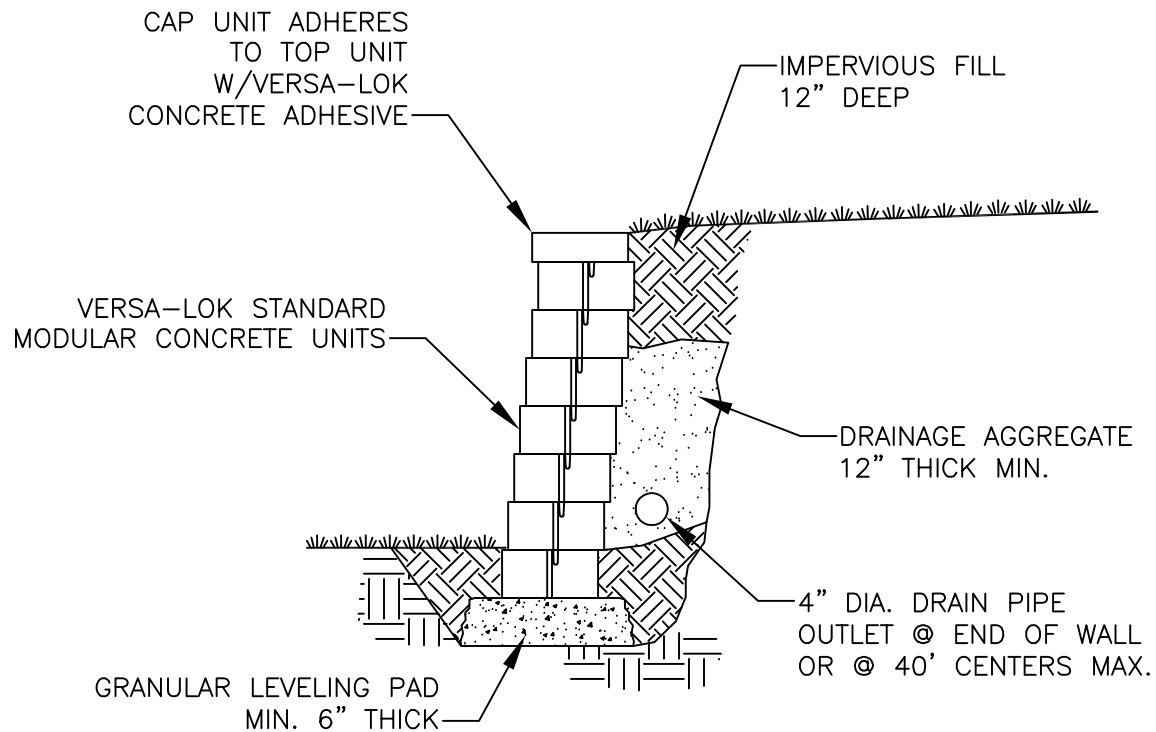
SCALE: 3/8"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std reinforced section



## TYPICAL SECTION—UNREINFORCED RETAINING WALL

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

UNREINFORCED SECTION

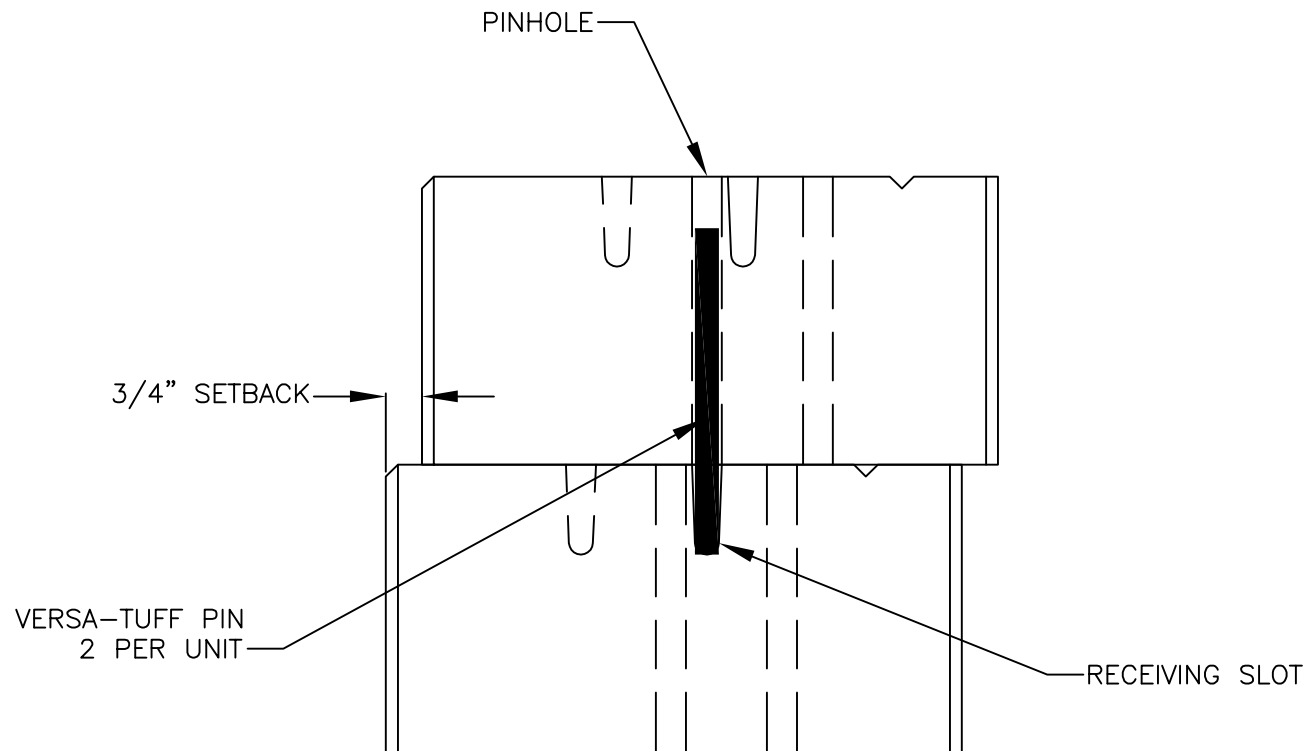
SCALE: 1/2"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO. strnd unreinforced section



## PINNING DETAIL

CROSS SECTION

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

PINNING

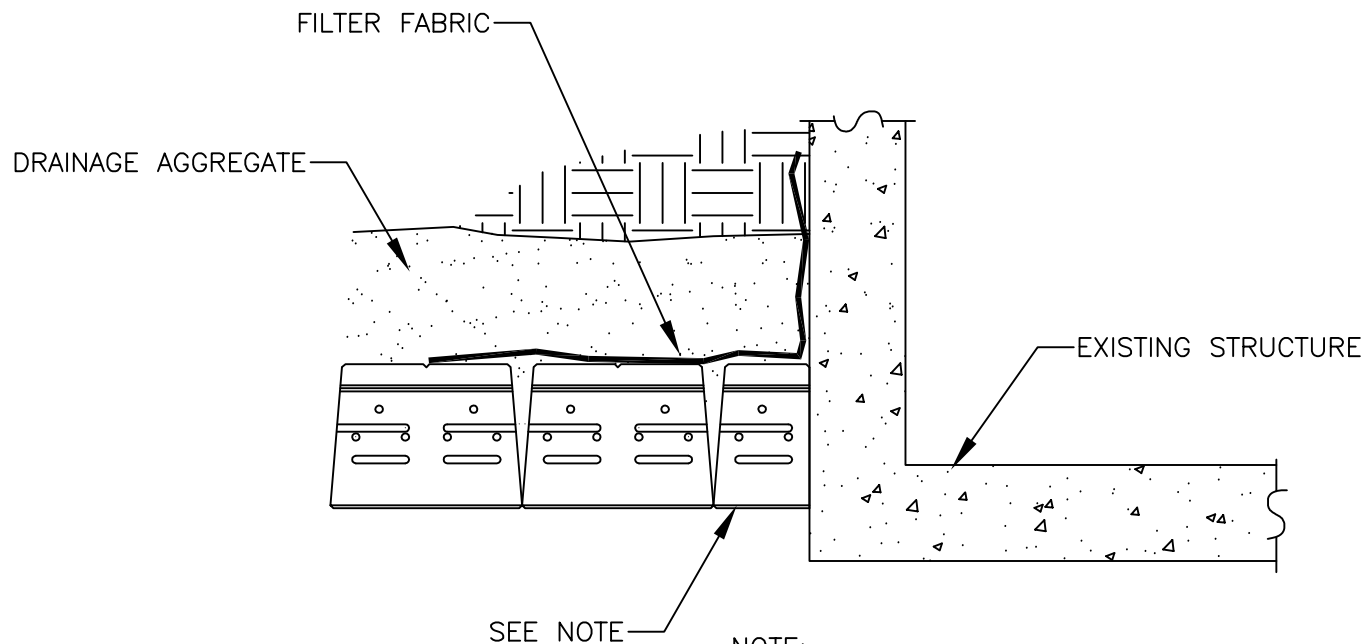
SCALE: 3"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std pinning



NOTE:

- AT ABUTMENT, ALTERNATE FULL UNIT WITH HALF UNIT EVERY OTHER COURSE
- START AT FIXED POINTS AND WORK INTO MIDDLE PART OF WALL
- DO NOT ATTACH VERSA-LOK UNITS TO OTHER STRUCTURES

## WALL ABUTMENT DETAIL

SCALE: NONE

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WALL ABUTMENT

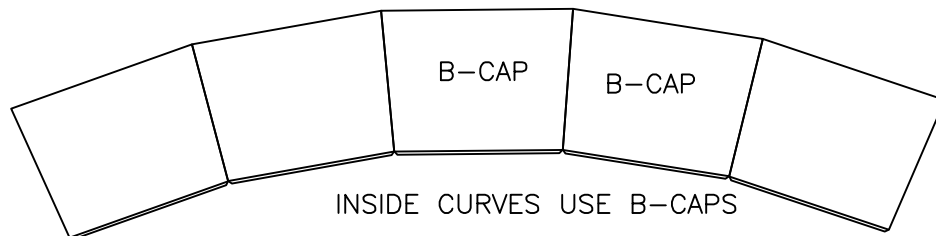
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DRAWN BY: PPS

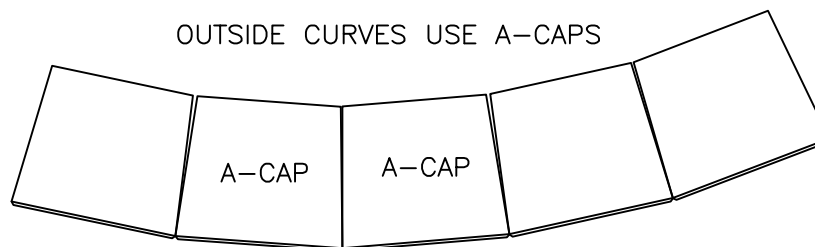
CHECKED BY:

DATE: 10/2007

DWG. NO.  
std wall abutment



INSIDE CURVES USE B-CAPS



OUTSIDE CURVES USE A-CAPS

## CAPPING DETAIL—PLAN VIEW

CURVES

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

CAPPING DETAIL

SCALE: 3/4"=1'

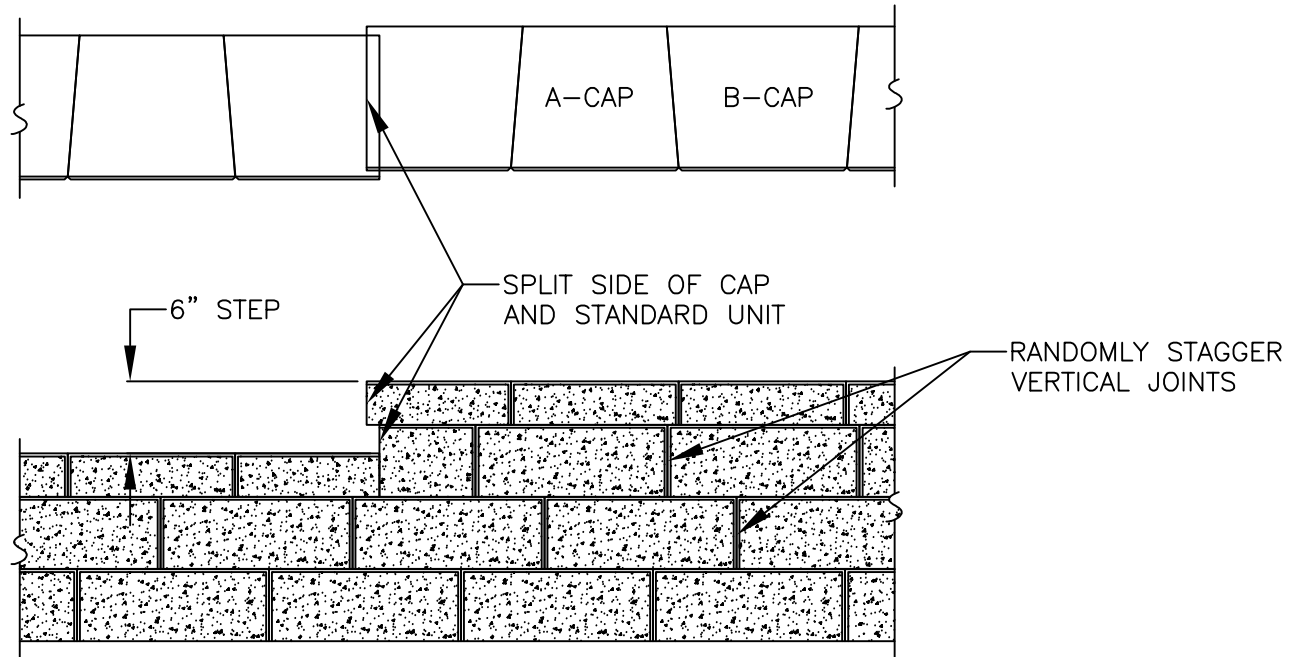
DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std capping curve

FOR STRAIGHT WALLS, ALTERNATE A-CAP AND B-CAP



## CAPPING DETAIL—PROFILE

STEP AT TOP OF WALL

SCALE: NONE

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CAPPING DETAIL

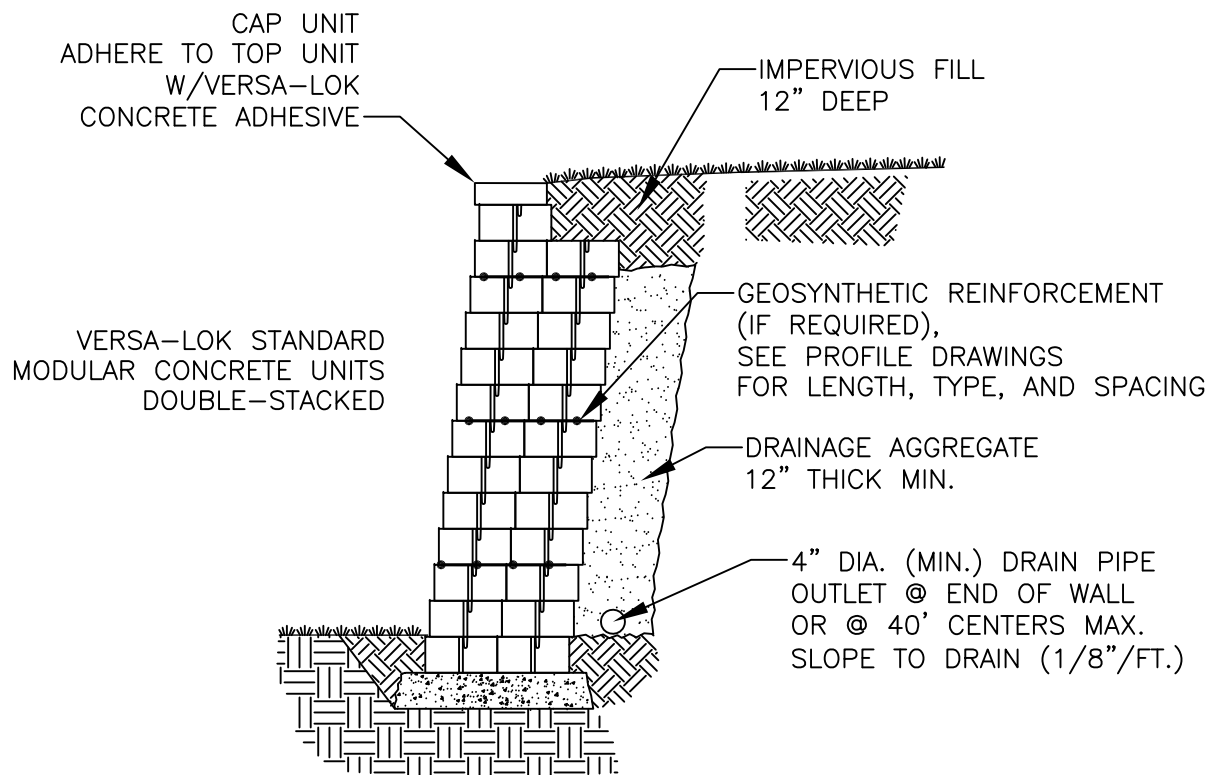
SCALE: 3/4"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
std capping detail



## TYPICAL SECTION — DOUBLE-STACKED STANDARD UNIT RETAINING WALL

SCALE: AS NOTED

THESE PRELIMINARY DETAILS ARE INTENDED AS AN AID IN DESIGNING ATTRACTIVE, DURABLE RETAINING WALLS WITH VERSA-LOK UNITS. FINAL DETERMINATION OF THE SUITABILITY OF ANY INFORMATION OR MATERIAL FOR THE USE CONTEMPLATED, AND ITS MANNER OF USE, IS THE SOLE RESPONSIBILITY OF THE USER. A FINAL PROJECT SPECIFIC DESIGN SHOULD BE PREPARED BY A QUALIFIED, LICENSED, PROFESSIONAL ENGINEER.



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VERSA-LOK STANDARD DETAILS

DOUBLE-STACKED SECTION

SCALE: 3/8"=1'

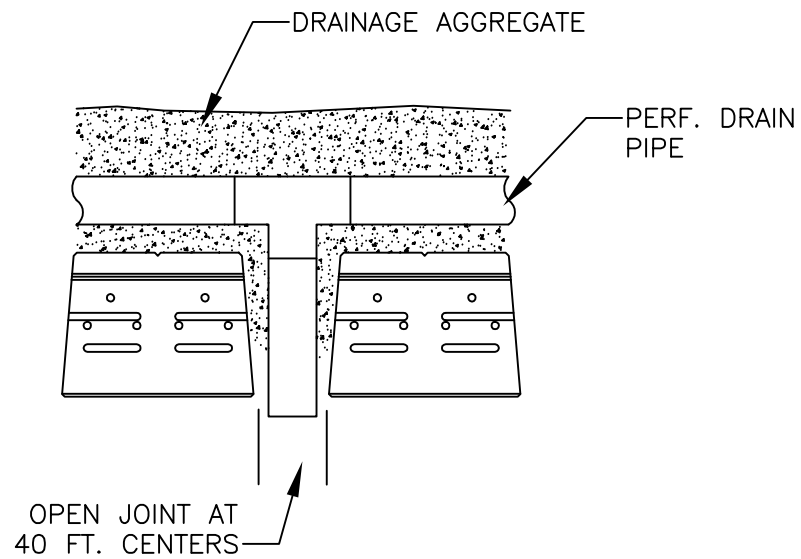
DRAWN BY: PDL

CHECKED BY:

DATE: 10/2010

DWG. NO.  
std double stacked





## DRAIN DETAIL

SCALE: NONE

THESE PRELIMINARY DETAILS ARE INTENDED AS AN AID IN DESIGNING ATTRACTIVE, DURABLE RETAINING WALLS WITH VERSA-LOK UNITS. FINAL DETERMINATION OF THE SUITABILITY OF ANY INFORMATION OR MATERIAL FOR THE USE CONTEMPLATED, AND ITS MANNER OF USE, IS THE SOLE RESPONSIBILITY OF THE USER. A FINAL PROJECT SPECIFIC DESIGN SHOULD BE PREPARED BY A QUALIFIED, LICENSED, PROFESSIONAL ENGINEER.



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VERSA-LOK STANDARD DETAILS

DRAIN DETAIL

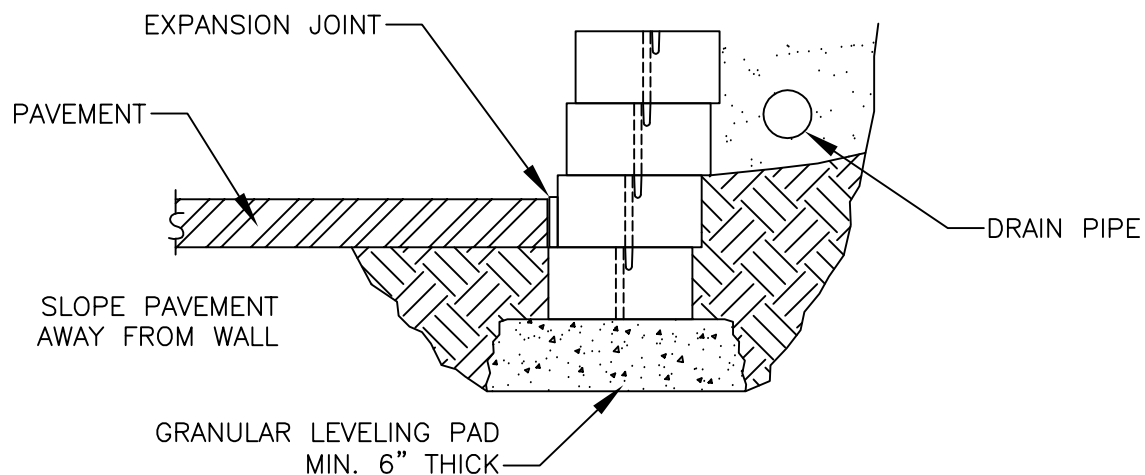
SCALE: 3/4"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

DWG. NO.  
stdn drain detail



## PAVEMENT AT BASE OF WALL

SCALE: NONE

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VERSA-LOK STANDARD DETAILS

PAVEMENT DETAIL

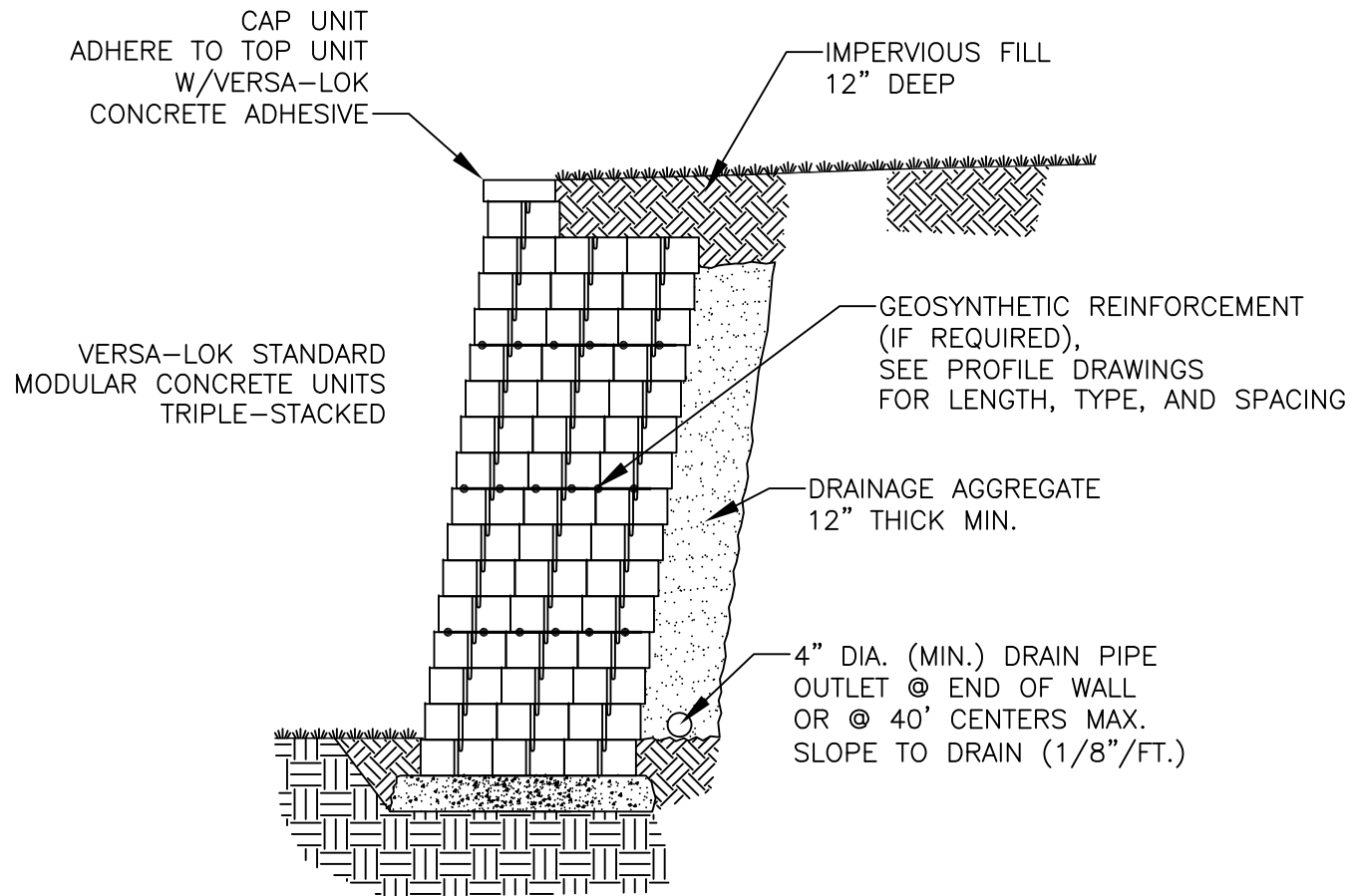
SCALE: 3/4"=1'

DRAWN BY: PPS

CHECKED BY:

DATE: 10/2007

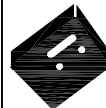
DWG. NO. strnd pavement at base



## TYPICAL SECTION — TRIPLE-STACKED STANDARD UNIT RETAINING WALL

SCALE: AS NOTED

THESE PRELIMINARY DETAILS ARE INTENDED AS AN AID IN DESIGNING ATTRACTIVE, DURABLE RETAINING WALLS WITH VERSA-LOK UNITS. FINAL DETERMINATION OF THE SUITABILITY OF ANY INFORMATION OR MATERIAL FOR THE USE CONTEMPLATED, AND ITS MANNER OF USE, IS THE SOLE RESPONSIBILITY OF THE USER. A FINAL PROJECT SPECIFIC DESIGN SHOULD BE PREPARED BY A QUALIFIED, LICENSED, PROFESSIONAL ENGINEER.



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VERSA-LOK STANDARD DETAILS

TRIPLE-STACKED SECTION

SCALE: 3/8"=1'

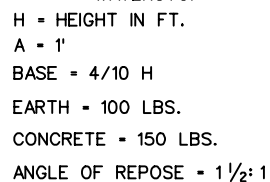
DRAWN BY: PDL

CHECKED BY:

DATE: 10/2010

DWG. NO.  
std triple stacked

EXPANSION JOINTS AT INTERVALS NOT EXCEEDING 90'.

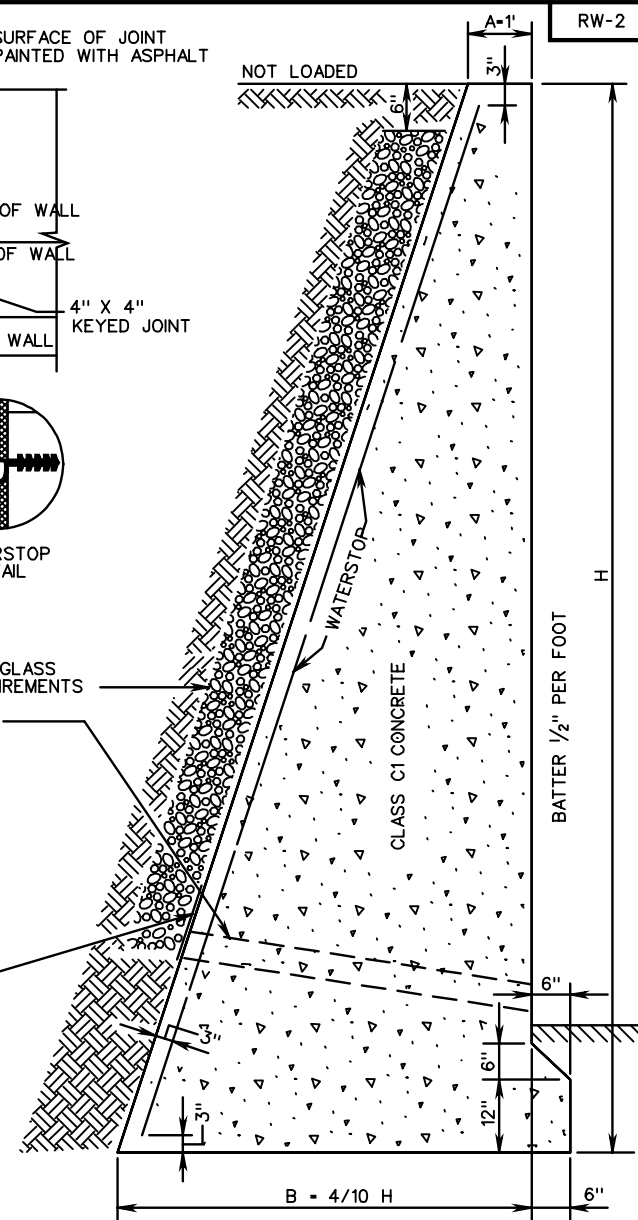


3" DRAIN PIPE 8' APART

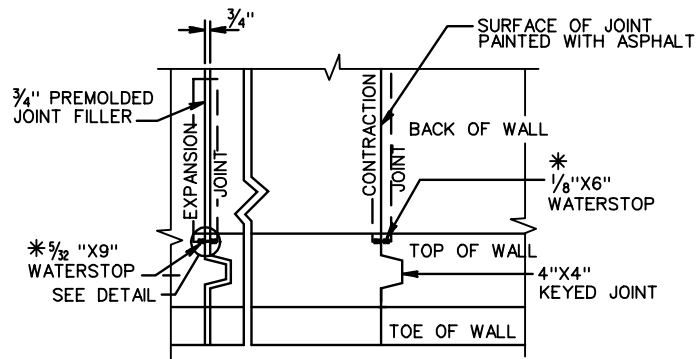
WEEP HOLE WITH 12"X12"  
PLASTIC HARDWARE CLOTH 1/4"  
MESH OR GALVANIZED STEEL  
WIRE, MINIMUM WIRE DIAMETER  
0.03", #4 MESH HARDWARE  
CLOTH ANCHORED FIRMLY TO  
OUTSIDE OF STRUCTURE. \_\_\_\_\_

HEIGHT OF WALL "H" IN FEET	THICKNESS AT TOP "A" IN FEET	THICKNESS AT BASE B=4H	COMPRESSION AT TOE LBS. PER SQ. FT.	AREA OF SECTION SQ. FT.
2	1'-0"	1'-0"	627	2.63
3	"	1'-2 $\frac{3}{8}$ "	1009	3.93
4	"	1'-7 $\frac{1}{4}$ "	1369	5.83
5	"	2'-0"	1709	8.13
6	"	2'-4 $\frac{3}{4}$ "	2049	10.83
7	"	2'-9 $\frac{5}{8}$ "	2385	13.93
8	"	3'-2 $\frac{3}{8}$ "	2720	17.43
9	"	3'-7 $\frac{1}{4}$ "	3054	21.33
10	"	4'-0"	3386	25.63
11	"	4'-4 $\frac{3}{4}$ "	3718	30.33
12	"	4'-9 $\frac{5}{8}$ "	4050	35.43
13	"	5'-2 $\frac{3}{8}$ "	4381	40.93
14	"	5'-7 $\frac{1}{4}$ "	4712	46.83
15	"	6'-0"	5043	53.13

SAFE BEARING CAPACITY OF SOIL	
ROCK MINIMUM.....	10,000 - 20,000 LBS. PER SQ. FT.
GRAVEL AND COARSE SAND, WELL CEMENTED .....	16,000 - 20,000 LBS. PER SQ. FT.
CLAY IN THICK BEDS, ALWAYS DRY.....	12,000 - 16,000 LBS. PER SQ. FT.
CLAY IN THICK BEDS, MODERATELY DRY.....	8,000 - 12,000 LBS. PER SQ. FT.
CLAY, SOFT.....	2,000 - 4,000 LBS. PER SQ. FT.
SAND, DRY, COMPACT, AND WELL CEMENTED .....	8,000 - 12,000 LBS. PER SQ. FT.
SAND, CLEAN, DRY .....	4,000 - 8,000 LBS. PER SQ. FT.
ALLUVIAL SOILS, ETC .....	1,000 - 2,000 LBS. PER SQ. FT.

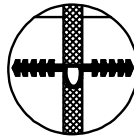


NOTE:  
IF COMPRESSION AT TOE EXCEEDS SAFE BEARING  
CAPACITY OF SOIL, A SPECIAL FOOTING IS TO BE USED.  
DEPTH OF WALL IN GROUND DETERMINED BY  
CONDITIONS. TO BE NOT LESS THAN 1'-6".



CONTRACTION JOINTS AT INTERVALS NOT EXCEEDING 30'.  
EXPANSION JOINTS AT INTERVALS NOT EXCEEDING 90'.

\* WATER STOPS TO BE ELASTOMERIC OR OTHER APPROVED MATERIAL. DIMENSIONS SHOWN ARE ABSOLUTE MINIMUM.

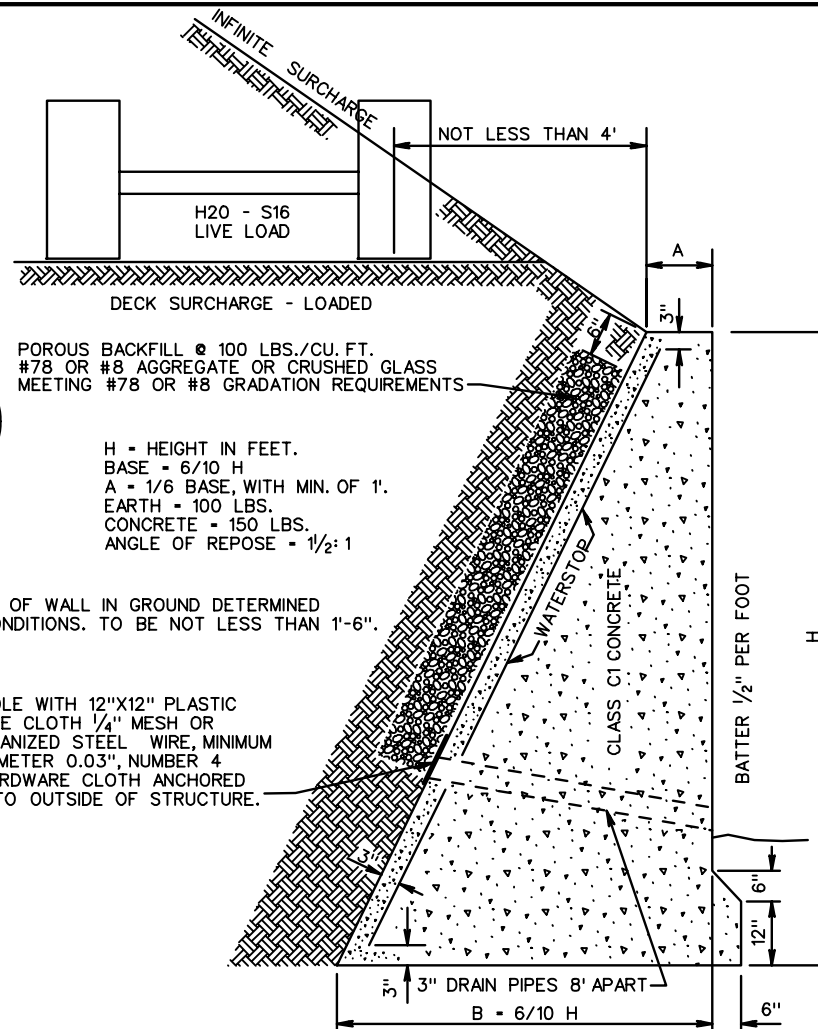


WATERSTOP  
DETAIL

NOTE:  
DEPTH OF WALL IN GROUND DETERMINED  
BY CONDITIONS. TO BE NOT LESS THAN 1'-6".

WEEP HOLE WITH 12"x12" PLASTIC  
HARDWARE CLOTH 1/4" MESH OR  
OR GALVANIZED STEEL WIRE, MINIMUM  
WIRE DIAMETER 0.03", NUMBER 4  
MESH HARDWARE CLOTH ANCHORED  
FIRMLY TO OUTSIDE OF STRUCTURE.

HEIGHT OF WALL "H" IN FEET	THICKNESS AT TOP "A" IN FEET	THICKNESS AT BASE B=6H	COMPRESSION AT TOE LBS. PER SQ. FT.	AREA OF SECTION SQ. FT.
3	1'-0"	1'-9 5/8"	856	4.83
4	1'-0"	2'-4 3/4"	1141	7.43
5	1'-0"	3'-0"	1427	10.63
6	1'-0"	3'-7 1/4"	1712	14.43
7	1'-0"	4'-2 3/8"	1997	18.83
8	1'-0"	4'-9 5/8"	2283	23.83
9	1'-0"	5'-4 3/4"	2568	29.43
10	1'-0"	6'-0"	2853	35.63
11	1'-1 1/4 "	6'-7 1/4"	3139	42.98
12	1'-2 3/8 "	7'-2 3/8"	3424	51.03
13	1'-3 5/8 "	7'-9 5/8"	3709	59.78
14	1'-4 3/4 "	8'-4 3/4"	3995	69.23
15	1'-6"	9'-0"	4280	79.38



#### SAFE BEARING CAPACITY OF SOIL

ROCK MINIMUM.....	10,000 - 20,000 LBS. PER SQ. FT.
GRAVEL AND COARSE SAND, WELL CEMENTED .....	16,000 - 20,000 LBS. PER SQ. FT.
CLAY IN THICK BEDS, ALWAYS DRY.....	12,000 - 16,000 LBS. PER SQ. FT.
CLAY IN THICK BEDS, MODERATELY DRY.....	8,000 - 12,000 LBS. PER SQ. FT.
CLAY, SOFT.....	2,000 - 4,000 LBS. PER SQ. FT.
SAND, DRY, COMPACT, AND WELL CEMENTED .....	8,000 - 12,000 LBS. PER SQ. FT.
SAND, CLEAN, DRY .....	4,000 - 8,000 LBS. PER SQ. FT.
ALLUVIAL SOILS, ETC .....	1,000 - 2,000 LBS. PER SQ. FT.

NOTE: IF COMPRESSION AT TOE EXCEEDS SAFE BEARING CAPACITY  
OF SOIL, A SPECIAL FOOTING IS TO BE USED.

## CONCRETE GRAVITY RETAINING WALLS INFINITE SURCHARGE AND DECK SURCHARGE - LOADED

SPECIFICATION  
REFERENCE

506

## **Booker Building Floor Rehabilitation Update**

Update from David Garrett, Director of Public Works

Attached please find the updated quote on the Booker Building Floor from Decorative Concrete.

The original quote to for the polished concrete floor was \$22,250.00.

At the request from the Town, the Contractor provided us a sample area of what the floor would look like after the grinding. After reviewing the sample area we found out that we would need to apply an epoxy patching to the entire floor to fill in the large amount pitted areas. Also under the stage area we have a section of the floor where it has a new concrete patch that area will not match the new polished floor. It has been recommended that we cover this area by applying a metallic epoxy with a solid color (sample provided) so that floor will not show a patch or look liked a patched floor.

Tim has revised his quote with two options. Option 1; Apply epoxy patching to the entire floor \$1,800.00, Option 2; Apply metallic epoxy in a 15' section to the stage end of the building \$5,745.00.

Original Quote	\$22,250.00
Option 1	\$1,800.00
Option 2	<u>\$5,745.00</u>
Total Cost	\$29,795.00

## Booker Building Floor Rehab project

The top photo shows the “interior stage” area. The contractor proposes to utilize a “metallic epoxy” (bottom photo) in this area rather than “grind and polish”. This will give a distinct look rather than trying to match the “patch” with the rest of the floor.





## **Project: Booker Building**

### **Polished Concrete**

The price to polish the concrete would be \$22,250.

#### **Scope of work:**

- grind concrete with 50 & 80 grit metal bond diamonds
- polish concrete with 100, 400 grit resin diamonds
- apply dye
- apply densifier
- polish concrete with 800 & 1500 grit diamonds
- apply stain-guard

Since we are polishing the existing concrete with this process, any existing cracks or stains would likely be visible in the finished product.

We use Retroplate densifier and polish-guard in our polished concrete process: <http://retroplatesystem.com>

For more information, including photos of our polished concrete process, visit <https://www.decorativeconcreteofvirginia.com/polished-concrete>

Option 1: Apply epoxy patching to the entire floor. \$1800

Option 2: Apply metallic epoxy in a 15' section to the stage end of the building. \$5745





## **Troweled Concrete Overlay**

The price to install troweled concrete overlay in the Booker Building would be \$48,500.

### **Scope of work:**

- Grind the concrete to prep it for the overlay
- Apply Ardex MC-Rapid Vapor Barrier with a sand broadcast
- Trowel 2 coats of Ardex SD-M concrete overlay
- Apply Increte Systems Vibra-stain
- Apply clear commercial grade epoxy sealer
- Apply clear high traffic urethane

Here is a link to our website that shows you what a troweled overlay looks like. There is also a video on the page that shows the entire Ardex SD-M process. <https://www.decorativeconcreteofvirginia.com/troweled-concrete-overlays>



## Polished Concrete Overlay

The price to install a polished concrete overlay would be \$48,500.

### Scope of work:

- Grind the concrete to prep for the vapor barrier
- Apply Ardex MC-Rapid vapor barrier with a sand broadcast
- Apply Ardex PC-T @ 3/8" thick.
- grind concrete with 50 & 80 grit metal bond diamonds
- polish concrete with 100, 400 grit resin diamonds
- apply dye
- apply densifier
- polish concrete with 800 & 1500 grit diamonds
- apply stain-guard

We would be using the Ardex MC-Rapid and PC-T concrete overlay system. Here are a few links providing more information:

<https://www.ardexamericas.com/product/ardex-mc-rapid/>  
<https://www.ardexamericas.com/product/ardex-pc-t/>

We would be using the Retro-plate system to densify and polish the overlay. <http://retroplatesystem.com>

Here is a link to the Polished Concrete Overlay page on our site that includes a video showing the entire process:

<https://www.decorativeconcreteofvirginia.com/polished-concrete-overlay>



## Thin-mil Epoxy Coating - Armorseal 8100

I also wanted to submit a more budget friendly option than a troweled concrete overlay.

The cost to install the Armorseal 8100 system would be \$16,485. This price includes the following

- Grind the concrete to prep it for epoxy
- Apply 2 coats of Armorseal 8100

Here is a link to the Armorseal 8100 tech data page:

<https://www.paintdocs.com/docs/webPDF.jsp?SITEID=SWPROTECT&doctype=PDS&lang=E&prodno=B70A08100>

- This is a breathable thin-mil coating that would be a solid color. This
- would coat the entire floor with the same color, but you would be able to see any patchwork through the coating.





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 11B

## Reports & Communications

**Title:** Departmental Reports

**Staff Resource:** Various

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Attached please find monthly reports related to the following, each report can be viewed by clicking on the individual item:

### ADMINISTRATION

- *Rentals and Cemetery* ([Link](#))

### FINANCE

- *Meals Tax Revenue* ([Link](#))
- *Local Sales Tax Revenue* ([Link](#))
- *Cigarette Tax Revenue* ([Link](#))
- *Lodging Tax Revenue* ([Link](#))

### POLICE

- *Monthly Stats* ([Link](#))
- *Rt. 29 Enforcement* ([Link](#))

### COMMUNITY DEVELOPMENT

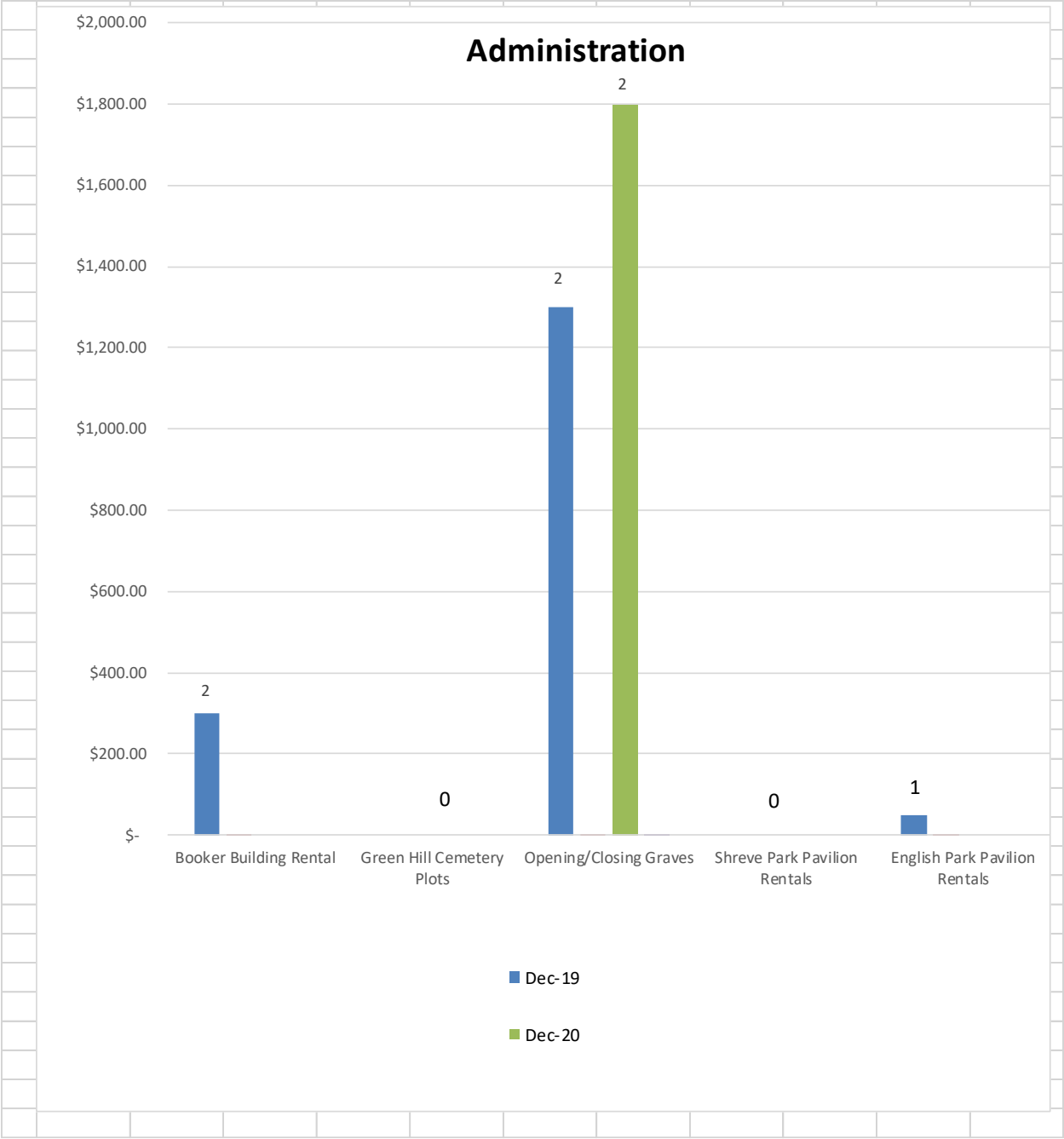
- *Monthly Activities* ([Link](#))
- *Altavista On Track* ([Link](#))

### PUBLIC WORKS

- [Building & Grounds Division](#) ([Link](#))
- [Streets Division](#) ([Link](#))
- [Fleet Division](#) ([Link](#))

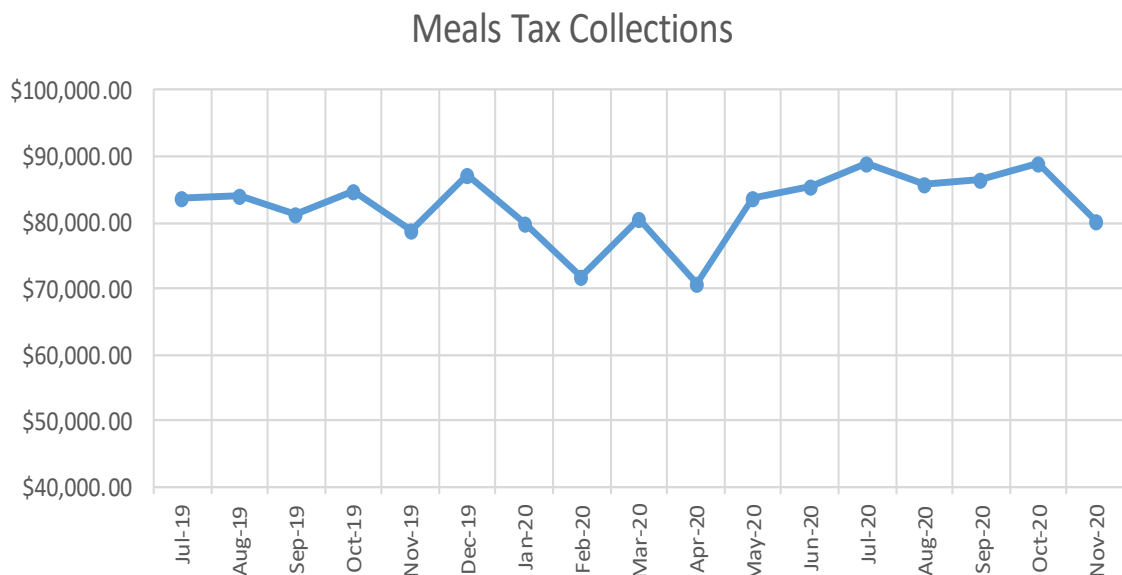
### UTILITIES

- *Production* ([Link](#))
- *Billing* ([Link](#))



## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

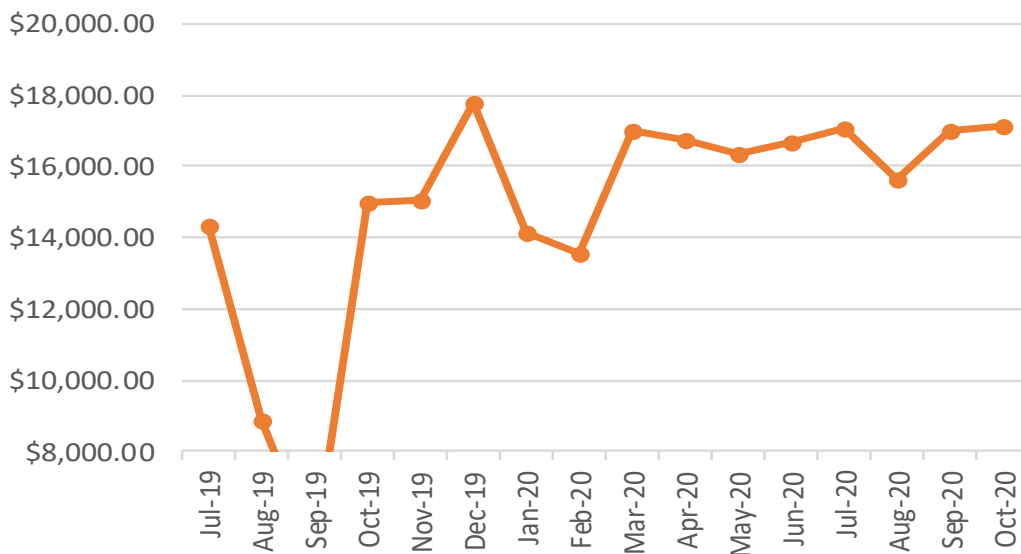
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		PREVIOUS
Sep-19	\$81,357.79		YTD TOTAL (FY)
Oct-19	\$84,662.12	FY2017	\$951,518.71
Nov-19	\$78,673.23	FY2018	\$936,848.19
Dec-19	\$87,125.33	FY2019	\$986,050.18
Jan-20	\$79,882.00	FY2020	\$971,639.35
Feb-20	\$71,915.16		MTD TOTAL (FY)
Mar-20	\$80,540.42	FY2020	\$412,523.30
Apr-20	\$70,690.58	FY2021	\$430,311.09
May-20	\$83,548.86	+/-	\$17,787.79
Jun-20	\$85,413.70		
Jul-20	\$88,787.18	Budgeted:	\$955,000
Aug-20	\$85,975.65	+/-	-\$524,688.91
Sep-20	\$86,501.21	% of Budget	45.06%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		



**Town of Altavista  
Local Sales Tax**

<b>Jul-19</b>	<b>\$14,308</b>		<b><u>YTD TOTAL (FY)</u></b>
<b>Aug-19</b>	<b>\$8,868</b>	<b>FY2017</b>	<b>\$166,834</b>
<b>Sep-19</b>	<b>\$5,261</b>	<b>FY2018</b>	<b>\$171,886</b>
<b>Oct-19</b>	<b>\$14,965</b>	<b>FY2019</b>	<b>\$169,649</b>
<b>Nov-19</b>	<b>\$15,058</b>	<b>FY2020</b>	<b>\$170,672</b>
<b>Dec-19</b>	<b>\$17,754</b>		
<b>Jan-20</b>	<b>\$14,151</b>		<b><u>MTD TOTAL (FY)</u></b>
<b>Feb-20</b>	<b>\$13,558</b>	<b>FY2020</b>	<b>\$43,402</b>
<b>Mar-20</b>	<b>\$17,023</b>	<b>FY2020</b>	<b>\$66,799</b>
<b>Apr-20</b>	<b>\$16,735</b>	<b>+/-</b>	<b>\$23,397</b>
<b>May-20</b>	<b>\$16,338</b>		
<b>Jun-20</b>	<b>\$16,653</b>	<b>Budgeted:</b>	<b>\$165,000</b>
<b>Jul-20</b>	<b>\$17,032</b>	<b>+/-</b>	<b>-\$98,201</b>
<b>Aug-20</b>	<b>\$15,648</b>	<b>% of Budget</b>	<b>40.48%</b>
<b>Sep-20</b>	<b>\$16,975</b>		
<b>Oct-20</b>	<b>\$17,144</b>		

**Local Sales Tax (Monthly FY19 & FY20)**



NOTE: The Aug & Sept. 2019 figures represent a County refund claim.



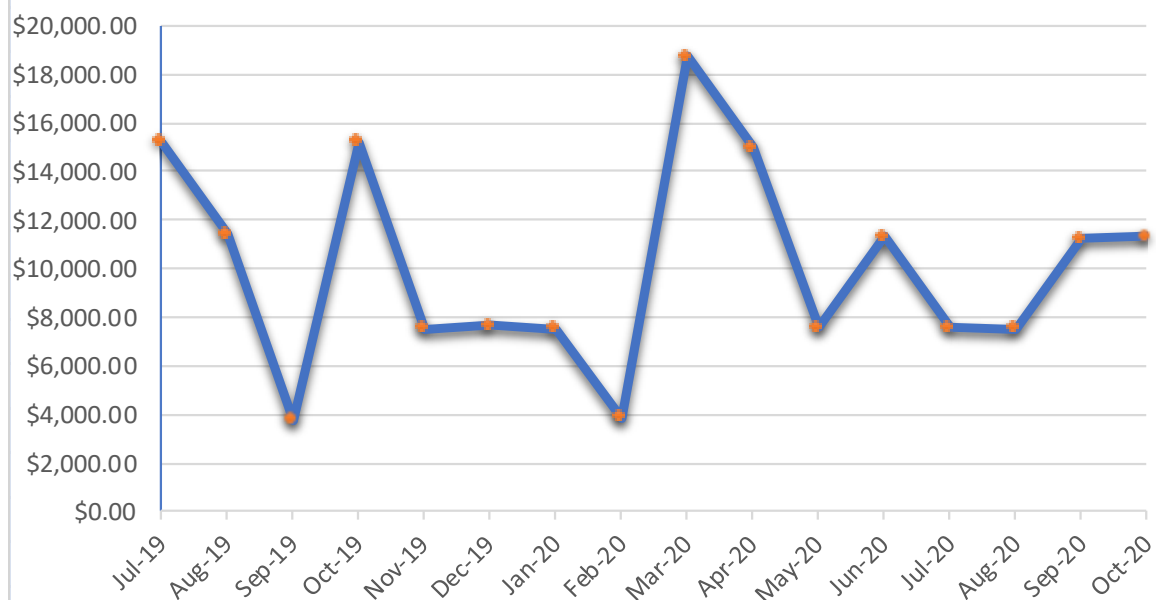
# Town of Altavista

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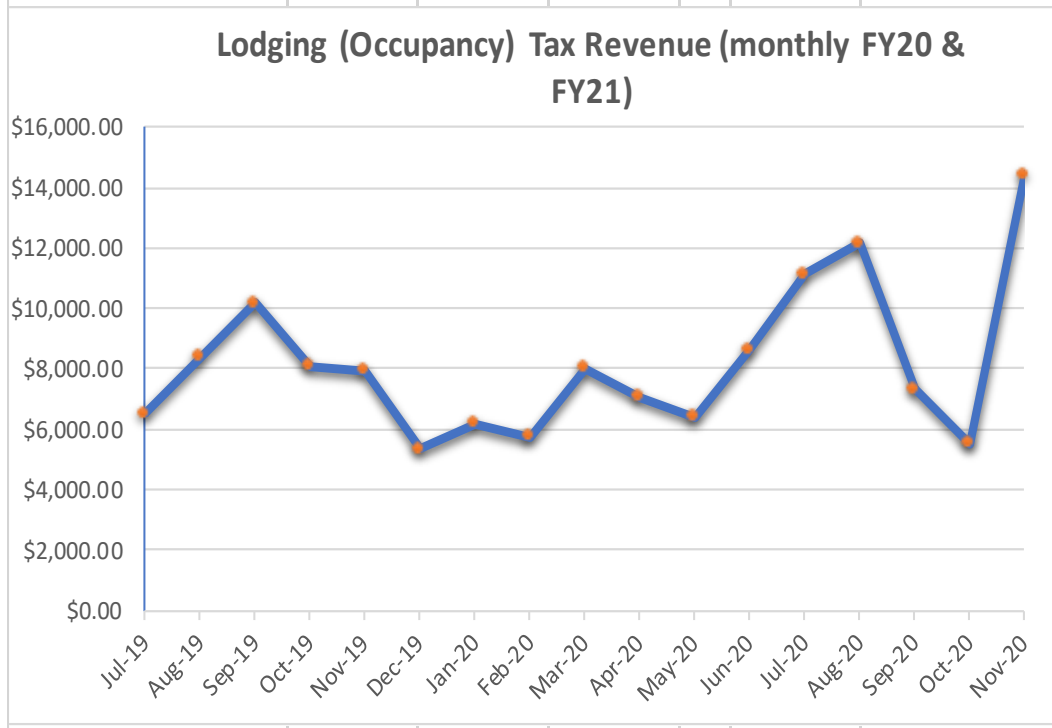
## Local Cigarette Tax

Jul-19		\$15,187			FISCAL YEAR TOTAL
Aug-19		\$11,419			
Sep-19		\$3,750	FY2017		\$142,991
Oct-19		\$15,188	FY2018		\$144,668
Nov-19		\$7,500	FY2019		\$140,288
Dec-19		\$7,665	FY2020		\$124,684
Jan-20		\$7,500			
Feb-20		\$3,881			MTD TOTAL (FY)
Mar-20		\$18,750	FY2020		\$60,709
Apr-20		\$15,000	FY2021		\$60,112
May-20		\$7,545	+/-		-\$597
Jun-20		\$11,299			
Jul-20		\$7,556	Budgeted:		\$130,000
Aug-20		\$7,500	+/-		-\$69,888
Sep-20		\$11,250	%/Budget		46.24%
Oct-20		\$11,306			
Nov-20		\$11,250			
Dec-20		\$11,250			

### Cigarette Stamp Revenue (monthly FY19, FY20 & FY21)



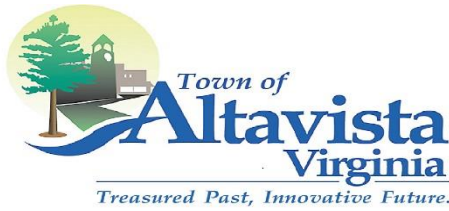
Town of Altavista			
Lodging (Occupancy) Tax			
Jul-19	\$6,502		
Aug-19	\$8,383		
Sep-19	\$10,187		
Oct-19	\$8,088	FY2020	<b>FISCAL YEAR TOTAL</b>
Nov-19	\$7,934		<b>\$88,534</b>
Dec-19	\$5,338		
Jan-20	\$6,206	FY2020	<b>MTD TOTAL (FY)</b>
Feb-20	\$5,732	FY2021	<b>\$41,094</b>
Mar-20	\$8,030	+/-	<b>\$50,547</b>
Apr-20	\$7,079		
May-20	\$6,413	Budgeted.	<b>\$80,000</b>
Jun-20	\$8,643	+/-	<b>- \$29,453</b>
Jul-20	\$11,145	%/Budget	<b>63.18%</b>
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513		
Nov-20	\$14,408		



2020

	January	February	March	April	May	June	July	August	September	October2	November	December	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	3	9	10	3	0	3	3	73
Criminal Arrests "Misdemeanor"	18	10	13	15	18	5	20	14	4	1	3	4	125
Warrant Executed	13	18	15	16	12	10	22	14	6	3	2	3	134
Uniform Traffic Summons Issued	97	55	30	6	12	46	12	12	8	1	25	12	316
# Traffic Stops	189	127	64	10	23	46	26	24	21	3	75	46	654
BOLO'S (Be on Look Out)	15	9	15	9	12	7	12	4	6	3	3	3	98
DUI	4	1	2	0	0	0	0	2	1	0	0	0	10
IBR	29	24	19	43	54	23	17	21	16	17	17	11	291
MVA	5	4	6	4	7	8	3	4	3	6	8	8	66
Assist Motorist	6	11	6	13	13	17	9	18	5	6	9	7	120
Calls for Service	248	214	189	261	185	164	181	231	215	140	153	95	2276
Alarm Responses	29	11	8	8	11	10	9	7	6	3	7	14	123
ECO/TDO	3	1	1	3	0	1	1	2	1	2	1	0	16
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	4.5	9	4	21	3.5	0	109
Court Hours	35.5	24.5	18	1	0	2.5	15	12	5.5	3	6	6	129
Citizen Contacts	2048	880	800	515	488	416	168	311	82	132	394	131	6365
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	115	150	124	67	177	57	5852
Follow Ups	10	18	10	32	55	36	41	45	14	11	15	18	305

Patrol on 29-December 2020				
2-Dec	Rt 29/Dearing Ford	1100-1115	Yeaman	Debris in Roadway-Cleared
3-Dec	Rt 29/Lynch Mill	1125-1210	Yeaman	MVC with Deer
5-Dec	29 S	2123-2125	Wilson	Traffic Stop/Warning
22-Dec	Rt 29/Lynch Mill	1109-1112	Yeaman	Assist Motorist
22-Dec	Rt 29	1710-1720	Yeaman	BOL Wreckless Driver
27-Dec	Rt 29/Clarion Rd	0855-0940	Yeaman	Vehicle Crash-Assist VSP
27-Dec	Bedford Ave/Rt 29	1340-1347	Yeaman	Suspicious Person-Assist CCSO
27-Dec	Rt 29/Dearing Ford	0920-1000	Yeaman	Traffic Control/Medical Emergency



## MEMORANDUM

**To: Waverly Coggsdale, III – Town Manager**

**From: Sharon D. Williams, AICP – Community Development Director** SDW

**Date: January 5, 2020**

**Re: December 2020 Community Development Report**

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### Permits

There was (1) Zoning Permits issued during the month of October:

Home Occupations: 0  
New Business: 1 (Therapeutic Massage & Bodywork – 617 Broad St)  
Signs: 0  
Accessory Structures: 0  
New Homes or Additions: 0  
Zoning Confirmation Letters: 0  
Plats: 2

### Violations

Staff is working on 7 active code enforcement complaints. No new code violations were reported. Five (5) violations were abated in November. Compliance has been gained by the removal of a shed in the front yard at 1004 10<sup>th</sup> St, which was first cited in May of 2018.

On the advice of the Town Attorney, staff has reissued the Notice of Violation for the derelict structure at 900 Park which was damaged by fire in 2017. The owner has been given until March 16, 2021 to submit a plan for rehabilitation or demolition. If the plan is not submitted, the town will begin charging a civil penalty of \$500 a month until compliance is gained. A lien will also be placed on the property and the town may exercise other options as it deems necessary to collect the money owed.

### Planning Commission:

The Planning Commission met on December 7, 2020 and received an update on the Source Water Protection Plan (SWPP) from Tom Fore, Public Utilities Director. The Commission also discussed the update to the 2016 Comprehensive Plan and directed the Community Development Director to begin coordinating the update.

Assistant Town Manager Amie Owens gave an overview of the Capital Improvement Program and discussed the requirement of submitting a request if the Commission had any CIP projects for FY2022. The Planning Commission directed the Community Development Director to submit a CIP for work related to the Comprehensive Plan update.

The Planning Commissioners and staff discussed allowable signage in the Downtown Revitalization Overlay District (DRO). The focus of the discussion was whether the ordinance was overly restrictive for businesses with multiple street frontages, larger lots, and multi-story buildings. The Planning Commission directed the Community Development Director to review the properties in the DRO and provide an analysis on whether the existing ordinance was appropriate or if changes to the code were needed.

#### Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in December.

#### Recreation Committee

The Recreation Committee met on December 15, 2020. Assistant Town Manager Amie Owens provided an update on the recreation survey that the Committee requested. The most requested items were additional pedestrian trails, additional bicycle trails, and an outdoor venue. The survey results are attached.

The Town Manager, Assistant Town Manager, Public Works Director, and Community Development Director discussed the CIP project updates for the FY2021, which are in the planning and design phase, and proposed FY2022 construction. They also discussed the addition of projects for FY2026; however, no action was taken by the Committee.

The Community Development Director gave an overview of the erosion along the riverbank at English Park and potential grant funding from FEMA for remediation. It was the consensus of the Committee that it be included as a Recreation Committee CIP request.

#### Staff Projects/Meetings:

Staff continued its efforts to catalog all the vacant buildings downtown and collect information on if the properties are available for sale or rent.

Town staff are continuing to explore ways to tackle code violations and updates to town codes.

The town and its partners are continuing to work on the Arts on Main project. The goal is to have pieces installed by spring.

The Community Development Director attended the monthly meeting of Altavista On Track.

The Tobacco Region Revitalization Commission (TRRC) approved the operations and marketing plan for the coworking and innovation center, which satisfied the conditions imposed for the grant approval. The town may now proceed with using grant funds for renovations to the building.

The Community Development Director met with representatives from TRRC and UVA-Wise to discuss ways the coworking space could partner with other spaces through Go Virginia to promote coworking and business opportunities.

The Assistant Town Manager, Community Coordinator, and Community Development Director met with Ben Bowman, Executive Director, Virginia Career Works – Central Region, to discuss programming for the coworking and innovation center and potential funding. Staff was introduced to Robbie Morrison, Virginia Cooperative Extension – Campbell County 4-H to discuss their youth entrepreneur program and the use of the center. One of the missions of 4-H as the largest youth development organization in the Nation is to help youth develop life skills that will allow them to become productive members of society. Experiential education, as their slogan “Lean by Doing” indicates, has contributed to the success of the 4-H program and to 4-H’ers across the county.

Through the Tobacco Commission the Community Development Director has met with Virginia Community Capital (VCC) to discuss the use of the Noon Knowledge Series, which is a professional development training program that allows attendees to take advantage of the knowledge shared from professionals and entrepreneurs representing a variety of industry sectors. Staff is considering offer viewing parties, once things get back to normal, for those in the community that do not have access to the internet and follow with a discussion on the topic. Once the website for the center is created, staff will begin posting from the “Lunch and Learn” series created by Virginia Small Business and Supplier Diversity (VSBSD).

Staff will be working with VCC to hold a virtual event of The Entrepreneur Express Program started in 2016 to help connect new and existing businesses to resources to help launch and grow their businesses. Staff will also continue to work with the Small Business Development Center and is exploring partnering with SCORE, which provides mentoring and education to thousands of startup and existing businesses.

The Community Development Director received demonstrations on permitting software that could be used to allow for online submissions of permits and applications.

Work was completed on the tree removal in English Park and staff has submitted the request for reimbursement to the Virginia Department of Forestry for the removal of the ash trees and planting of 15 new trees.

The Assistant Town Manager and Community Development director attended a webinar on energy storage. The town recently received an inquiry for a firm interested in building a battery storage facility.

The Community Development Director attended the inaugural meeting of the Steering Committee for the Economic Development Strategic Plan.

The Assistant Town Manager, Public Works Director, and Community Development Director continue to work on the English Park CIP projects. The proposed entrance improvements will be presented to the Recreation Committee in January.

The Community Development Director met with a firm interested in building a solar farm in town. The Zoning Ordinance does not permit this use. Staff is currently exploring text amendments related to renewable energy.

The Town Manager, Assistant Town Manager, Public Works Director, and Community Development Director met with Hurt and Proffitt to discuss improvements to the boat ramp and parking and circulation at English Park. This is a FY2021 planning project, which is slated for construction in FY2022. The proposed plan will be presented to the Recreation Committee and public in early 2021.

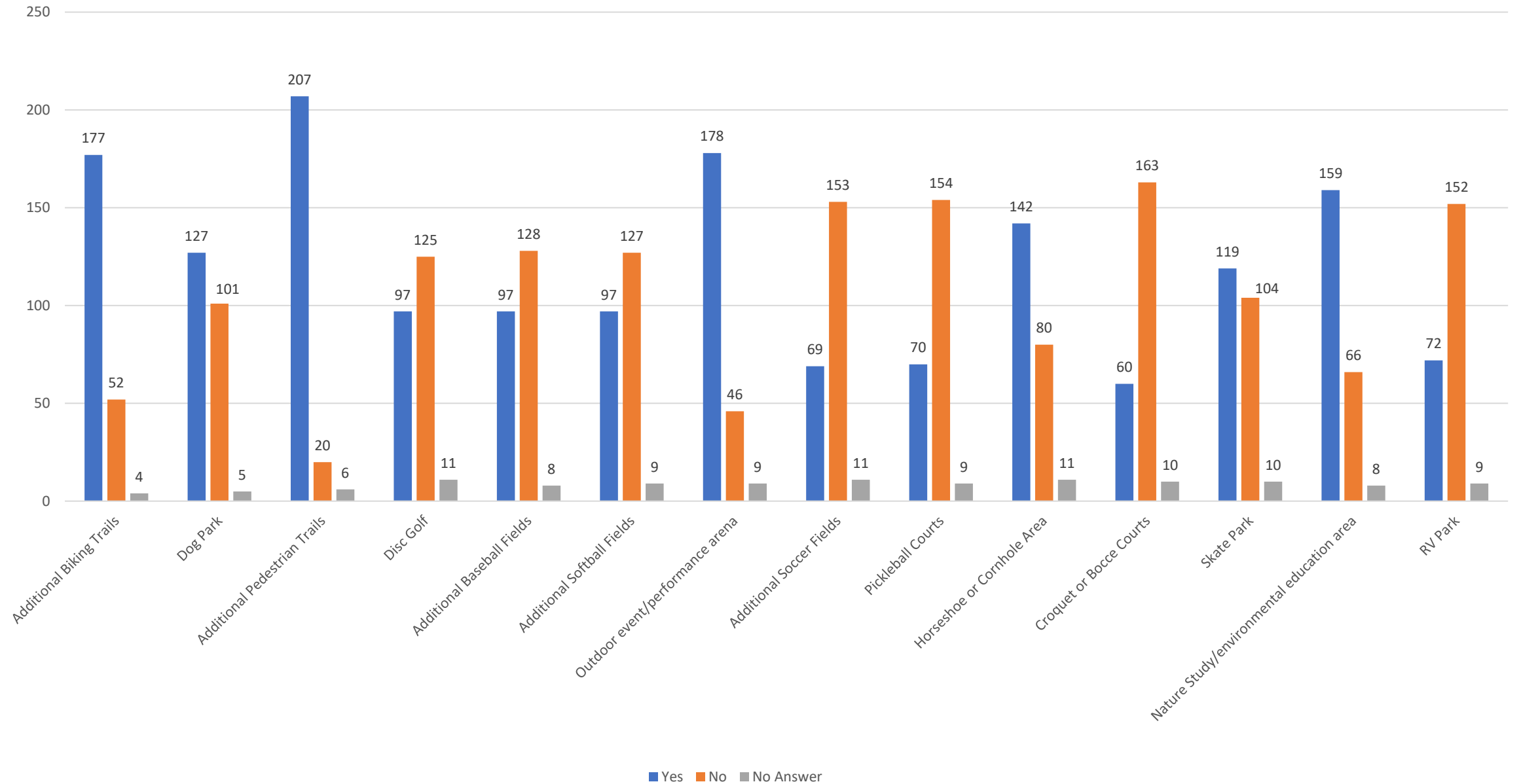
The town had its first compliance evaluation with USDA for the \$100,000 Rural Business Development Grant. The grant will be used to purchase furniture, fixtures, and equipment for the coworking and innovation center. While no purchases have been made, the town is required to report on our progress quarterly.

The Community Coordinator and Community Development Director met with the AOT Design Committee to discuss their proposed CIP projects and the parklet concept that was pitched to Town Council. AOT has decided to wait to submit their request for new banners until FY2023 to complete their proposed design.

The Assistant Town Manager, Community Coordinator, and Community Development Director met with Simply Branding to discuss the names for the coworking and innovation center, social media platforms, and logos. An update will be provided at the January Town Council Organizational Meeting.



Recreation Survey - as of 12/11/2020 at 5:00 p.m.  
233 Respondents



## Community Coordinator December 2020 Monthly Report



### **Downtown Update**

Altavista On Track continued its assistance of downtown businesses throughout the month of December. The Community Coordinator distributed information regarding Campbell County's CARES Act Grant Program and encouraged interested businesses to apply if eligible. Information regarding the Rebuild Virginia grant was also distributed to various downtown businesses. While the holiday shopping season was hampered by current COVID-19 restrictions, several businesses stated that business was not as bad as expected.

### **New Business Update**

Jessica Sundblom with Blum Skincare recently opened a new location at 617 Broad Street at the beginning of December.

### **Businesses Visited**

- |                               |                       |                                |
|-------------------------------|-----------------------|--------------------------------|
| • Blum Skincare               | • English Auto        | • Linda's Barber & Beauty Shop |
| • Cyclin' Nutz                | • General Store & Inn | • Lori Watkins Insurance       |
| • Danny's Village Barber Shop | • Hailey's Appliances | • Styling Boutique             |
| • Main Street Café            | • Schewel's Furniture | • The Portrait Place           |
| • Main Street Shoppes         | • Shear Perfection    | • Thrifty Firemen              |
| • Miller's Jewelry            | • Watt's Petroleum    | • Vista Fitness                |
| • Proving What's Possible     | • Scoops              | • Vital Edge Nutrition         |
| • Rountrey Hardware           | • SPT Salon           |                                |
|                               | • Steve's Florist     |                                |

### **AOT Activities**

Below is a summary of the Community Coordinator's activities in the month of December:

- **Accounting Software:** The Community Coordinator has been assisting AOT with identifying a new accounting software. Currently, AOT utilizes QuickBooks for monthly accounting needs. However, at the request of the AOT Board President, the Community Coordinator has identified several software programs that are suited for non-profits while also following Governmental Accounting Standards Board (GASB) guidelines. Publiq, Xero, Aplos, and QuickBooks Non-Profit have been

identified as viable software options, and a decision will be made at the AOT Board meeting on January 14<sup>th</sup>.

- AOT Christmas Ornaments: AOT continued to sell commemorative Christmas ornaments at Town Hall, Staunton River Memorial Library, Blum Skincare, the Portrait Place, the General Store & Inn, Main Street Shoppes, and Cyclin' Nutz. As of January 4<sup>th</sup>, AOT has sold 46 ornaments.
- Art on Main: Vacant buildings in the downtown district have been identified as potential locations for the project. Building owners will be contacted in January 2021 to discuss the program and request permission to utilize the building.
- Co-Working Space: The Community Coordinator continued to work with Town staff on the Co-Working Space project. Several meetings with Jonathan Mitchell of Simply Branding were held throughout the month of December to discuss the marketing process.
- CY2020 DHCD/VMS Data Bonanza: The Community Coordinator finalized the 2020 VMS Data Bonanza and is currently reviewing the data with the AOT Board President. The rough draft will be presented to the AOT Board at the January 14<sup>th</sup> monthly meeting.
- Pop-Up Program: The deadline for the Pop-Up Program was extended to December 1<sup>st</sup>. A banner and two posters are currently affixed to the building facing Broad and Main. The Community Coordinator met with the AOT Board President to discuss possible modification of the program. Preliminary discussions of the program modifications will occur at the AOT Board meeting on January 14<sup>th</sup>. With the completion of the vacant building registry, AOT has the option of utilizing any vacant building for this program. The Community Coordinator will contact building owners to discuss the program and request permission to utilize the building if a potential business is identified.
- Quarterly Town Newsletter: The Community Coordinator completed the December edition of the Town newsletter, and copies have been included in the January water bills.
- Vacant Building Signup: The spreadsheet has been populated with building owner names and contact information.

#### **Town Social Media Activities**

- **Page Likes:** 1,907 (+68 during December)
- **Page Followers:** 2,049 (+70 during December)
- **Post Reach:** 12,306 (+24% compared to November)
- **Total Posts:** 22 posts
- **Most Popular Post:** Permit Not Required for Boat Launch (December 9<sup>th</sup>) – 7,919 reached

#### **AOT Social Media Activities**

- **Page Likes:** 1,644 (+9 during December)
- **Page Followers:** 1,745 (+8 during December)
- **Post Reach:** 1,258 (-70% compared to November)
- **Total Posts:** 7 posts
- **Most Popular Post:** 2020 AOT Christmas Ornament (December 7<sup>th</sup>) – 966 reached

## BUILDINGS AND GROUNDS

January 5, 2021

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: December 2020

Vacation / Comp. Time Used / Sick Leave Taken		167
Meetings / Data Entry / Work Planning		68
# of Call Duty Hours		19.75
# of Assisting other Crews		91.75
Holiday		144
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	3	51.50
# of Cremations	0	0
Cemetery Grounds Maintenance		32
Meetings with Families		0
Lay off Graves and Stones		3
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	116.48	118
Residential Garbage Collected (Tonnage) Town of Hurt	38.40	32
# of Curbside Brush Collected (Stops)	72	13
Loads of Brush Collected	8	
# of Curbside Bulk Collected (Stops)	85	36.50
Bulk Collection (Tonnage)	23.71	
# of Tires Collected	3	4
# of Residential Garbage Citations Issued	0	0
Seasonal	0	5
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		11
# of Building Maintenance Hours		69.25
# of Park Cleaning		74
# of Parks Ground Maintenance Hours		65.50
# of Acres Mowed by Town		0
# of Acres Mowed by Contractors ****		0
Special Projects / Special Events – Christmas Parade		51
# of Veh. Maintenance Hours		6.50
Snow/Ice Removal		6
*** HOURS NOT ADDED		
Total Labors Hours for the Month		1068.75

# STREET DEPARTMENT MONTHLY REPORT

DATE: Tuesday, January 7, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: December 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	153.5
	93.5
Safety Meetings/Data Entry/ Planning Schedule	
Emergency Call Duty	0
Weekend Trash Truck	3
Street Sweeping	16.5
Street Sweeping (Gretna)	0
Litter Control	32.5
Special Event ( Christmas Parade )	8.5
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0
Sign Maintenance	11.5
Shoulder Repairs	0
Ditch & Drainage Pipe Maintenance	3
Curbing Repairs	0
Utility Patch Paving Repairs	0
Dead Animal Removal	0
Decorative Street Light Repairs	52.5
LED Decorative Street Light Installed	0
Assisting other Crews	2.0
Trees/ Trimming/ Removal	4
Asphalting (Potholes)	0.5
Storm Drainage	2
Hanging Christmas Lights And Banners	1
Leaf Collection	296
Snow and Ice Control Prep	19.5
Investigating Issues	6
Road Hazard	0
Vehicle Maintenance	3.5
Total Labor Hours for the Month	709

## FLEET MAINTENANCE DEPARTMENT

**DATE:** January 5, 2021

**TO:** TOWN MANAGER

**FROM:** DAVID GARRETT

**MONTH:** December 2020

DESCRIPTION	Labor Hours
Vacation	24
Safety Meetings	7
Holiday	24
Daily/ Weekly/ Planning & Scheduling	14.50
Sick Leave Used	0
CIP / Budgeting	10
Preventive Maintenance	42
Full Services	4.50
General Repair's	23
Troubleshoot and Diagnostic	14
Assisting Other Crew	0
Tire Changes & Repairs	3
Building & Grounds	3
Picking Up & Delivery	13.50
State Inspections	1.50
Total Labor Hours for the Month	184

## Monthly Staff Report Water Plant

TO: Town Manager  
 FROM: Bryan Mawyer  
 DEPARTMENT: Water Treatment Plant  
 MONTH: December

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 15.49 Hours per day which yielded approximately 2,411,000 gallons of water per day.

<b>Rain</b>	<u>5.35</u>	<b>YTD Rain</b>	<u>81.646</u>	<b>Snow</b>	<u>0</u>	<b>YTD Snow</b>	<u>0</u>	was measured at the water treatment plant.
-------------	-------------	-----------------	---------------	-------------	----------	-----------------	----------	--

Average Hours per day (week days)	<u>15.10</u>	hrs
Average Hours per day (weekends)	<u>12.70</u>	hrs
Average produced (week days)	<u>1,582,783</u>	gallons per day
Average produced (weekends)	<u>1,258,250</u>	gallons per day
Total Raw Water Pumped:	<u>48.75</u>	million gallons
Total Drinking Water Produced:	<u>46.47</u>	million gallons
Average Daily Production: (drinking)	<u>2,411,000</u>	gallons per day
Average percent of Production Capacity:	<u>80.37</u>	%
Plant Process Water:	<u>2,235,959</u>	(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>79,550</u>	gallons
Flushing of Hydrants/Tanks/FD use/Town Use	<u>1,000</u>	gallons

### McMinnis Spring

Total Water Pumped:	<u>4.846</u>	million gallons	average hours per day	<u>12.5</u>
Average Daily Produced:	<u>230,762</u>	gallons per day	Rain at MC	<u>6.38</u>
			snow	<u>0</u>
				<b>YTD Rain</b>
				<u>81.15</u>

### Reynolds Spring

Total Water Pumped:	<u>5.165</u>	million gallons	average hours per day	<u>14.7</u>
Average Daily Produced:	<u>271,842</u>	gallons per day	Rain at RE	<u>6.58</u>
			snow	<u>0</u>
				<b>YTD Rain</b>
				<u>87.93</u>

Purchased Water from CCUSA	<u>493,680</u>	gallons
Sold to Hurt	<u>2,551,200</u>	gallons
Industrial Use	<u>37,355,555</u>	gallons

Water lost due to leaks 4,000

Cross Connection Visits **3 Locations are left up to date for 2020**

### Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed

VDH samples completed for compliance

Cryptosporidium Sampling was completed for the month on December 8 , 2020

Melinda High Pressure Zone- rebid in planning stage

Fire Extinguishers checked and signed off on

Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing

Filter Upgrade design underway. 95% plans complete.

Mcminnis water line plans at 95% and being reviewed by VDH. Permit for railroad bore obtained for bidding. Agreement to be signed once contractor is hired.

Emergency Response Plan for the water plant is completed was reviewed by Campbell County Public Safety. Federally required by July 2021

Risk and Resilency Accesement is in the reviewing stage. Also Federally required by July 2021

The Source Water Protection Plan is being reviewed by planning commision with public input being sought. Plan to review with planning Commision in February

Generator project design continues and is about 75% complete. VDH is reviewing plans.

Grant application preparation for Plan and Design for sludge removal system for sedimentation basins.

Standard Operating Procedures are being updated for review in January 2021

All but 3 Backflow Preventers have been tested and confirmed for the year 2020. Will have completed by end of December.

HAA5 OEL was mailed out in December and confirmation report was sent to VDH on 12-21-20

Backflow preventers were checked and all passed on Dec. 22, 2020 at the water plant

Sample Scheduled completed for 2021.



# Utilities Distribution and Collection

# of Service Connections	0		
# of Service Taps	0	Addresses:	
# of Meters Read	103 1,724	Monthly Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	19 155.05	Tons	
# of Location Marks made for Miss Utility	71		
# of Meters Replaced	23		
# of Water Lines Repaired Locations:	0	# of Sewer Lines Unstopped Locations: 1040 Main Street VTI Ogden Road 1203 5th Street 1309 5th Street 1205 Bedford Ave. 1315 3rd Street	6
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	255	Sewer Main Cleaned	275'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	1
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	430'	Sewer Service Cleaned	25'
Sewer Manholes Inspected	5	Sewer Service Video	150'
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	18	Water Right of Way Clearing Footage	0
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:

Snow Prep and Standby

DEPARTMENT: Wasterwater Plant  
MONTH: December

Average Daily Flow	2.30	MGD		
TSS Reduction	98	%		
BOD Reduction	97	%		
VPDES Violations	0			
Sludge ( Regional Land Fill)	171	tons	(estimated)	
Rain Total	5.63	Inches	Snow Total	0 Inches

Other Wastewater Activities and CIP Projects:

Sabrina Nichols, night shift operator, turned in her resignation statement. Sabrina put in a 2 week notice on December 14 ending December 28.

The Utility Director was notified and a job posting was Initiated immediatley.

All generators had annual service by Cater Machinery

# 2019-20 Water, Sewer & Curbside Refuse Collection Billing History

Printed 6-Jan-21

Customer Class		January-20	February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	Average
WATER	Residential Base-IT	1,259	18	6	1,265	16	12	1,329	7	12	1,245	16	11	433
	Commercial Base-IT	28	28	27	188	43	44	195	43	27	176	27	28	71
	Residential Base-OT	143	-	-	144	-	-	150	1	-	143	-	1	53
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	30	30	30	30	30	30	30	30	30	30	30	31	30
	Dormant Accounts													-
	Industrial	5	5	5	4	4	4	4	5	5	5	5	5	5
	TOTAL	1,466	82	69	1,632	94	91	1,709	87	75	1,600	79	77	593
														Total
	Residential Use-IT	12,323,400	141,148	230	11,903,400	169,120	22,160	14,408,990	9,130	63,930	13,306,131	47,210	43,420	52,438,269
	Commercial Use-IT	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	2,307,298	3,570,031	1,698,400	6,728,295	656,191	5,620,669	43,975,365
	Residential Use-OT	1,703,150	-	-	1,593,550	-	-	1,840,710	2,560	-	1,778,750	-	8,440	6,927,160
	Commercial Use-OT	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	2,491,200	2,924,700	2,792,400	2,683,000	2,574,300	2,707,200	28,408,248
	Municipal	262,680	226,200	186,560	289,680	338,300	350,180	137,470	920,400	552,930	271,080	275,720	289,950	4,101,150
	Industrial	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	48,026,158	46,777,325	20,831,992	41,237,761	45,732,224	37,898,424	484,624,752
	TOTAL WATER SOLD	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	46,883,484	69,211,826	54,204,146	25,939,652	66,005,017	49,285,645	46,568,103	620,474,943
	NET DELIVERED	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	66,718,661	65,806,703	42,271,392	69,533,356	58,550,942	53,442,930	56,665,000	695,503,787
	FRACTION BILLED	108%	79%	70%	117%	91%	70%	105%	128%	37%	113%	92%	82%	89%
	Total ( TOA,sold,hydmts, Leaks)	16,600	24,000	24,100	81,900	116,850	73,575	455,600	197,800	182,771	162,100	116,400	80,550	1,532,246
														Total
	Residential Base & Use-IT	56,383	815	256	57,244	830	397	65,103	219	482	60,626	546	373	243,273
	Commercial Base & Use-IT	12,981	14,583	15,236	20,129	8,427	19,750	19,375	22,409	5,824	27,423	3,085	14,277	183,499
	Residential Base & Use-OT	17,421	-	-	11,191	-	-	12,599	43	-	12,235	-	62	53,551
	Commercial Base & Use-OT	9,017	9,529	8,159	9,862	9,185	9,784	9,654	11,306	10,802	10,385	9,971	10,477	118,131
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	98,419	99,894	84,381	109,049	118,058	103,204	121,340	117,906	53,272	106,850	115,726	95,797	1,223,896
	TOTAL	194,221	124,821	108,033	207,474	136,500	133,135	228,071	151,883	70,380	217,519	129,328	120,986	1,822,350
SEWER	Residential Base-IT	1,096	13	6	1,129	16	11	1,150	4	12	1,085	16	9	379
	Commercial Base-IT	158	28	26	174	42	42	146	40	25	158	25	25	74
	Commercial Base-OT	1	1	1	8	8	1	8	1	-	1	1	7	3
	Municipal	14	8	8	8	8	8	7	8	8	8	8	9	-
	Dormant Accounts													-
	Industrial	3	3	3	3	3	3	4	4	4	4	4	4	4
	TOTAL	1,272	53	44	1,322	77	65	1,315	57	49	1,256	54	54	460
														Total
	Residential Use-IT	7,894,954	15,376	230	7,899,210	83,292	16,981	10,688,192	4,616	55,071	9,869,928	40,764	30,932	36,599,544
	Commercial Use-IT	2,663,237	3,568,751	1,298,831	3,574,527	479,568	1,978,513	2,307,298	2,235,591	185,714	2,454,700	798,967	796,746	22,342,442
	Commercial Use-OT	230,000	240,000	230,000	741,842	382,900	151,300	328,292	113,700	-	136,940	100,000	374,096	3,029,070
	Municipal	94,180	103,720	100,460	106,930	75,130	51,390	44,240	129,020	83,400	99,360	85,810	84,140	-
	Industrial	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	40,840,000	43,540,000	42,500,000	23,190,000	41,220,000	42,440,000	39,510,000	459,250,000
	TOTAL SEWER BILLED	46,882,371	40,407,847	37,049,521	50,732,509	40,720,889	43,038,184	56,908,022	44,982,927	23,514,185	53,780,928	43,465,541	40,795,913	521,221,056
	WWTP EFFLUENT	58,924,500	64,614,500	56,998,200	58,512,100	69,575,000	74,057,700	58,243,800	41,936,100	67,475,900	72,480,200	74,012,100	70,273,000	767,103,100
	FRACTION BILLED	80%	63%	65%	87%	59%	58%	98%	107%	35%	74%	59%	58%	68%
														Total
	Residential Base & Use-IT	29,380	22	120	29,706	351	96	36,091	28	207	33,208	177	118	10,792
	Commercial Base & Use-IT	6,704	3,334	3,951	10,707	4,803	6,275	5,516	7,137	3,787	8,187	3,484	2,510	5,533
	Commercial Base & Use-OT	1,662	1,726	1,662	3,375	1,936	502	1,182	429	506	386	778	1,904	1,337
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	123,280	124,066	122,124	136,000	134,980	138,856	148,036	144,500	78,642	140,484	144,296	133,960	1,569,224
	TOTAL	161,025	129,147	127,857	179,788	142,070	145,730	190,825	152,095	83,142	182,265	148,734	138,492	1,586,886
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	53	71	72	304	260	241	221	148	95	226	166	72	155
	Curbside- BULK	57	43	107	89	119	118	39	93	102	111	126	85	85
	TOTAL	110	114	179	393	379	359	260	241	197	337	292	157	240
														Total
	Curbside-IT	95	79	92	101	93	95	101	102	112	100	112	116	1,096
	Curbside-BULK	10	3	15	15	13	10	7	10	17	17	17	24	153
	TOTAL	105	82	107	116	107	105	109	112	129	117	129	140	1,249

# JANUARY

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
<b>NOTES:</b> <u>January 26<sup>th</sup></u> AEDA Meeting 8:30 am	<u>January 26<sup>th</sup></u> *outside agencies and non-profits @ work session seeking funding				<b>1</b> Town Offices <b>CLOSED</b> New Year's Day	<b>2</b>
<b>3</b>	<b>4</b> Planning <u>Commission</u> 5pm	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Council <u>Meeting</u> 6 pm	<b>13</b>	<b>14</b> <u>AOT Meeting</u> 5pm	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> Town Offices <b>CLOSED</b> (Martin Luther King)	<b>19</b> Recreation <u>Committee</u> 5:30	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> Council <u>Work Session</u> 5pm	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

# February

Sun	Monday	Tues	Weds	Thurs	Friday	Sat
	1 Planning <u>Commission</u> 5pm	2	3	4	5	6
7	8	9 Council <u>Meeting</u> 6pm	10	11 AOT Meeting 5pm	12	13
14 Valentine's Day	15 President's Day	16 Recreation <u>Committee</u> 5:30	17	18	19	20
21	22	23 Council "Budget" <u>Work Session</u> 5pm	24	25	26	27
28			NOTES: <u>February 9<sup>th</sup></u> Council receives Draft Budget	<u>February 23<sup>rd</sup></u> AEDA Meeting 8:30 am	<u>February 24<sup>th</sup></u> Budget Work Session continued (if needed)	

Town Council Regular Meeting December 8, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on December 8, 2020 at 6:00 PM.

1. Agenda Adoption

Mayor Mattox called the meeting to order and presided.

Council Members

Present: Mr. Reginald Bennett  
Vice-Mayor Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Staff present: Mr. J. Waverly Coggsdale III, Town Manager  
Ms. Amanda Owens, Assistant Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Ms. Sharon Williams, Community Development Director  
Mr. George Sandridge, Community Development Intern  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

Invocation and Pledge of Allegiance:

Altavista Police Chief Tommy Merricks gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

Agenda Adoption:

Mayor Mattox informed Town Council of an amendment to the December 8, 2020 agenda. Item #5III was added to Section #5 Consent Agenda: Altavista Planning Commission Update – Councilman Bennett would replace Councilman George as the ex officio between the Planning Commission and Town Council, effective January 2021.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed December 8, 2020 Council Meeting Agenda, to which there were none.

Councilman Emerson joined the meeting at this time (6:04 PM).

Councilman Bennett made a motion, seconded by Vice-Mayor Dalton, to approve Council’s December 8<sup>th</sup> Meeting Agenda as amended.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Abstain
	Mr. Wayne Mitchel	Yes

# Town Council Regular Meeting December 8, 2020

## 2. Recognitions and Presentations

### Employee Milestones

Town Manager Waverly Coggsdale informed Town Council that, as of November 2020, Gary David reached his 10 year anniversary with the Town of Altavista's Utilities Department.

Mr. Coggsdale thanked Mr. David for his service to the town.

Mayor Mattox also thanked Mr. David for his continued commitment of service for the Town of Altavista.

### Personnel Changes

The Town of Altavista's most recent personnel changes, since October 1<sup>st</sup>, 2020:

New Hires:

- None

Departures:

- |                     |                   |                             |
|---------------------|-------------------|-----------------------------|
| ▪ Christopher Clark | Police Department | Patrol Officer              |
| ▪ Cory Jordan       | Public Works      | Streets Division Supervisor |

### Service Recognition

Mayor Mattox informed everyone that Mrs. Beverley Dalton would be retiring from her position as Vice-Mayor and from Town Council, effective December 31, 2020.

Mayor Mattox asked everyone to stand as he read aloud the resolution honoring Mrs. Dalton's 16 years of service to the Town of Altavista as a member of the Altavista Town Council.

***WHEREAS**, Beverley E. Dalton has been a respected member of Town Council for the past sixteen (16) years, serving as the Vice Mayor since January 2013; and*

***WHEREAS**, Mrs. Dalton followed in the footsteps of her father W.C. English, who also served on Town Council and as Vice Mayor; and*

***WHEREAS**, as a result of her outstanding years on Town Council, Mrs. Dalton is admired and respected by her colleagues and constituents for her exceptional service; and*

***WHEREAS**, under her sparkling guidance, the Town of Altavista continued to achieve progress in many different aspects resulting in a well-balanced community; and*

***WHEREAS**, Mrs. Dalton, along with her husband Doug, raised their four children in the community, while constantly helping others; and*

***WHEREAS**, Vice Mayor Dalton has been a lifelong citizen and a prominent and highly influential figure, always working diligently at her duties; and*

***WHEREAS**, we find it appropriate to pause in our deliberations to honor Mrs. Dalton for her exemplary service and great leadership; now, therefore*

Town Council Regular Meeting December 8, 2020

***BE IT RESOLVED** by the Altavista Town Council that the Council hereby honors and praises*

***Beverley E. Dalton***

*for her outstanding service to the people of Altavista and her loving dedication to the betterment of the Town of Altavista, Virginia upon her retirement from office.*

Adopted the 8th day of December, 2020.

Mayor Mattox presented Vice-Mayor Dalton with her Resolution of Recognition.

Mayor Mattox thanked Mrs. Dalton for her longtime service to the Town of Altavista and community. He stated Mrs. Dalton had been a “guiding light” for him as Mayor.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to adopt the resolution honoring Mrs. Beverley Dalton for her 16 years of service to the Town of Altavista while on Town Council and as Vice-Mayor.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Abstained
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

Vice-Mayor Dalton thanked the Mayor for his kind words and for the presented resolution, but she felt no work is ever accomplished without teamwork.

Mrs. Dalton applauded her fellow Councilman for the “collegial” way in which Council had always conducted their business and thanked them for the respect they had shown her during her years in service.

Mrs. Dalton thanked the “fine citizens” of Altavista for their continued confidence that she was a good fit for Altavista’s Town Council. She stated she appreciated their trust.

Mrs. Dalton also thanked the Town Manager Waverly Coggsdale and Town Staff for the roles they hold in “running” the town. She stated Town Council was only a small part of that task.

Mrs. Dalton reminded everyone that she and Mr. Coggsdale began their official town roles around the same time. She stated she appreciated the Town Manager’s and Town Staff’s support throughout the years, while on Council and as Vice-Mayor.

Mrs. Dalton also thanked the town for the flowers given to her that evening. She stated the flowers were “lovely”.

There was a standing ovation of applause for retiring Vice-Mayor Dalton.

There were no additional comments in regard to this item.



## **Town Council Regular Meeting December 8, 2020**

At that time, Mayor Mattox referenced the 2020 Town of Altavista “Reverse” Christmas Parade, held at English Park on December 5<sup>th</sup> (Saturday before Council Meeting).

Mayor Mattox thanked the Altavista Area Chamber of Commerce, Altavista On Track, the Altavista Police Department, the Altavista Fire Company, Altavista Public Works Department, and everyone involved in planning and conducting the Christmas Parade this year.

Mayor Mattox stated he felt the parade was “outstanding”. He stated he said “Merry Christmas” continuously for 2 ½ hours that evening and everyone seemed happy and very appreciative of the extraordinary effort by the fore-mentioned groups for the community.

### **3. Citizen’s Time (Non-Agenda Items Only)**

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the December 8, 2020 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens that Council would be glad to speak with a citizen at any time regarding an idea or concern they may have pertaining to the town or community.

### **4. Partner Updates**

#### Altavista Area Chamber of Commerce

Representative: Altavista Chamber of Commerce Chair Susan Hammack

Ms. Hammack updated Council in regard to recent and upcoming Chamber/Town events:

- “Shop Small Altavista” Event, Saturday November 28<sup>th</sup>, 11am-5pm
  - Ms. Hammack stated the retail community was pleased with the turnout and felt the “passports” were a success.
  - Retailers reported increased sales and foot traffic.
  - Gifts baskets were given to (5) participants of the Shop Altavista Event through a random drawing during the parade.
- Town of Altavista Annual Christmas Parade (“reverse” parade)
  - Ms. Hammack conveyed the Chamber’s appreciation for Council’s support and attendance of the parade.
  - Approximately 800 cars were counted, averaging 30 cars every 5 minutes, for the 2 1/2 hour duration of the parade.
  - She stated social media reviews were “overwhelmingly positive”.
  - Ms. Hammack stated the Chamber would like to especially thank Mayor Mattox for leading the parade, and Tim George for stepping in as Santa Claus when Santa’s sleigh got stalled at the Dairy Freeze.
  - Parade Committee: Romonda Davis, Brent Ashwell, Coby Worsham, Codie Cyrus, the Town of Altavista, and the Rotary Club.
  - The Chamber thanked the parade committee, the parade participants, and the business and media sponsors for working so diligently to have such a great day.
  - The Chamber also thanked the citizens of Altavista and the surrounding area for coming to and supporting the parade event.

## Town Council Regular Meeting December 8, 2020

- Upcoming Chamber Events/Initiatives
  - Bittersweet, 1666 Wards Road, Altavista
    - Celebrating 30 years in business with a ribbon cutting on Monday, December 14th at 10 am.
    - Ms. Hammack stated 30 years was quite an accomplishment and the Chamber of Commerce was excited to be included in the celebration.
  - Social Media Campaign – “12 days of Christmas”
    - Each day would feature an event such as: on the “First Day of Christmas”, buy a gift card from a local retail store in Altavista, and the applicable business would be tagged/highlighted for that day’s event.
    - Chamber of Commerce is looking to incorporate the entire list of Chamber members in the “12 days” event.
    - The event is planned for December 10<sup>th</sup> through December 22<sup>nd</sup>.
  - High Priority Item – Increase Memberships and Sponsorships
    - Membership Renewal is January 1<sup>st</sup>
  - Chamber continues to work on updating their website and plans to go “live” by the end of the year (2020).
  - Event calendar being evaluated to determine which events could be focused on either virtually, or live.

Ms. Hammack stated the Altavista Area Chamber of Commerce’s final board meeting of the 2020 year was Wednesday, December 9<sup>th</sup> at 4PM. She informed Council of the Chamber of Commerce Board changes for the upcoming year 2021:

### Executive Board:

Chair Romonda Davis

(Ms. Hammack was previous Chair)

Chair Elect Codie Cyrus

Treasurer Nathan Dowdy

Secretary - not finalized

### New Chamber Board Members:

Amie Owens, Town of Altavista

Casey Birdsall, Creative Edge Design

Mark Thomas, Southside Electric Coop

Freida Mattox, Bank of the James

### Rolling off the Chamber Board:

Gil Ragland

Trevor Hall

Ms. Hammack thanked Town Council and the Town of Altavista for their continued support of the Altavista Area Chamber of Commerce. She stated the Chamber was hopeful for a prosperous year in 2021.

Mayor Mattox thanked Ms. Hammack for the updates from the Chamber of Commerce. He stated he felt the Altavista Area Chamber of Commerce did a wonderful job in orchestrating the Town of Altavista’s first “Reverse” Christmas Parade.

Mayor Mattox asked Council if they had any questions or comments in regard to the Chamber updates, to which there were none.

## Town Council Regular Meeting December 8, 2020

### Altavista On Track (AOT)

Representatives: Community Development Intern George Sandridge

Mr. Sandridge addressed Council with updates on current and upcoming AOT activities.

- Shop Small Altavista Event – November 28<sup>th</sup>
  - Mr. Sandridge stated the event was a great success.
  - He stated AOT thanked the town and the Chamber of Commerce for partnering with them for the event.
- Town Tree Lighting, Altavista Presbyterian Church, November 28<sup>th</sup>
  - Mr. Sandridge thanked the Presbyterian Church for allowing AOT and the town to utilize their tree.
  - AOT also thanked Councilman Bennett for speaking at the event.
- Town Christmas Ornaments
  - Ornaments = \$10 each; available at the Town Hall office & website
- AOT Annual Gibley Jog, November 26<sup>th</sup> (held “virtual” in 2020)
  - Event had thirty-nine (39) participants
  - Mostly local participants – also one from NY, MD, and SC
  - Male winners: 1<sup>st</sup> Spencer Thompson, 2<sup>nd</sup> Kris Shultz, and 3<sup>rd</sup> Steve Angelozzi
  - Female winners: 1<sup>st</sup> Nikki Leggett, 2<sup>nd</sup> Angela Covington, and 3<sup>rd</sup> Lori Johnson
- AOT Pop-Up Program
  - Mr. Sandridge informed Council the property associated with this program was open to the public during the Shop Small Event. He stated there were five or six individuals that toured the building and asked questions pertaining to the program, such as lease amount and length, zoning requirements, permitted uses, etc.
  - Mr. Sandridge referenced the Pop-up Program’s initial deadline of November 6<sup>th</sup>. He stated he and AOT President Reverend Soto had been discussing the possibility of extending the program until spring 2021, in hopes to spark more interest and participation.

Mr. Sandridge thanked Town Council and the Town of Altavista for their continued partnership and support with Altavista On Track. He stated he would be happy to answer any questions Council may have, to which there were none.

Mayor Mattox thanked Mr. Sandridge for the Altavista On Track updates.

## 5. Consent Agenda

- Approval of Council Meeting Minutes
  - November 10, 2020 Regular Meeting
  - November 24, 2020 Work Session
- Acceptance of Monthly Financial Reports
  - November 2020 Revenue And Expenditures
- Appointment to the Board of Zoning Appeals
  - Mr. Bobby Hull
- Melinda High Pressure Zone – Project Rebid
  - Approval to revise the bid documents, rebid this project, and utilize up to \$8,500 of bond proceeds for this purpose.
- Approve FY2022 ACTS Budget/CIP
- Approve Altavista Utilities Department Sewer Reimbursement Policy
- Approve English Park Passive Area Bridge
- Altavista Planning Commission
  - Approve Council Ex Officio change from Tim George to Reggie Bennett

Town Council Regular Meeting December 8, 2020

Mayor Mattox reminded Council of the amendment to the consent agenda at the beginning of the meeting: the change of Council Ex Officio with the Altavista Planning Commission from Councilman George to Councilman Bennett.

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the December 8, 2020 Consent Agenda, to which there were none.

Vice-Mayor Dalton made a motion, seconded by Councilman George, to approve the Consent Agenda as amended.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

6. Public Hearing(s)

Community Development Director Sharon Williams informed Council they would be conducting separate public hearings (PH) for five different proposed text amendments to the Town Code Zoning Ordinance:

- PH#1: OA-20-01 - Delete Section 86-421 (c) (reference to Main Street District)
- PH#2: OA-20-02 – Add Section 86-915 (Inspection Warrants)
- PH#3: OA-20-03 – Amend Section 86-6 (Zoning Permit requirement)
- PH#4: OA-20-04 – Amend Section 86-913 (Penalties)
- PH#5: OA-20-05 – Amend Section 21-2 (Derelict Buildings)

Public Hearing #1 - Altavista Main Street District:

Background/Amendment Request Summary:

- In April of 2020, Altavista On Track (AOT) discussed increasing the Main Street District boundaries to include more businesses and increase the diversity of the building owners and/or tenants.
- During those discussions, staff discovered the boundaries of the Main Street District were listed in the Zoning Ordinance under the DRO District. Concern was expressed by the town that a change in the Main Street District boundaries, which did not mirror the boundaries of the DRO, might be confusing.
- The purpose of the Zoning Ordinance is to regulate uses and features of land. Altavista is a recognized Virginia Main Street Community by the Virginia Department of Housing and Community Development (DHCD). As such, there is no reason for it to be mentioned in the Zoning Ordinance.
- The proposed text amendment would only eliminate the reference to the boundaries of the Main Street District from the DRO. No zoning districts would be impacted by this deletion.

Ms. Williams stated staff had suggested the Planning Commission make a recommendation to Town Council to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

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Ms. Williams informed Council that the Altavista Planning Commission held a public hearing on Monday, November 2, 2020. She stated, after the public hearing, the Planning Commission made a recommendation to amend the ordinance by a vote of 5-0.

Ms. Williams stated the request to Town Council in regard to PH #1 was to approve the deletion of Section 86-421(c) of Altavista's Town Code Zoning Ordinance, to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendment.

Mayor Mattox opened Public Hearing #1 at 6:17 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #1 at 6:18 PM.

Mayor Mattox asked if Council had any questions in regard to Public Hearing #1's item.

Councilman Mitchell referenced Altavista's Downtown District AOT Main Street Program. He asked if the programs state officials (Richmond, Virginia) had been notified of this request; and if the request fell under the State of Virginia's Main Street Program guidelines for Altavista/AOT to remain accredited with the program.

Community Development Director Sharon Williams answered Mr. Mitchell, stating the state had been contacted and the desired boundaries had been approved. She stated the proposed amendment would not alter the district, but if approved, would remove the reference of the Main Street District out of the Town Code Zoning Ordinance.

There were no additional questions or comments from Council in regard to this item.

Vice-Mayor Dalton made a motion, seconded by Councilman George, to accept the Altavista Planning Commission's recommendation and approve amending the Town Code Zoning Ordinance to remove/delete Section 86-421(C).

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

### Public Hearing #2 – Inspection Warrants:

Background/Amendment Request Summary:

- In September of 2020, while working on amendments to the Town Code, the Town Attorney, John Eller, recommended that a new section be added to the Town Zoning Ordinance to add the authority provided by §15.2-2286(16) of the Code of Virginia: allowing the Zoning Administrator to obtain inspection warrants for home entry, in order to determine if there were violations of the Zoning Ordinance.
- The Zoning Administrator would be required to make an affidavit under oath before a magistrate to establish probable cause that a violation has occurred, and upon execution, be authorized to gain entry into a building by the owner or tenant during daylight hours.

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- Town Staff suggested the Altavista Planning Commission make a recommendation to Town Council to add the new section to the Town Code Zoning Ordinance (Sec. 86-915) related to “inspection warrants”.
- The proposed ordinance amendment would apply to all zoning districts.
- The Altavista Planning Commission held a public hearing on November 2, 2020. After the Public Hearing, the Planning Commission recommended that the proposed ordinance be added by a vote of 5-0.

Community Development Director Sharon Williams stated the town, via the Town Code Zoning Ordinance, would require its Zoning Administrator to make all reasonable efforts to obtain consent prior to seeking the issuance of an inspection warrant.

Ms. Williams stated there had been some concern that it may not be safe for Town Staff to execute a warrant. She informed Council she had spoken with Altavista Police Chief Tommy Merricks in regard to this matter and he assured her, if the need ever occurred, an APD Public Safety Officer would accompany staff to the warrant’s property/residence.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed Town Code text addition.

Mayor Mattox asked Council if they had any questions in regard to this item/request.

Councilman Higginbotham shared his concerns with the town acquiring entry into a citizen’s home, by way of a warrant. He stated he did not think there had ever been a need for such an action.

Mr. Higginbotham stated, if there ever was a need, he was in favor of Town Staff bringing the matter before Council for consideration and/or potential approval.

Councilman Bennett stated, under the proposed amendment, a warrant would be the “last step” taken in the process of resolving a zoning issue. He stated he was confident Town Staff would exhaust every means available in resolving an issue with an owner or tenant before considering to acquire access through a warrant.

Councilman George stated, even though the town has not had to utilize a warrant in the past, it was good to have the option in place in case it was ever deemed necessary rather than trying to go through a potential long process at the actual time a warrant was needed.

Councilman Higginbotham referenced the proposed ordinance amendment and stated the text only specified “dwellings”, which was an individual’s home. He stated he was not in favor of allowing staff to enter a citizen’s home.

Mayor Mattox asked if the proposed zoning ordinance addition was for owner occupied homes only, or did it include rental homes as well.

Community Development Director Sharon Williams stated the new zoning ordinance text addition would also include rental homes.

Ms. Williams stated, normally, the only time Town Staff would need to gain access into a home would be to investigate if a person had turned their home into something other than its intended use (single dwelling), such as a “lodging” with more occupants than allowed.

Mayor Mattox stated he was not in favor of the proposed amendment for owner occupied dwellings. He stated he felt the ordinance addition should only stand for rental properties where there may be a case the renters were being neglected by the landlord and the issue needed to be investigated and addressed.

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Vice-Mayor Dalton stated the ordinance addition had been proposed as a “last step effort” to address an issue. She stated by having the proposed ordinance in the Town Code could act as a deterrence for potential issues.

Mrs. Dalton stated the proposed ordinance would be an asset for investigating reported safety concerns of a home. She stated, if a single dwelling had been converted into a “lodging” or multi-dwelling space, the possibility of having multiple “hot plates” or such would be a safety issue. She stated she felt the proposed ordinance could potentially save a safety issue from becoming a disaster.

Mrs. Dalton stated she trusted the recommendation of the ordinance from the Town Attorney and Town Staff’s ability to determine when and when not to utilize the ordinance.

Councilman Emerson reminded Council this item was already covered in the Code of Virginia and he would be in favor of adding the proposed ordinance to Altavista’s Town Code Zoning Ordinance.

Mr. Emerson stated he was in agreeance with Ms. Williams’ addition to the ordinance, for an APD Officer to be present with Town Staff when issuing a search warrant.

Mr. Emerson also stated there were several instances to utilize such a search warrant other than for zoning issues, such as fire marshal related and building code related.

Councilman Mitchell stated just because an ordinance was in the Town Code, did not mean it had to be used on a regular basis. He stated he felt it was important to include the proposed ordinance in case there was ever a time Town Staff deemed it necessary after all other options had been exhausted.

There were no other comments from Council at this time.

Mayor Mattox opened Public Hearing #2 at 6:27 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #2 at 6:28 PM.

Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept the Altavista Planning Commission’s recommendation and approve the proposed addition to the Town Code Zoning Ordinance allowing Town Staff to utilize “inspection warrants”.

Mayor Mattox asked Council if they had any additional questions or comments in regard to this public hearing item.

Councilman Higginbotham asked Council to consider amending the motion to include, not only using a magistrate to obtain a warrant, but also a judge. He stated he felt a judge would protect a homeowner more, by assuring Town Staff had exhausted other measures before considering the issuance of an inspection warrant.

Councilman Emerson stated having a “probable cause” (reason) would be the same requirement whether using a magistrate or a judge.

Town Attorney John Eller stated he felt it may be more difficult to obtain a judge rather than a magistrate to hear a (“simple”) warrant request.

Vice-Mayor Dalton stated there could be potential instances that the issue was of a timely manner and needed to be addressed sooner rather than later for safety reasons.

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Mr. Emerson stated it would take time to be placed on a “court docket” and heard by a judge, but there was a magistrate available 24 hours per day, seven days a week.

There were no additional comments from Council regarding this item.

Vice-Mayor Dalton declined to amend her initial motion.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

Public Hearing #3 – Zoning Permit Requirement:

Background/Amendment Request Summary:

- Council recently asked Town Staff to review Altavista’s Town Code to clarify ambiguous language and improve processes.
- Staff had also been asked to identify ways to address code enforcement issues prior to the town considering the adoption of a property maintenance code.
- Staff determined there was some confusion on when a zoning permit should be required. After a review of Virginia’s State Code, town processes, and consultation with the Campbell County Building Inspections Division, Town Staff recommended three changes to the “zoning permit” section of Altavista’s Town Code.

Community Development Director Sharon Williams informed Council of Town Staff’s request to amend Sec. 86-6 (“Zoning Permits”) of the Town Code Zoning Ordinance; (1) to clarify when a zoning permit was required, (2) to add language that states zoning permits are not transferable, and (3) to require that delinquent taxes be paid prior to the issuance of zoning approval.

Ms. Williams gave Council a brief overview of each amendment request:

- An amendment to Sec. 86-6(a) was proposed to clarify when a zoning permit is required. As proposed, it would establish that no use of a building or structure shall be authorized unless a zoning permit has been issued. It also eliminates the requirement to obtain zoning permits for fences, walls, and ornamental yard structures that are exempt from the requirement to obtain a building permit.
- The addition of Sec. 86-6(e) to state that zoning permits are not transferrable to owners/tenants, except for single-family dwellings, which follows the town’s business license process. Staff was also of the opinion that it would be an additional tool for code enforcement. Prior to approval of zoning permits for commercial properties, staff inspects each property to ensure compliance with existing town codes as it relates to parking, signage, use, etc. The addition would allow Town Staff to withhold approval, or enter into an agreement with property owners stating violations would be abated within a specific timeframe.
- The addition of Sec. 86-6(f) to require that, prior to the issuance of a zoning approval, delinquent taxes owed to the town are paid by the property owner.

Ms. Williams stated the fore-mentioned text amendments would apply to all zoning districts.



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Ms. Williams also stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendments.

Ms. Williams informed Council of the Altavista Planning Commission's public hearing and consideration of these three items, held on November 2, 2020. She stated, after the public hearing, the Planning Commission recommended, by a vote of 5-0, Council consider approve the Town Code Zoning Ordinance be amended to reflect the three changes.

Mayor Mattox referenced the requirement by Campbell County to acknowledge whether a property has water and sewer hookup availability. He asked if the information could be a part of this proposed zoning ordinance addition.

Ms. Williams suggested the information be on the zoning permit application/form, rather than being part of a zoning ordinance, in order for Council and Town Staff to be able to move forward with this item and not have to re-advertise the public hearing.

Town Attorney John Eller agreed with Ms. Williams' suggestion.

Town Manager Waverly Coggsdale stated the matter was more of a "procedural process" than a needed zoning ordinance item. He informed Council there was a "box" required to be checked/marked on the town's current zoning permit application form.

Mayor Mattox asked Altavista Utilities Director if he was in agreeance with the matter being a part of the zoning permit application form, rather than a part of the zoning ordinance.

Utilities Director Tom Fore stated he concurred. He stated, by handling the matter on the form, could prevent multiple phone calls back and forth inquiring the specific information.

There were no additional questions or comments in regard to this matter/item.

Mayor Mattox opened Public Hearing #3 at 6:35 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #3 at 6:35 PM.

Mayor Mattox asked if Council or Town Staff had any additional questions or comments in regard to this public hearing item, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to accept the Altavista Planning Commission's recommendation and approve the one proposed Town Code Zoning Ordinance amendment and two additions as presented; with the addition of water/sewer availability information being on the town's zoning permit application form.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

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### Public Hearing #4 – Zoning Ordinance Penalties and Fines:

#### Background/Amendment Request Summary:

- Over the last several years Town Staff has struggled with how to gain compliance for the violations to the Zoning Ordinance. During recent discussions between staff, it was pointed out that, as written, the Zoning Ordinance had varying recommendations as civil penalties for violations.
- It was pointed out the “Penalties” section of the Zoning Ordinance and processes used by the town do little to gain compliance.
- Staff recommended the existing language be stricken and replaced with language as allowed by Virginia State Code. Under the code, if the Zoning Administrator was unable to gain compliance for a zoning violation, they may proceed to court (obtain a court hearing). The code states, if the violation has not been abated prior to the hearing, the judge shall affix a time for the violation to be abated.
- The town’s current ordinance lacks this provision and as written, a civil penalty is assessed, along with the cost of court, but there is no requirement for the judge to set a date for compliance.
- This text amendment, if approved, would apply to all zoning districts.
- Town Staff suggested the Altavista Planning Commission make a recommendation to Town Council to amend Sec. 86-913 of the Zoning Ordinance to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to no less than \$50 and adopt the language presented by staff.
- The Planning Commission held a public hearing on November 2, 2020 in regard to this matter/request. After the Public Hearing, the Planning Commission recommended, by a vote of 5-0, the proposed ordinance be amended as presented.

Community Development Director Sharon Williams stated it was Town Staff’s request to Town Council they consider allowing staff to amend Sec. 86-913 (“Penalties”) of the Town Code’s Zoning Ordinance, to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance; and to increase the minimum fine for a misdemeanor offense to no less than \$50.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendment.

Mayor Mattox opened Public Hearing #4 at 6:37 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #4 at 6:37 PM.

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

Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept the Altavista Planning Commission’s recommendation and approve allowing Town Staff to amend Sec. 86-913 (“Penalties”) of the Town Code Zoning Ordinance, to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance; and to increase the minimum fine for a misdemeanor offense to no less than \$50.

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Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

### Public Hearing #5 – “Derelict” Buildings:

Background/Amendment Request Summary:

- Over the last year, the Community Development Director has been working on several violations of Altavista’s Town Code related to “derelict” structures from over several years.
- The Town Code requires owners of derelict structures to demolish the structure, or submit a renovation plan within 90 days of the building being declared derelict. There are currently no tools in place to penalize a property owner(s) that does not comply with the Town Code.
- The Town of Altavista does not currently have a “property maintenance” code to address the issue; and the fire code does not apply to single-family dwellings.
- Town Council recommended Town Staff explore ways/options to gain compliance prior to any further consideration of a property maintenance code.
- Altavista’s Community Development Director reviewed the Virginia State Code and discovered that a new provision had been added, which would allow the Town of Altavista to assess a civil penalty of up to \$500 per month, not to exceed the value of the structure, until compliance of demolition was conducted, or a renovation plan was received by the town.
- Town Staff recommended to the Altavista Planning Commission they make a recommendation to Town Council to amend Sec. 21-2(c) of Town Code “Derelict building; procedure; real estate tax abatement”, to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within the given 90 day timeframe.

Altavista Community Development Director Sharon Williams informed Council the Altavista Planning Commission held a public hearing in regard to this matter on November 2, 2020. She stated, after the public hearing, the Planning Commission voted 5-0 to recommend Town Council consider approving the fore-mentioned ordinance be amended as presented by staff.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendment.

Ms. Williams referenced the home/structure located at 900 Park Street, Altavista. She reminded Council the home caught on fire approximately five years ago; and shared a picture of the property for Council’s visual reference.

Ms. Williams informed Council that Town staff had attempted multiple times to work with the property owner to resolve the derelict issue, but the owner had not been responsive.

Ms. Williams stated the proposed ordinance amendment would allow the town to have another “tool”/option for pursuing compliance with Altavista’s Town Code in regard to derelict structures, as would be the case with the fore-mentioned property.

Ms. Williams stated the proposed amendment included the town having the ability to issue a fine up to \$500 for every month that went by that an owner of a derelict property did not submit a compliance plan to the town (required within a 90 day timeframe of the property being declared derelict/a nuisance).

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Mayor Mattox referenced a program previously utilized by the Town of Altavista for similar cases. He stated the town would take on the responsibility of taking down the derelict house, or structure, for the property owner, and in return, would place a lien on the property until the cost of demolition was reimbursed to the town.

Mayor Mattox asked Town Staff if the fore-mentioned program was still available for use.

Town Manager Waverly Coggsdale stated, if deemed a feasible option by the town, the program was available for property owners willing to work with the town in order to resolve their derelict issue.

Mr. Coggsdale informed Council the property owner of 900 Park Street had been unresponsive to staff's multiple attempts to contact the owner for compliancy of the current Town Code.

Councilman Higginbotham asked, if a property owner did not pay the proposed monthly fine, would the town proceed to court for a lien against the property, or towards the property owner.

Town Attorney John Eller stated the proposed monthly fine (up to \$500) would be considered a "civil penalty" towards the property owner. He stated, however, if the property owner did not comply and allows the penalty to build over several months, the town would then have the right/option to ask the court for a "judgement" against the property owner for a lien against the property containing the derelict structure.

Mr. Eller stated the proposed amendment would not change the existing ordinance in regard to derelict structures, it would merely add another tool/option for the town to use towards pursuing compliance with Town Code.

Town Manager Waverly Coggsdale stated, when the initial ordinance regarding derelict structures was adopted, there was no mention of a "penalty" (fine) for not complying with Town Code on this matter. He stated the proposed amendment would add a fine that would address this issue.

Councilman Emerson asked if the Town of Altavista had to allow a property owner ninety days as a timeframe for submitting a compliance plan for their derelict structure.

Mr. Eller stated the Town of Altavista's Code/ordinance on this matter, was derived directly from the State Code of Virginia.

Mayor Mattox asked Council if they wished to take this item off of the public hearing schedule for that evening, in order to give them additional time for consideration of the item/matter.

All Council members were in consensus to move forward with the public hearing that evening.

Mayor Mattox suggested changing the proposed amendment to reference a "set cost" for the proposed fine, instead of having the ordinance state "up to" \$500.

Councilman Higginbotham suggested the fine amount be charged per day, not per month.

Vice-Mayor Dalton referenced the proposed ordinance amendment and its proposed "up to \$500" fine. She asked how Town Staff would make the "judgement" of what amount to charge.

Mayor Mattox stated, for that reason, was why he had suggested the fine be a set dollar amount.

Community Development Director Sharon Williams recommended, if Council chose to approve the ordinance amendment with a "set" fine amount, the amount should be large enough to hopefully deter a property owner from accruing a debt of more than one month's fine.

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There were no additional questions or comments in regard to this item/pubic hearing.

Mayor Mattox opened Public Hearing #5 at 6:53 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #5 at 6:53 PM.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns in regard to this public hearing item, to which there were none.

Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept the Planning Commission’s recommendation and approve the amendment to Section 21-2(c) of Altavista’s Town Code; to establish a civil penalty “up to \$500” for failure to submit a plan (for removal or rehabilitation) to the town within 90 days of a structure being deemed derelict and/or a nuisance.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	No
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchel	Yes

7. New Business

No new items were scheduled or discussed at the December 8, 2020 meeting.

8. Unfinished Business

8. I. School Zone Speed Enforcement Ordinance

Background:

- On recommendation of Altavista Police Chief Tommy Merricks, Town Council previously approved the use of speed enforcement cameras at both Altavista school zone locations: Bedford Avenue and Lynch Mill Road.
- The proposed ordinance amendment and addition provide the necessary legal framework for the program.
- The Virginia General Assembly recently passed the legislation that would allow localities to use a third-party for this function; the Town of Altavista will be utilizing the service of OptoTraffic.

Town Manager Waverly Coggsdale stated Town Council would need to vote on the amendment to Town Code Chapter 74: Section 92; and a proposed addition to Town Code Chapter 74: Section 92.1, in order to move this item forward.

Mr. Coggsdale stated, both Town Attorney John Eller and APD Chief Merricks were present to answer any questions Council may have in regard to this item.

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

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Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept Chief Merricks’ recommendation and adopt the ordinance amendment to Town Code Chapter 74: Section 92; and approve the Chapter 74: Section 92.1 addition to Altavista’s Town Code. Both of which would allow the Town of Altavista to use a speed enforcement camera system in the town’s two fore-mentioned school zones.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	No

8. II. Seventh Street and Campbell Avenue Property

1) Retaining Wall Issue/Project

Town Manager Waverly Coggsdale stated, per Council’s previous direction, Town Staff had been exploring options to address the recently collapsed cinder block portion of the retaining wall, located on the rear of this town-owned property.

Mr. Coggsdale referenced the VDOT “spec” sheet given to Council that evening as a visual reference for their consideration. He stated Public Works Director David Garrett was present to answer questions they may have in regard to this project.

Mr. Coggsdale stated the part of the retaining wall that did not fall was approximately 7’ tall. He stated the old wall could be utilized to anchor the new wall at that point.

Mr. Coggsdale reminded Council the retaining wall was approximately 75’ in length. He stated, based on the grade of the land in that area, the new wall would need to be at least 7’ tall starting out, and could be “stepped down” at the lower end of the wall.

Councilman Higginbotham asked how many cubic yards of concrete would be used to build the proposed retaining wall.

Mr. Garrett stated, going off of the VDOT spec sheet, the wall would require at least 60 yards of concrete.

Mr. Garrett stated he initially felt the cost estimate would be for a 12” thick concrete wall. He stated however, due to the height and length of the wall, VDOT’s spec sheet required a 24” thick concrete base tapering to 12” at the top of the wall, to insure the safety and stability of the new wall’s longevity.

Mr. Garrett stated, due to VDOT’s proposed specifications with the increase in concrete, he did not have a cost estimate that evening. He stated he would request quotes for the project and inform Council of the quotes received.

Mayor Mattox asked Council if they had any additional questions in regard to this item.

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Councilman Higginbotham asked if VDOT's spec sheet for a "gravity retaining wall" included steel reinforcement.

Mr. Garrett stated it did not.

Mr. Higginbotham suggested Council consider allowing Town Staff to also request quotes for this project to include a steel reinforced retaining wall.

All Council members were in consensus to do so.

### 2) Parklet Concept

Town Manager Waverly Coggsdale informed Council that Reverend Ed Soto, Altavista On Track Chair and Altavista Recreation Committee Member, was present that evening to ask for Council's input and direction on whether or not they wanted him to explore options for the corner property on 7<sup>th</sup> Street and Campbell Avenue to potentially house a "parklet".

Reverend Soto stated the potential project was merely a concept at that point, and he would only move forward with exploring the possibility if Council had interest in doing so.

Councilman Higginbotham stated he felt it would be more "appropriate" to have such an item (parklet) near an established restaurant.

Councilman Mitchell stated, if the parklet was placed at the 7<sup>th</sup> Street/Campbell Avenue location, there would be potential for local food trucks to utilize the parklet.

Vice-Mayor Dalton stated the proposed parklet(s) reminded her of the existing gazebos located in Altavista's downtown area. She stated she liked the fact that a parklet would not negate an adjoining parking lot.

Reverend Soto informed Council that a small parklet could be created to be "movable", in case the town ever decided to do so.

Reverend Soto stated he was looking for direction from Council for whether they would be interested in a parklet on the 7<sup>th</sup> Street and Campbell Avenue property; and if they wished for him to investigate the matter further.

Councilman George stated the town had no immediate plans for the fore-mentioned property, and he felt the parklet was worth looking in to.

Mayor Mattox stated he also liked the parklet concept. He stated the idea was one of many viable ideas/options available for the 7<sup>th</sup> St./Campbell property to be utilized for. He suggested Reverend Soto wait until Council had time to consider all options for the property; and potentially make a decision in regard to the property's future use, before moving forward with his investigation.

Councilman Bennett stated, if Council was in consensus that the "parklet" concept would be a viable project for the town's downtown area, he suggested Council allow Reverend Soto to at least move forward with acquiring a few cost estimates for the potential project, whether it be located on the 7<sup>th</sup> St./Campbell property, or somewhere else in the downtown area.

Town Council was in consensus to allow Reverend Soto to investigate the parklet concept further, along with design and cost options.

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Vice-Mayor Dalton referenced the upcoming FY2022 Town Budget process. She suggested the proposed parklet be placed on the list of items for consideration during the budget process.

Councilman Emerson stated he felt the empty lot/grassy area on Main Street in front of Peace of Pie and across from Rountrey's was a suitable location for such a concept (parklet). He informed Council the property was for sale.

Councilman Mitchell stated he had seen a parklet on Church Street in Downtown Lynchburg similar to the ones in the photos given to Council for visual reference of the concept. He stated he felt the parklet concept was a "good fit" for Altavista's downtown area.

Mr. Emerson stated he also felt the parklet concept could be extended outside of Altavista's downtown area, to locations adjacent to or near eateries.

There were no additional comments from Council in regard to this item.

### 8. III. Innovation Center/Co-working Space

#### 1) USDA Resolution

Town Manager Waverly Coggsdale informed Council of the USDA requirement to adopt the following resolution in regard to this project:

#### RESOLUTION OF GOVERNING BODY OF THE TOWN OF ALTAVISTA

The governing body of the Town of Altavista, 510 7th Street, Altavista, Virginia 24517, consisting of 7 members, in a duly called meeting held on the 8th day of December, 2020 at which a quorum was present, RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance through a Rural Business Development Grant from the USDA, Rural Development in order to assist with the cost associated to purchase and install equipment, furniture fixtures and supplies. The Town of Altavista is creating a rural business incubator, accelerator and co-working space. The incubator will be utilized by small business entrepreneurs located in the service area of Lynchburg Metropolitan Statistical Area, Campbell County and Town of Altavista, Virginia, the governing body does hereby adopt and abide by the covenants contained in the following agreements:

1. "Letter of Conditions", dated July 17, 2020. 2. Scope of Work, 3. Form RD 1942-46, "Letter of Intent To Meet Conditions" 4. Form RD 1940-1, "Request for Obligation of Funds" 5. Form RD 400-1, "Equal Opportunity Agreement" 6. Form RD 400-4, "Assurance Agreement" 7. Form AD-1047, "Certification Regarding Debarment, Suspension, and other responsibility Matters-Primary Covered Transactions" 8. Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants)" 9. RD Instruction 1940-Q, Exhibit A-1, "Certification for Contracts, Grants, and Loans Regarding Lobbying" 10. SF-LLL, "Disclosure Form to Report Lobbying"

BE IT FURTHER RESOLVED that the Town Manager, be authorized to execute, on behalf of the governing board, the above agreements and to execute such other documents including, but not limited to, debt or grant instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-named documents, is hereby entered into the permanent minutes of the meeting of this Committee.



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Mayor Mattox asked Council if they had any questions or comments in regard to adopting the said resolution, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to adopt the USDA Resolution, which would authorize the Town Manager to execute, on behalf of Town Council and the Town of Altavista, the above agreements; and to execute other such documents including, but not limited to, debt/grant instruments and security instruments, as may be required in obtaining financial assistance for this project.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 2) Project Update

Background:

- The Town of Altavista is working to convert the former Altavista Fire Station building (508 7th Street) into an Innovation Center/Co-working Space.
- This project is included in the FY2022 CIP.
- Town Staff is working on the marketing aspect of the facility and needs to begin “reserving” website domains; as well as developing other marketing strategies.

Town Manager Waverly Coggsdale stated, during the development process of this project, an unofficial name (C<sup>3</sup> Innovation Space) was tagged to the facility. He stated the name would be accompanied by the tagline: “Create, Collaborate, and Co-work”.

Mr. Coggsdale stated, at that time, Town Staff was seeking Council’s direction in regard to making the “unofficial” name into the official name; or input for an alternate name for the facility.

Councilman Bennett stated “C3 Innovation Space” was a clever proposal, but he felt the public would not understand or recognize the name. He shared his favor in naming the facility with more “familiar” words, not symbols.

Councilman Emerson asked what the exterior of the building and the outside space of the facility would look like.

Mr. Coggsdale shared a “rendition” of the exterior space for Council’s visual reference. He stated the initial plans were to have an entry door separate from the existing roll-up doors and to change the solid roll-up doors to glass panels.

Mr. Coggsdale stated the plans were not definitive and could be altered to the town’s desired esthetics for the space.

Councilman Emerson suggested the name of the Innovation Center/Co-working Space should somehow reflect the history of the old fire station to honor previous and current volunteers.

Councilman Mitchell stated, during the planning process, there had been some discussion of retaining the original fire station’s interior color scheme, along with fire station related décor.

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Mayor Mattox referenced the previous mention of allowing food truck vendors to do business at the facility. He asked if this was appropriate considering the planned function for the space/facility.

Town Manager Waverly Coggsdale stated the discussion of allowing food trucks on the Innovation Center/Co-working Space's property was determined to only be allowed during "town sanctioned" events, which are usually in the evening or on weekends when the facility would be closed for working.

Vice-Mayor Dalton stated, in response to Town Staff's initial request for input on naming the town's new Innovation Center/Co-working Space, she stated getting the name "right" was very important in regard to the town's ability to successfully market the facility.

Mrs. Dalton suggested the town consider soliciting input from a marketing expert.

Councilman Emerson asked if Lynchburg Regional Business Alliance offered marketing assistance.

Mr. Coggsdale stated, if Council desired, he would inquire if the Lynchburg Regional Business Alliance offered marketing assistance. He reminded Council that outside marketing expertise usually comes with a "cost".

Mayor Mattox asked if a name needed to be decided that evening, or could Council take additional time to consider all ideas/options.

Mr. Coggsdale stated Council had a couple more months to decide, but the sooner the better, for marketing purposes.

Councilman Bennett asked how soon the new Innovation Center/Co-worker Space would be open for use.

Mr. Coggsdale stated the facility was tentatively scheduled to open fall 2021.

Mayor Mattox stated, while Council appreciated staff's recent efforts, he felt Council was not ready to make a decision that evening. He suggested the item be placed on a future work session for further discussion and consideration.

Mr. Coggsdale asked for direction from Council for what additional information they wanted from staff in regard to this item.

Councilman Mitchell stated Council could consider still using the proposed name (C3 Innovation Center), along with the name of a previous member of the fire station in order to honor the building's history.

Mr. Mitchell suggested Council allow Town Staff to advertise a "poll" to acquire name ideas from town citizens.

All Council members were in consensus to do so.

Mr. Coggsdale stated staff would gather the additional information requested by Council and place this item on a future work session.

Mayor Mattox stated he did not receive the fore-mentioned photo "rendering" of the interior and exterior plans for the Innovation Center/Co-worker Space.

Mr. Coggsdale stated he would email a copy to each Council member that evening after the meeting.

## Town Council Regular Meeting December 8, 2020

Town Manager Waverly Coggsdale also informed Council the Innovation Center/Co-worker Space was moving forward as planned. He stated River City Systems, Inc. was currently “pulling” the needed conduit into the new Innovation Center; and Riverstreet Networks would be working with Mid Atlantic Broadband later in that week to complete the conduit process.

There were no additional questions or comments from Town Council or Town Staff in regard to this item.

### 9. Reports and Communication

#### **Town Manager’s Report for the December 8th, 2020 Council Meeting**

Any updates since the last Council meeting are in *Italic* at the end of each item...

#### **Innovation Center/Co-Working Space**

Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor in regard to the networking/cabling for the facility; as well as connection to broadband.

*Staff was notified by the Tobacco Commission the town’s grant for this project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT and security system design and installation.*

#### **Booker Building Renovation Process**

The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15<sup>th</sup>. Council has provided direction to staff in regard to floor improvements, when quotes are received they will be presented to Council for their consideration. In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle. Staff has been working with one of the contractors that submitted a price to redo the floor, to come and provide a sample. After multiple delays, they should complete the sample area the week of November 9<sup>th</sup>. Once complete, staff will inform Council so they can look at the result.

#### **Dalton’s Landing Canoe Launch**

The U.S. Fish and Wildlife Service has received the FHWA’s request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7<sup>th</sup> and the bids are due Thursday, July 2<sup>nd</sup>.

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Bids were received on July 2<sup>nd</sup> and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature. *Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and placement of geo-fabric and stone due to unsuitable soil. Work continues to progress.*

### **Eagle Trail Overlook (Observation Deck)**

Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will update Council at their July 14, 2020 Council Meeting. *The project continues to move forward with the concrete being poured. Council approved the railing fabrication.*

### **Brownfields Grant Program**

Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river. Staff and consultant participated in a Grant conference call with the EPA to begin the project. *The consultant is submitting necessary paperwork to EPA.*

### **Rt. 43 Gateway Project (Streetscape and Signal Pole Improvement)**

The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8<sup>th</sup>.

*VDOT is finalizing some documentation for the project. The field work is complete.*

### **Main Street Sidewalk Extension Project (VDOT TAP Grant)**

Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. Staff has informed VDOT that the Town is agreeable to the match for this project.

*The Commonwealth Transportation Board (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.*

### **APD Firing Range Improvements (McMinnis Spring area)**

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range. *Public Works is in the final stages of this project. The building and shelter are being ordered.*

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### **Utility Bill Discount Program**

Staff has completed the application packet and distributed it; along with informational items in the recently mailed quarterly water bills. Applications are being received, the discount for eligible accounts will be effective on the bill that will be mailed in April 2021.

### **Shreve Park Improvements (Playground Equipment/Bridge)**

The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8<sup>th</sup>, receive new equipment on January 16<sup>th</sup>, installing new equipment on January 16<sup>th</sup>, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

*Council has discussed this item on numerous occasions, staff is looking for viable options for the bridge portion of the project. The playground equipment was installed earlier this year.*

### **John Moseley Memorial Park (formerly Avondale Park Improvements)**

*Staff has ordered the pavilion and the playground equipment shade structure. Staff will be presenting the final “concept” for signs and memorials for this park; as well as the Leonard Coleman Memorial Park, at the November Regular Meeting.*

### **English Park Passive Area (Large Field Trail)**

Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well as to connect to Eagle Trail (paved trail).

*Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.*

### **Streetlight (Decorative) LED Head Conversion Project**

Previously the Town has replaced up to 25 heads in each of the past two (2) Fiscal Years.

*Staff has ordered the number of LED Heads that were budgeted in the FY2021 Budget.*

The Town Manager stated both he and Town Staff would be glad to answer any questions Council may have in regard to their December monthly staff reports.

Councilman Emerson asked for an update regarding when the new Rt.29 Business Bridge would be open to the public.

Mr. Coggsdale informed Council there had been an issue with the “lighting” on the Town of Hurt’s side of the bridge. He stated the Town of Altavista gave VDOT permission to operate Hurt’s lights with Altavista’s lights, stating Altavista would bill Hurt for the lighting cost. He stated this issue was addressed/resolved this way, so the bridge opening would not be delayed just because of a simple lighting issue.

Councilman Higginbotham informed everyone that the Rt.29 Business Bridge project would receive its official completion inspection in the next week.

Mayor Mattox stated he hoped there would be an official “ribbon cutting” ceremony for the bridge opening.

Mayor Mattox thanked the Town Manager for his December report. He stated he appreciated the Town Manager’s continued efforts in offering Council such a detailed update each month.

There were no additional comments or questions from Town Council at that time.

# **Town Council Regular Meeting December 8, 2020**

## Departmental Reports

These items were given to Council at an earlier date in their Council Meeting pre-packet.

## Council Calendars

These items were given to Council at an earlier date in their Council Meeting pre-packet.

## **10. Matters from Council**

Mayor Mattox asked Council if they had any additional concerns or items for discussion.

Councilman George stated he had recently been approached by a town citizen with concerns regarding trash continuously being dumped on the entry/exit ramps for Altavista.

Mr. George stated he would like to see the town increase their efforts in addressing the issue.

Councilman Emerson referenced the recent locality elections. He asked if Campbell County had the necessary forms for Altavista's new and re-elected Council members to be "sworn in".

Town Manager Waverly Coggsdale stated the county was aware of the recent election results: Mayor Mattox, Councilman Emerson, and Councilman Higginbotham's re-election; and Scott Lowman's election to Council.

Mr. Coggsdale informed Council the county's registrar office sent Altavista the wrong election packet, but they could visit the county clerk's office to be sworn into office. He stated this action needed to be completed by January 1<sup>st</sup> 2021.

There were no additional comments or concerns from Council.

Mayor Mattox referenced Vice-Mayor Dalton's retirement, effective December 31, 2020. He informed Council there would be a closed session at the beginning of the January 12, 2021 Council Meeting for Council to consider and elect a new Vice-Mayor.

Mayor Mattox wished everyone a safe and merry Christmas. He encouraged everyone to look out for their loved ones, and continue to look out for one another in the Town of Altavista.

## **11. Closed Session**

There was no closed session scheduled for Council at the December 8, 2020 meeting.

## **12. Adjournment**

Mayor Mattox asked if there was anything else to bring before Council or any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 7:35PM.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41139	9	AFLAC	12/04/2020	3,782.36	12/31/2020	00	RECONCILED	
41140	84	ALTAVISTA JOURNAL	12/04/2020	56.00	12/31/2020	00	RECONCILED	
41141	91	ANTHEM BLUE CROSS/BLUE SHIELD	12/04/2020	45,616.00	12/31/2020	00	RECONCILED	
41142	886	AT&T MOBILITY	12/04/2020	305.92	12/31/2020	00	RECONCILED	
41143	12	BRENNTAG MID-SOUTH INC	12/04/2020	5,898.41	12/31/2020	00	RECONCILED	
41144	16	CAMPBELL COUNTY UTILITIES & SE	12/04/2020	574.08	12/31/2020	00	RECONCILED	
41145	427	CENTURYLINK	12/04/2020	593.99	12/31/2020	00	RECONCILED	
41146	145	CHANDLER CONCRETE CO INC	12/04/2020	5,316.54	12/31/2020	00	RECONCILED	
41147	28	COLUMBIA GAS	12/04/2020	391.58	12/31/2020	00	RECONCILED	
41148	32	CONTROL EQUIPMENT CO INC	12/04/2020	14,129.11	12/31/2020	00	RECONCILED	
41149	284	DEWBERRY ENGINEERS INC	12/04/2020	1,575.00	12/31/2020	00	RECONCILED	
41150	164	DMV	12/04/2020	175.00	12/31/2020	00	RECONCILED	
41151	283	EECO	12/04/2020	894.83	12/31/2020	00	RECONCILED	
41152	20	J JOHNSON ELLER JR	12/04/2020	2,000.00	12/31/2020	00	RECONCILED	
41153	9999999	ENGLISHS INC	12/04/2020	18.80	12/31/2020	00	RECONCILED	
41154	961	EQUIPMENT SPECIALISTS &SUPPLIE	12/04/2020	773.05	12/31/2020	00	RECONCILED	
41155	1	EXPRESS LANE	12/04/2020	736.82	12/31/2020	00	RECONCILED	
41156	40	FEDERAL EXPRESS CORPORATION	12/04/2020	169.96	12/31/2020	00	RECONCILED	
41157	122	FEREBEE-JOHNSON COMPANY INC	12/04/2020	343.62	12/31/2020	00	RECONCILED	
41158	38	FIRST NATIONAL BANK	12/04/2020	2,113.21	12/31/2020	00	RECONCILED	
41159	41	FISHER SCIENTIFIC	12/04/2020	1,556.96	12/31/2020	00	RECONCILED	
41160	111	GRAINGER INC	12/04/2020	105.07	12/31/2020	00	RECONCILED	
41161	970	H G REYNOLDS COMPANY INC	12/04/2020	37,089.90	12/31/2020	00	RECONCILED	
41162	52	HACH COMPANY	12/04/2020	153.97	12/31/2020	00	RECONCILED	
41163	622	HEYWARD SERVICES INC	12/04/2020	120.29	12/31/2020	00	RECONCILED	
41164	332	HURT & PROFFITT INC	12/04/2020	210.00	12/31/2020	00	RECONCILED	
41165	566	INTEGRATED TECHNOLOGY GROUP IN	12/04/2020	8,772.46	12/31/2020	00	RECONCILED	
41166	218	MINNESOTA LIFE	12/04/2020	119.12	12/31/2020	00	RECONCILED	
41167	860	MUNICIPAL EMERGENCY SERV DEPOS	12/04/2020	698.25	12/31/2020	00	RECONCILED	
41168	843	BETTY PICKERAL	12/04/2020	1,150.00	12/31/2020	00	RECONCILED	
41169	317	POWELL'S TRUCK & EQUIPMENT INC	12/04/2020	1,727.01	12/31/2020	00	RECONCILED	
41170	467	SONNY MERRYMAN INC	12/04/2020	2,900.00	12/31/2020	00	RECONCILED	
41171	80	SOUTHSIDE ELECTRIC COOP	12/04/2020	819.89	12/31/2020	00	RECONCILED	
41172	1	STANLEY BENNETT	12/04/2020	100.00	12/31/2020	00	RECONCILED	
41173	533	STIMULUS, LLC	12/04/2020	382.50	12/31/2020	00	RECONCILED	
41174	872	TIAA COMMERCIAL FINANCE INC	12/04/2020	153.00	12/31/2020	00	RECONCILED	
41175	92	UNIFIRST CORP	12/04/2020	2,233.09	12/31/2020	00	RECONCILED	
41176	772	WEL INC	12/04/2020	10,500.00	12/31/2020	00	RECONCILED	
41177	969	WILLIAM KENDRICK COMPANY	12/04/2020	1,282.08	12/31/2020	00	RECONCILED	
41178	918	APPLE FORD	12/10/2020	1,752.47	12/31/2020	00	RECONCILED	
41179	103	BEACON CREDIT UNION	12/10/2020	305.00	12/31/2020	00	RECONCILED	
41180	4	BOXLEY AGGREGATES	12/10/2020	2,467.81	12/31/2020	00	RECONCILED	
41181	12	BRENNTAG MID-SOUTH INC	12/10/2020	403.47	12/31/2020	00	RECONCILED	
41182	583	CAMPBELL COUNTY PUBLIC LIBRARY	12/10/2020	946.20	12/31/2020	00	RECONCILED	
41183	973	CAMPBELL HEATING AND COOLING	12/10/2020	75.00	12/31/2020	00	RECONCILED	
41184	827	CENTRAL VA IRRIGATION & LANDSC	12/10/2020	60.00	12/31/2020	00	RECONCILED	
41185	145	CHANDLER CONCRETE CO INC	12/10/2020	3,543.00	12/31/2020	00	RECONCILED	
41186	9999997	COOK, TANISHA RHODES	12/10/2020	21.07	12/31/2020	00	RECONCILED	
41187	754	D L BRYANT HEATING & COOLING	12/10/2020	580.19	12/31/2020	00	RECONCILED	
41188	569	DIAMOND PAPER CO INC	12/10/2020	919.38	12/31/2020	00	RECONCILED	
41189	962	ECS MID-ATLANTIC LLC	12/10/2020	772.00	12/31/2020	00	RECONCILED	



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41190	937	ENGLISH CONSTRUCTION CO INC	12/10/2020	150,708.00	12/31/2020	00	RECONCILED	
41191	301	ENGLISH'S LLC	12/10/2020	1,691.87	12/31/2020	00	RECONCILED	
41192	118	FERGUSON ENTERPRISES LLC	12/10/2020	9,356.05	12/31/2020	00	RECONCILED	
41193	57	ICMA RETIREMENT TRUST-457 #304	12/10/2020	295.00		00	OUTSTANDING	
41194	401	IDEXX DISTRIBUTION INC	12/10/2020	1,969.95	12/31/2020	00	RECONCILED	
41195	470	MARK KEESEE	12/10/2020	1,519.69	12/31/2020	00	RECONCILED	
41196	964	LYNCHBURG SPECIALTY ENGRAVING	12/10/2020	1,456.71	12/31/2020	00	RECONCILED	
41197	1	MCLANE MID-ATLANTIC	12/10/2020	15.75	12/31/2020	00	RECONCILED	
41198	300	NAPA AUTO PARTS	12/10/2020	447.12	12/31/2020	00	RECONCILED	
41199	608	NORFOLK SOUTHERN RAILWAY CO	12/10/2020	1,174.44	12/31/2020	00	RECONCILED	
41200	67	ORKIN PEST CONTROL LLC	12/10/2020	318.65	12/31/2020	00	RECONCILED	
41201	816	PACE ANAYLTICAL SERVICES LLC	12/10/2020	868.44	12/31/2020	00	RECONCILED	
41202	588	PITNEY BOWES	12/10/2020	169.08	12/31/2020	00	RECONCILED	
41203	972	RAILPROS FIELD SERVICES INC	12/10/2020	13,400.00	12/31/2020	00	RECONCILED	
41204	9999997	RHODES, KELLY MARIE	12/10/2020	40.52	12/31/2020	00	RECONCILED	
41205	510	RIVER VALLEY RESOURCES LLC	12/10/2020	76.75	12/31/2020	00	RECONCILED	
41206	559	ROBINSON FARMER COX ASSOCIATES	12/10/2020	18,990.00	12/31/2020	00	RECONCILED	
41207	476	SHARP BUSINESS SYSTEMS	12/10/2020	157.34	12/31/2020	00	RECONCILED	
41208	681	TAYLOR-FORBES EQUIPMENT CO	12/10/2020	65,465.47	12/31/2020	00	RECONCILED	
41209	85	TREASURER OF VA /CHILD SUPPORT	12/10/2020	253.15	12/31/2020	00	RECONCILED	
41210	900	US BANK EQUIPMENT FINANCE	12/10/2020	232.66	12/31/2020	00	RECONCILED	
41211	658	WKDE-FM	12/10/2020	710.00	12/31/2020	00	RECONCILED	
41212	415	WOODALL & LANG INC	12/10/2020	3,085.00	12/31/2020	00	RECONCILED	
41213	84	ALTAVISTA JOURNAL	12/16/2020	785.60	12/31/2020	00	RECONCILED	
41214	966	BRISCO APPAREL CO INC	12/16/2020	675.00		00	OUTSTANDING	
41215	294	BUSINESS CARD	12/16/2020	13,802.78	12/31/2020	00	RECONCILED	
41216	736	MARVIN CLEMENTS	12/16/2020	75.00	12/31/2020	00	RECONCILED	
41217	32	CONTROL EQUIPMENT CO INC	12/16/2020	953.13	12/31/2020	00	RECONCILED	
41218	912	DAYS INN	12/16/2020	723.68		00	OUTSTANDING	
41219	36	DOMINION VIRGINIA POWER	12/16/2020	48,804.85	12/31/2020	00	RECONCILED	
41220	676	TIMOTHY GEORGE	12/16/2020	50.00	12/31/2020	00	RECONCILED	
41221	916	GRANITE TELECOMMUNICATIONS	12/16/2020	647.66	12/31/2020	00	RECONCILED	
41222	50	GRETNA TIRE INC	12/16/2020	3,365.24	12/31/2020	00	RECONCILED	
41223	974	HILL STUDIO PC	12/16/2020	1,320.20	12/31/2020	00	RECONCILED	
41224	332	HURT & PROFFITT INC	12/16/2020	6,517.30	12/31/2020	00	RECONCILED	
41225	892	J & J PORTAPOTTY INC	12/16/2020	85.00	12/31/2020	00	RECONCILED	
41226	564	JOHN JORDAN	12/16/2020	75.00		00	OUTSTANDING	
41227	964	LYNCHBURG SPECIALTY ENGRAVING	12/16/2020	25.95	12/31/2020	00	RECONCILED	
41228	829	MARIE MITCHELL	12/16/2020	50.00	12/31/2020	00	RECONCILED	
41229	954	JENNIFER MORTON	12/16/2020	50.00	12/31/2020	00	RECONCILED	
41230	798	PEED & BORTZ LLC	12/16/2020	13,910.00	12/31/2020	00	RECONCILED	
41231	857	RIVERSTREET NETWORKS	12/16/2020	367.21	12/31/2020	00	RECONCILED	
41232	211	E WAYNE SLOOP PHD PC	12/16/2020	60.00	12/31/2020	00	RECONCILED	
41233	117	SPS VAR LLC	12/16/2020	4,350.00		00	OUTSTANDING	
41234	136	USABLUEBOOK	12/16/2020	181.86	12/31/2020	00	RECONCILED	
41235	601	VACORP	12/16/2020	353.94		00	OUTSTANDING	
41236	885	VIRGINIA RISK SHARING ASSOCIAT	12/16/2020	31,577.25	12/31/2020	00	RECONCILED	
41237	110	VUPS INC	12/16/2020	74.55	12/31/2020	00	RECONCILED	
41238	756	WAGeworks INC	12/16/2020	128.92	12/31/2020	00	RECONCILED	
41239	917	WALMART	12/16/2020	6,560.00	12/31/2020	00	RECONCILED	
41240	793	XEROX FINANCIAL SERVICES	12/16/2020	415.78		00	OUTSTANDING	



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41241	9	AFLAC	12/22/2020	3,397.25		00	OUTSTANDING	
41242	126	ALTAVISTA VOLUNTEER FIRE CO IN	12/22/2020	15,000.00		00	OUTSTANDING	
41243	963	ALTEC NUECO LLC	12/22/2020	59,900.00		00	OUTSTANDING	
41244	91	ANTHEM BLUE CROSS/BLUE SHIELD	12/22/2020	43,280.00	12/31/2020	00	RECONCILED	
41245	103	BEACON CREDIT UNION	12/22/2020	305.00	12/31/2020	00	RECONCILED	
41246	208	CAMPBELL COUNTY TREASURER	12/22/2020	1,741.52	12/31/2020	00	RECONCILED	
41247	960	WILLIAM GORDON CASEY JR	12/22/2020	5,530.00		00	OUTSTANDING	
41248	1	DESTINEE TOMPKINS	12/22/2020	146.31		00	OUTSTANDING	
41249	284	DEWBERRY ENGINEERS INC	12/22/2020	1,575.00		00	OUTSTANDING	
41250	569	DIAMOND PAPER CO INC	12/22/2020	1,680.00		00	OUTSTANDING	
41251	394	ELECTRONIC SYSTEMS INC	12/22/2020	287.28		00	OUTSTANDING	
41252	49	GERALDINE KAUFFMAN	12/22/2020	2,913.75		00	OUTSTANDING	
41253	57	ICMA RETIREMENT TRUST-457 #304	12/22/2020	295.00		00	OUTSTANDING	
41254	386	IDS SECURITY	12/22/2020	72.00		00	OUTSTANDING	
41255	58	INSTRUMENTATION SERVICES INC	12/22/2020	708.00		00	OUTSTANDING	
41256	957	JESSE F KIRBY JR	12/22/2020	1,296.20	12/31/2020	00	RECONCILED	
41257	820	MASON'S TREE SERVICE	12/22/2020	21,000.00	12/31/2020	00	RECONCILED	
41258	853	THOMAS MERRICKS	12/22/2020	2,228.00		00	OUTSTANDING	
41259	212	MOORES ELECTRICAL & MECHANICAL	12/22/2020	2,758.00	12/31/2020	00	RECONCILED	
41260	9999999	MORTON MARTIN JAMES	12/22/2020	32.95		00	OUTSTANDING	
41261	654	MORTON SALT INC	12/22/2020	1,154.90		00	OUTSTANDING	
41262	798	PEED & BORTZ LLC	12/22/2020	1,612.00	12/31/2020	00	RECONCILED	
41263	380	R K CHEVROLET	12/22/2020	54,555.00		00	OUTSTANDING	
41264	975	REVIZE LLC	12/22/2020	8,960.00		00	OUTSTANDING	
41265	857	RIVERSTREET NETWORKS	12/22/2020	2,462.58		00	OUTSTANDING	
41266	778	SPRINT	12/22/2020	1,179.19	12/31/2020	00	RECONCILED	
41267	85	TREASURER OF VA /CHILD SUPPORT	12/22/2020	253.15		00	OUTSTANDING	

BANK: 00 \*\*\*\*\*

NO. OF CHECKS: 129 CHECKS OUTSTANDING 810,094.08 \*\*\*  
 OUTSTANDING CHECKS: 26 RECONCILED CHECKS: 103 VOID CHECKS:  
 168,039.57 642,054.51 .00

.00

PREPARED 01/07/2021, 8:03:44

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 \*\*\*\*\*

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 12/01/2020 TO: 12/31/2020

PAGE 4

ACCOUNTING PERIOD 06/2021

REPORT NUMBER 26

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	129	TOTAL CHECKS	810,094.08	***				
OUTSTANDING CHECKS:	26	RECONCILED CHECKS:	103	VOID CHECKS:				
	168,039.57		642,054.51	.00				.00

Town of Altavista  
FY 2021 Revenue Report  
50% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	210,000	210,000	124,718	59	206,691	98	210,000
Public Service - Real & Personal	98,700	98,700	85,968	87	91,235	92	98,700
Personal Property	260,000	260,000	114,096	44	134,165	52	260,000
Personal Property - PPTRA	100,000	100,000	0	0	6,424	6	100,000
Machinery & Tools	1,844,000	1,844,000	1,225,071	66	2,009,151	109	1,844,000
Mobile Homes - Current	150	150	29	20	120	80	150
Penalties - All Taxes	4,500	4,500	718	16	1,570	35	4,500
Interest - All Taxes	3,500	3,500	336	10	1,934	55	3,500
Local Sales & Use Taxes	165,000	165,000	17,144	10	66,800	40	165,000
Local Electric and Gas Taxes	114,000	114,000	9,131	8	45,946	40	114,000
Local Motor Vehicle License Tax	46,000	46,000	13,360	29	36,724	80	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	14,409	18	50,547	63	80,000
Local Meal Taxes	973,000	973,000	79,536	8	429,776	44	973,000
Container Rental Fees	1,300	1,300	0	0	33	3	1,300
Communications Tax	34,000	34,000	2,543	7	10,356	30	34,000
Transit Passenger Revenue	5,000	5,000	20	0	40	1	5,000
Local Cigarette Tax	130,000	130,000	11,250	9	60,113	46	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	851	1	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	166	0	2,700

Town of Altavista  
FY 2021 Revenue Report  
50% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	60	5	553	50	1,100
Fines & Forfeitures - Court	15,000	15,000	59	0	2,870	19	15,000
Parking Fines	300	300	0	0	0	0	300
Interest and Interest Income	190,000	190,000	1,324	1	21,033	11	190,000
Rents - Rental of General Property	1,000	1,000	0	0	750	75	1,000
Rents - Pavilion Rentals	2,500	2,500	0	0	0	0	2,500
Rents - Booker Building Rentals	3,300	3,300	0	0	0	0	3,300
Rents - Rental of Real Property	80,000	80,000	3,847	5	24,122	30	80,000
Property Maintenance Enforcement	0	0	0	0	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	0	0	16,099	98	16,450
State DCJS Grant	89,100	89,100	22,284	25	44,568	50	89,100
State Rental Taxes	1,000	1,000	91	9	402	40	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	15,000	119	15,000	119	12,600
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	2,448	0	6,480	0	0
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	1,779	94	1,779	94	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	666	3	3,307	14	23,000
VDOT TEA 21 Grant	0	0	0	0	-17,936	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	47,158	37	72,581	57	126,950
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
CARES Funding	0	0	0	0	594,321	0	594,321

Town of Altavista  
FY 2021 Revenue Report  
50% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>General Fund Revenue (Continued)</b>							
Misc. - Sale of Supplies & Materials	7,500	7,500	703	9	-3,513	-47	7,500
Misc. - Cash Discounts	100	100	0	0	6	6	100
Miscellaneous	25,000	25,000	6,560	26	240,278	961	25,000
Misc / Canoe Launch Project	0	0	0	0	778	0	0
Reimbursement of Insurance Claim	0	0	0	0	8,703	0	0
Misc. - State Forfeiture Fund	0	0	0	0	8,441	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding	0	0	0	0	138	0	0
Police Challenge Coin	0	0	0	0	0	0	0
Donations	0	0	0	0	100	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	0	0	0	3,000
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	176,290	176,290	0	0	0	0	176,290
Transfer from CIF	0	0	0	0	0	0	0
	<b><u>5,111,710</u></b>	<b><u>5,111,710</u></b>	<b><u>1,800,309</u></b>	<b><u>35</u></b>	<b><u>4,201,106</u></b>	<b><u>82</u></b>	<b><u>5,706,031</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
50% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,503,750	7,503,750	541,260	7	3,071,458	41	7,503,750
Debt Service	806,850	806,850	0	0	367,343	0	806,850
CIP	1,678,510	1,678,510	459,920	27	1,829,989	109	1,678,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	138	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>10,079,110</u>	<u>10,079,110</u>	<u>1,001,179</u>	<u>10</u>	<u>5,268,928</u>	<u>52</u>	<u>10,079,110</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
50% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	39,400	39,400	3,256	8	22,056	56	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	16,740	0	0
Administration - TOTAL:	<u>39,400</u>	<u>39,400</u>	<u>3,256</u>	<u>8</u>	<u>38,796</u>	<u>98</u>	<u>39,400</u>
Administration							
Operations	906,610	906,610	90,750	10	457,065	50	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	41,000	13,310	32	191,497	467	41,000
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>104,060</u>	<u>11</u>	<u>648,562</u>	<u>68</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	15,663	3	114,538	24	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA	0	0	0	0	-138	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>364,010</u>	<u>15,663</u>	<u>4</u>	<u>114,538</u>	<u>31</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>15,663</u>	<u>4</u>	<u>114,538</u>	<u>31</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	83,297	7	532,448	48	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	75,250	2,900	4	71,930	96	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>86,197</u>	<u>7</u>	<u>604,378</u>	<u>51</u>	<u>1,196,040</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
50% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,046,160	1,046,160	105,541	10	447,742	43	1,046,160
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	654,300	654,300	124,125	19	269,093	41	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>229,666</u>	<u>13</u>	<u>732,623</u>	<u>43</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	0	0	1,981	4	50,100
CIP	200,000	200,000	0	0	0	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>0</u>	<u>0</u>	<u>1,981</u>	<u>1</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	11,894	8	59,709	38	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>11,894</u>	<u>8</u>	<u>59,709</u>	<u>38</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	9,283	7	59,226	46	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	109,800	781	1	781	1	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>10,065</u>	<u>4</u>	<u>60,007</u>	<u>25</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	5,412	8	38,464	56	68,350
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>5,412</u>	<u>7</u>	<u>38,464</u>	<u>52</u>	<u>73,350</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
50% of Year Lapsed

GENERAL FUND TOTALS

Operations	3,881,650	3,881,650	325,096	8	1,733,229	45	3,881,650
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	1,085,350	1,085,350	141,116	13	550,041	51	1,085,350
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,987,410</u>	<u>4,987,410</u>	<u>466,213</u>	<u>9</u>	<u>2,299,059</u>	<u>46</u>	<u>4,987,410</u>

Town of Altavista  
Council / Planning Commission  
FY 2021 Expenditure Report  
50% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	28,000	28,000	2,632	9	15,445	55	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	6,400	6,400	624	10	6,612	103	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	16,740	0	0
<b>Total Expenditures</b>	<b>39,400</b>	<b>39,400</b>	<b>3,256</b>	<b>8</b>	<b>38,796</b>	<b>98</b>	<b>39,400</b>

Town of Altavista  
Administration  
FY 2021 Expenditure Report  
50% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	519,100	519,100	46,442	9	227,484	44	519,100
Other Employee Benefits	36,060	36,060	354	1	10,749	30	36,060
Services	234,700	234,700	27,349	12	140,645	60	234,700
Other Charges	74,750	74,750	13,893	19	58,179	78	74,750
Materials & Supplies	42,000	42,000	2,711	6	20,008	48	42,000
Capital Outlay	41,000	41,000	13,310	32	191,497	467	41,000
<b>Total Expenditures</b>	<b>947,610</b>	<b>947,610</b>	<b>104,060</b>	<b>11</b>	<b>648,562</b>	<b>68</b>	<b>947,610</b>

Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	56,260	56,260	0	0	14,610	26	56,260
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	0	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	166,150	166,150	0	0	7,500	5	166,150
Contribution - YMCA Recreation Program	100,000	100,000	0	25	50,000	50	100,000
Contribution - Altavista Fire Co.	12,600	12,600	15,000	119	15,000	119	12,600
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	2,000	40	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>341,010</b>	<b>341,010</b>	<b>15,000</b>	<b>4</b>	<b>89,110</b>	<b>26</b>	<b>341,010</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	9,520	0	0
Fuel - Fire Company	23,000	23,000	663	3	3,327	14	23,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>23,000</b>	<b>23,000</b>	<b>663</b>	<b>3</b>	<b>12,847</b>	<b>56</b>	<b>23,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>364,010</b>	<b>364,010</b>	<b>15,663</b>	<b>4</b>	<b>101,957</b>	<b>28</b>	<b>364,010</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
EDA Checking Account	0	0	0	0	4,500	0	0
<b>TRANSFER OUT - TOTAL</b>	<b>119,300</b>	<b>119,300</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4</b>	<b>119,300</b>
<b>CAPITAL OUTLAY - NEW</b>							
Improvements Other than Building / Cardno	0	0	0	0	8,081	0	0
<b>CAPITAL OUTLAY - NEW - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,081</b>	<b>0</b>	<b>0</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>483,310</b>	<b>483,310</b>	<b>15,663</b>	<b>3</b>	<b>114,538</b>	<b>24</b>	<b>483,310</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,010</b>	<b>364,010</b>	<b>15,663</b>	<b>4</b>	<b>110,038</b>	<b>30</b>	<b>364,010</b>

Town of Altavista  
Public Safety  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	959,000	959,000	68,153	7	438,700	46	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	1,845	5	14,257	42	34,340
Other Charges	54,550	54,550	7,492	14	44,321	81	54,550
Materials & Supplies	72,900	72,900	5,806	8	35,170	48	72,900
Capital Outlay	75,250	75,250	2,900	4	71,930	96	75,250
<b>Total Expenditures</b>	<b>1,196,040</b>	<b>1,196,040</b>	<b>86,197</b>	<b>7</b>	<b>604,378</b>	<b>51</b>	<b>1,196,040</b>

Town of Altavista  
Public Works  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	652,950	652,950	43,592	7	265,479	41	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	14,108	25	27,967	49	57,260
Other Charges	46,180	46,180	32,129	70	63,153	137	46,180
Materials & Supplies	289,770	289,770	15,712	5	91,143	31	289,770
Debt Service	20,410	20,410	0	0	15,789	77	20,410
Capital Outlay	654,300	654,300	124,125	19	269,093	41	654,300
<b>Total Expenditures</b>	<b>1,720,870</b>	<b>1,720,870</b>	<b>229,666</b>	<b>13</b>	<b>732,623</b>	<b>43</b>	<b>1,720,870</b>

Town of Altavista  
Community Development  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>COMMUNITY DEVELOPMENT - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	127,600	127,600	6,758	5	50,394	39	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	510	5	1,374	14	10,000
Other Charges	15,150	15,150	4,601	30	7,833	52	15,150
Materials & Supplies	4,350	4,350	26	1	108	2	4,350
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>157,100</b>	<b>157,100</b>	<b>11,894</b>	<b>8</b>	<b>59,709</b>	<b>38</b>	<b>157,100</b>



Town of Altavista  
Economic Development  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	1,981	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
<b>Total Expenditures</b>	<b>250,100</b>	<b>250,100</b>	<b>0</b>	<b>0</b>	<b>1,981</b>	<b>1</b>	<b>250,100</b>

Town of Altavista  
Transit System  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	103,470	103,470	6,931	7	43,633	42	103,470
Services	2,050	2,050	0	0	275	13	2,050
Other Charges	4,010	4,010	400	10	6,750	168	4,010
Materials & Supplies	19,600	19,600	1,952	10	8,567	44	19,600
Capital Outlay	109,800	109,800	781	1	781	1	109,800
<b>Total Expenditures</b>	<b>238,930</b>	<b>238,930</b>	<b>10,065</b>	<b>4</b>	<b>60,007</b>	<b>25</b>	<b>238,930</b>

Town of Altavista  
Avoca Museum  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	67,900	67,900	5,340	8	32,713	48	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	72	16	5,642	1,254	450
Materials & Supplies	0	0	0	0	110	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
<b>Total Expenditures</b>	<b>73,350</b>	<b>73,350</b>	<b>5,412</b>	<b>7</b>	<b>38,464</b>	<b>52</b>	<b>73,350</b>

Town of Altavista  
FY 2021 Revenue Report  
50% of Year Lapsed

Enterprise Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	8,000	8,000	873	11	14,633	183	8,000
Water Charges - Industrial	1,283,320	1,283,320	101,293	8	545,413	43	1,283,320
Water Charges - Business/Residential	280,000	280,000	49,724	18	120,480	43	280,000
Water Charges - Outside Community	173,000	173,000	18,845	11	71,026	41	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	3,750	250	1,500
Bulk Water Purchase	2,000	2,000	240	0	11,657	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	134,708	9	644,436	41	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	46,274	19	110,292	44	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	386	15	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	0	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	834	1	22,540	16	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,430	9	20,227	40	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	36,046	26	72,755	52	140,000
Misc. Cash Discounts	0	0	0	0	5	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	900	4	6,575	26	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	0	0	208,950	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520	0	0	0	0	62,520
Transfer in From General Fund	0	0	0	0		0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,014,340</u></b>	<b><u>4,014,340</u></b>	<b><u>394,168</u></b>	<b><u>10</u></b>	<b><u>1,853,125</u></b>	<b><u>46</u></b>	<b><u>4,014,340</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
50% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,376,490	1,376,490	92,840	7	578,291	42	1,376,490
Debt Service	604,090	604,090	0	0	351,554	0	604,090
CIP	229,650	229,650	43,676	19	177,846	77	229,650
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,210,230</u>	<u>136,516</u>	<u>6</u>	<u>1,107,691</u>	<u>50</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,490,060	113,589	8	659,651	44	1,490,060
Debt Service	182,350	182,350	0	0	0	0	182,350
CIP	131,700	131,700	217,198	165	1,027,174	<u>780</u>	131,700
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,804,110</u>	<u>330,787</u>	<u>18</u>	<u>1,686,825</u>	<u>93</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	206,428	7	1,237,942	43	2,866,550
Debt Service	786,440	786,440	0	0	351,554	0	786,440
CIP	361,350	361,350	260,875	<u>72</u>	1,205,020	<u>333</u>	361,350
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>4,014,340</u>	<u>4,014,340</u>	<u>467,303</u>	<u>12</u>	<u>2,794,516</u>	<u>70</u>	<u>4,014,340</u>

Town of Altavista  
Water Department  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	688,690	688,690	51,892	8	311,132	45	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	1,415	1	32,106	22	147,100
Other Charges	242,450	242,450	16,178	7	98,813	41	242,450
Materials & Supplies	298,250	298,250	23,355	8	136,240	46	298,250
Debt Service	604,090	604,090	0	0	351,554	0	604,090
Capital Outlay	229,650	229,650	43,676	19	177,846	77	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>2,210,230</b>	<b>2,210,230</b>	<b>136,516</b>	<b>6</b>	<b>1,107,691</b>	<b>50</b>	<b>2,210,230</b>

Town of Altavista  
Wastewater Department  
FY 2021 Expenditure Report  
50% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	809,710	809,710	60,226	7	374,449	46	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	137	0	24,538	56	43,800
Other Charges	396,350	396,350	39,085	10	185,942	47	396,350
Materials & Supplies	240,200	240,200	14,141	6	74,722	31	240,200
Debt Service	182,350	182,350	0	0	0	0	182,350
Capital Outlay	131,700	131,700	217,198	165	1,027,174	780	131,700
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>1,804,110</b>	<b>1,804,110</b>	<b>330,787</b>	<b>18</b>	<b>1,686,825</b>	<b>93</b>	<b>1,804,110</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
50% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	705,000	705,000	7,959	1	86,759	12	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>57,928</u>	<u>25</u>	<u>74,928</u>	<u>32</u>	<u>231,810</u>
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>65,887</u>	<u>7</u>	<u>161,687</u>	<u>17</u>	<u>936,810</u>

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	50,550	50,550	1,776	4	13,528	27	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>1,776</u>	<u>2</u>	<u>13,528</u>	<u>18</u>	<u>75,550</u>



Town of Altavista  
FY 2021 State/Highway Fund  
50% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	112	0	1,073	0	0
Street & Highway Maintenance	730,000	730,000	194,569	27	377,581	52	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	0	0	2	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b>936,810</b>	<b>936,810</b>	<b>194,681</b>	<b>21</b>	<b>378,656</b>	<b>40</b>	<b>936,810</b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	97	0	8,988	19	48,200
Maintenance - Pavement	400,000	400,000	0	0	7,981	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	3,724	7	25,639	45	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	191	2	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	2,163	4	11,517	19	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,037	2	26,049	52	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	901	1	6,393	8	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b>705,000</b>	<b>705,000</b>	<b>7,959</b>	<b>1</b>	<b>86,759</b>	<b>12</b>	<b>705,000</b>
Motor Vehicles- Replc.	90,560	90,560	29,950	33	29,950	33	90,560
Machinery & Equip. - Replc.	39,250	39,250	16,366	42	16,366	42	39,250
Machinery & Equip. - New	17,000	17,000	0	0	17,000	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	11,612	14	11,612	14	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b>231,810</b>	<b>231,810</b>	<b>57,928</b>	<b>25</b>	<b>74,928</b>	<b>32</b>	<b>231,810</b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b>936,810</b>	<b>936,810</b>	<b>65,887</b>	<b>7</b>	<b>161,687</b>	<b>17</b>	<b>936,810</b>

Town of Altavista  
FY 2021 Cemetery Fund  
50% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Permits/Burials	17,250	17,250	1,800	10	12,800	74	17,250
Interest/Interest Income	0	0	2,859	0	5,417	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	4,500	113	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>4,659</b>	<b>6</b>	<b>22,767</b>	<b>30</b>	<b>75,550</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	1,124	12	4,318	45	9,700
Salaries and Wages/Overtime	1,000	1,000	210	21	857	86	1,000
Benefits/FICA	800	800	94	12	367	46	800
Benefits/VRS	1,000	1,000	10	1	127	13	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	220	14	563	36	1,550
Benefits/Group Life	200	200	16	8	60	30	200
VRS Hybrid Employer Contr.	0	0	90	0	271	0	0
ICMA Hybrid Employer Contr.	0	0	14	0	41	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	-1,502	-15	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	0	0	7,425	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>1,776</b>	<b>2</b>	<b>13,528</b>	<b>18</b>	<b>75,550</b>

Town of Altavista  
Investment and Deposit Totals  
Balance as of  
December 31, 2020



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	4,779,380.48	
Certificate of Deposit	2,926,394.54	
LGIP	7,642,010.43	
Sub-Total		\$ 15,347,785.45

**Enterprise Fund Reserves**

Money Market Account	229,604.83	
Certificate of Deposit		
LGIP	556,699.78	
Sub-Total		\$ 786,304.61

**Total Undesignated** \$ 16,134,090.06

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	57,361.92	
Certificate of Deposit	0.00	
LGIP	1,005,683.37	
Sub-Total		\$ 1,063,045.29

**Green Hill Cemetery**

Money Market Account	50,396.93	
Certificate of Deposit	620,512.84	
LGIP	77,181.92	
Sub-Total		\$ 748,091.69

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,567.70	
Sub-Total		\$ 270,567.70

**Federal Forfeiture Account**

\$2,885.82

**State Forfeiture Account**

\$13,565.15

**Operating Cash Account**

\$ 1,289,025.50

**Total Designated** \$ 3,387,181.15

**Grand Total Investments and Deposits** \$ 19,521,271.21

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	8,130,440.00
PCB	569,707.59
Accrued Liability	173,549.00
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	2,500.00
Funds earmarked for items not completed during prior FY	639,955.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	229,600.00
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00
Main St Sidewalk Extension Match (VDOT)	187,158.00
Operating Acct over recommended balance (taxes)	

**Balance Remaining of Undesignated Funds** \$ 5,159,245.70

**RESERVE POLICY FUNDS**

**General Fund:** The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11) 6,133,612

**Enterprise Fund:** Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,996,828

**Total Reserve Policy Funds** 8,130,440