



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session

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

Tuesday, March 23, 2021
5:00 p.m. – Council's Chambers

5:00 p.m. Call to Order

1. **AGENDA ADOPTION**

2. **RECOGNITIONS AND PRESENTATIONS**

- **Source Water Protection Plan**

3. **CITIZEN'S TIME (Agenda Items Only)**

Citizens 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.)

4. **ITEMS REFERRED FROM PREVIOUS MEETINGS**

5. **ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

- A. **Chamber of Commerce Event Update**
- B. **FY2021 Budget Amendments**
- C. **Consideration of Grass Maintenance Services Contract**
- D. **Consideration of Declaration of Town property as Surplus**
- E. **FY2022 Budget and FY2022-2026 Capital Improvement Plan Discussion**

6. **UPDATES/INFORMATIONAL ITEMS**

- A. **Brownfields Grant Update**
- B. **Dalton's Landing Canoe Launch Update**
- C. **Spark Innovation Center Update**

7. **PUBLIC COMMENT (Non-Agenda Items)**

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

8. **MATTERS FROM COUNCIL**

- A. **Boat Launch Trash Receptacles**

9. **CLOSED SESSION**

Section 2.2-3711 (A) (1) regarding discussion of the annual performance evaluation of the Town Manager.

9. **CLOSED SESSION (continued)**

Section 2.2-3711 (A) (5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

10. **ADJOURNMENT**

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (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 Item #: 2

Recognitions and Presentations

Title: Source Water Protection Program

Staff Resource: Tom Fore, Utilities Director
Sharon Williams, Community Development Coordinator

Action(s):

- Approval of Source Water Protection Program. This item can be placed on the April 13th Regular Meeting Consent Agenda for approval. If Council needs additional time, it can be placed on a future agenda for discussion.

Explanation:

Source Water Protection is a voluntary program in Virginia. Proposed source water protection strategies are not mandated by state or federal regulations. Proposed commitments and schedules by waterworks' representatives are subject to change. Surface water is vulnerable to contamination by several pathways.

Background:

The Source Water Protection Program was presented to the Planning Commission after 2 years of investigation and drafting the Source Water Protection Program document. The Planning Commission has recommended approval of the Program to Council for Implementation.

The water treatment plant treating the Town of Altavista's drinking water consists of two intakes located along the bank of the Staunton River and Reed Creek. The intake sources are supplemented by two groundwater sources, McMinnis Spring and Reynolds Spring. There is a total water storage capacity of 3.733 million gallons for Altavista's water system (with CCUSA providing 400,000 GPD from Otter River). The Town of Altavista water system serves approximately 1,600 connections with an average use of 2.1 MGD (million gallons per day) and a peak use as high as 2.7 MGD. The Town's water distribution system utilizes two (2) booster pump stations to help distribute treated water throughout the Town. The Town of Altavista also sells water in bulk to the Town of Hurt, the citizens living in North Holly Hills and Tardy Mountain Road areas just outside of town. All the storage tanks result in a combined storage capacity of 3,300,000 gallons. The Town of Altavista Water Plant provides water to the residents and industrial users in the Town of Altavista and areas of Campbell County and has a capacity of 3.0 MGD based on their filtration capacity.

PLAN PURPOSE

The purpose of the Source Water Protection Plan (SWPP) is to protect surface water, which serves as a source of public water supply, from the threat of contamination because of accidents or unwise practices from nearby residential, industrial, commercial, agricultural, waste management, or transportation activities.

PLAN GOALS

The goals of the SWPP are:

- To promote public health, economic development, and community infrastructure by maintaining an adequate drinking water supply for all residents of the community.
- To create an awareness of the communities' drinking water source(s); and
- To provide for a comprehensive action plan in case of an emergency affecting the water source

Funding Source(s):

No funds are required as the SWPP was funded through a grant provided by the Virginia Department of Health Office of Water Programs. We had included a cost of \$70,000.00 in the FAIP and were fortunate to take advantage of the grant.

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

- *SWPP Executive Summary*
- *The Source Water Protection Program document was previously provided to Town Council via Dropbox. (259 pages).*

PROTECTION OF SURFACE WATER SOURCES

Protection of sources which supply public drinking water is of vital importance to the residents of the Town of Altavista. The water supply represents a valuable resource and investment which, if it were to become polluted, could negatively impact public health and would be expensive to restore or replace. Reducing or preventing chemical and microbiological contamination of source waters may allow public waterworks to avoid costly treatments and minimize monitoring requirements. The costs associated with drinking water contamination include the following:

- Providing emergency replacement water.
- Paying for treatment and/or remediation expenses.
- Paying to decontaminate or replace water treatment plant infrastructure affected by contamination.
- Finding and developing new supplies.
- Paying for consulting services and staff time.
- Litigating against responsible parties.
- Conducting public information campaigns when incidents occur.
- Potential fines associated with failure to meet the regulations of the Safe Drinking, Water Act, such as the Disinfection Byproduct and monitoring requirements.
- Reducing property value or tax revenue.
- Adding health-related costs from exposure to contaminated water; and
- Loss of production for individuals and businesses that rely on a clean water supply and loss of economic development opportunities.

Additionally, there are other consequences that are associated with contaminated water supplies, including:

- Community fear of the potential harm to their families.
- Community objection to use of treated drinking water.

Many normal day-to-day activities could have the unintended consequence of compromising the community's drinking water supply. Leaking aboveground storage tanks, commercial, industrial, and agricultural activities, storm water runoff, failing septic systems discharges, sanitary sewer overflows, improper use or disposal of household chemicals and fuels, and hazardous materials passing along transportation corridors all have the potential of being sources of contamination when they are in the contributing areas to the public water supply. Preventing contamination is the key to keeping surface water supplies safe.

Source Water Protection is a voluntary program in Virginia. Proposed source water protection strategies are not mandated by state or federal regulations. Proposed commitments and schedules by waterworks' representatives are subject to change.

Surface water is vulnerable to contamination by several pathways, including:

- Inorganic contaminants as a result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Microbial contaminants, such as viruses and bacteria, which can come from sewage treatment plants, failing septic systems, agricultural livestock operations and wildlife.

- Pesticides and herbicides, which can come from a variety of sources such as agriculture, storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban storm water runoff and failing septic systems; and
- Radioactive contaminants, which can occur naturally or as the result of oil and gas production and mining activities.
- Any of the above contaminants as a result of chemical spills from storage tanks, trains, trucks, or pipelines.

The characteristics (land use, land cover, soil types, vegetation types, etc.) within the watershed can also impact the likelihood of contamination from a potential source migrating to a surface water intake. Preventing contamination is key to keeping drinking water supplies safe.

PLAN PURPOSE

The purpose of the Source Water Protection Plan (SWPP) is to protect surface water which serves as a source of public water supply from the threat of contamination as a result of accidents or unwise practices from nearby residential, industrial, commercial, agricultural, waste management, or transportation activities.

PLAN GOALS

The goals of the SWPP are:

- To promote public health, economic development, and community infrastructure by maintaining an adequate drinking water supply for all residents of the community.
- To create an awareness of the communities' drinking water source(s); and
- To provide for a comprehensive action plan in case of an emergency affecting the water source.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

Items for Discussion

Title: Chamber of Commerce Event(s) Update

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Per Council's discussion, if necessary.

Explanation:

- Mayor Mattox and the Town Manager met with several representatives of the Chamber of Commerce recently. The Chamber had set a date of March 15th concerning making a decision about the 2021 Uncle Billy's Day event; as you now know, the Chamber has opted not to proceed with the event this year.
- Representatives of the Chamber will update Town Council on their thoughts/plans regarding events moving forward.

Background:

- Historically the Uncle Billy's Day event has been held on the weekend of the first Saturday of June. Due to the COVID-19 pandemic and imposed restrictions, the 2020 event was cancelled and recently the Chamber announced that the 2021 UBD event has been cancelled as well.
- The Town of Altavista has financially assisted with the Uncle Billy's Day event in the past. The Town annually has set aside \$20,000 in "seed money" for the event, as well as cost sharing in insurance and porta-potty costs at an annual approximate cost of \$3,200.
- The Chamber Board has been developing plans for potential future events.

Funding Source(s):

The FY2021 Town Budget allocated \$20,000 for "seed money" for the Uncle Billy's Day event for the Chamber's use. These funds come out of the General Fund revenues.

Attachment(s):

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 5B

Items For Discussion (New & Unfinished)

Title: FY2021 Budget Amendments/Departmental Transfers

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Council may do one of the following:

- By Consensus place these items on the April 13th Regular Meeting Consent Agenda for approval.
- Provide alternative direction to staff, based on discussion.
- Take no action, at this time.

Explanation:

To revise the FY2021 Budget to reflect changes that have occurred thus far during the fiscal year.

Background:

Items that arise during a fiscal year that have been previously approved by Town Council, require amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as the reason and when Council directed staff on the action. Some of the items may be receipt of unbudgeted revenue, which require an amendment to the budget as well.

Funding Source(s):

Amendments as directed by previous action of Council or the receipt of funds to cover an associated expense.

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

- Memo- Budget Amendments/Departmental Transfers [\(LINK\)](#)



DATE: March 17, 2021
TO: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments / Departmental Transfers

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

- Purchase of Property: 7th Street / Campbell Ave. \$ 64,030
(Council Approval: June 9, 2020)
- Purchase of Property: 524 & 528 Main Street \$ 265,000
(Council Approval: July 14, 2020)
- Access Control System \$ 54,160
(Consensus: May 26, 2020)
- Firing Range Extension \$ 9,100
(Council Approval: October 9, 2018)
- Removal & Pruning of trees at English Park \$ 48,370
(Council Approval: October 13, 2020)
- Gratitude Pay – Redistribution of Funds \$ -0-
(Council Approval: October 13, 2020)
- Safety Fence / 7th Street Property \$ 5,800
(Council Approval: January 12, 2021)
- Rt. 43 Streetscape Project \$ 62,150
(Council Approval: May 14, 2019)
- Fence Replacement / War Memorial Ballfield \$ 24,000
(Council Approval: August 11, 2020)
- Mosley Park / Pavilion Structure \$ 19,000
(Council Approval: August 25, 2020)
- Installation of Bus Shelter \$ 780
(Council Approval: October 13, 2020)

- Fire Grant \$ 2,400
(Revenue Received through Grant)
- Avoca Security Cameras \$ 3,300
(Council Approval: August 11, 2020)
- Military Flags \$ 140
(Revenue Received through War Memorial Account)
- Consulting Services / Mr. W. Maddy \$ 4,500
(Funded through AEDA)
- Insurance Claims \$ 11,690
(Reimbursable through insurance)
- Federal/State Forfeiture Accounts \$ 4,600
(Revenue Received through seizures)

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

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



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Land (New) 010-1101-401.82-16	\$ 64,030.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 64,030.00

Summary

To appropriate \$64,030 to purchase the property located at the corner of 7th Street and Campbell Avenue, formally owned by Shelton & Hailey Company as approved at the June 9, 2020 regular Council meeting.

Budget Impact

This will result in a net increase to the budget of \$64,030.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Land (New) 010-1101-401.82-16	\$ 265,000.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 265,000.00

Summary

To appropriate \$265,000 to purchase the property located at 524 and 528 Main Street (Tax Parcels 83A-11-15-20 and 83A-11-15-21) from Dr. David West, in accordance with the Contract of Sale, as approved at the July 14, 2020 Council meeting.

Budget Impact

This will result in a net increase to the budget of \$265,000.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements Other than Building 010-1101-401.82-30	\$ 54,160.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 54,160.00

Summary

To appropriate \$54,160 to implement an Access Control System, which was Phase II of the previously approved APD/Town Hall proposed security upgrade project in the FY2020 CIP, as directed by Council at the May 26, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget of \$54,160.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements other than Building 010-3101-501.81-30	\$ 9,100.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 9,100.00

Summary

To appropriate \$9,100 for the extension of the Police Department Firing Range. This was a FY2018 CIP item that was approved by Council at the October 9, 2018 regular meeting, to carryover funding for. Funds are earmarked in reserves for this project.

Budget Impact

This will result in a net increase to the budget of \$9,100.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Tree Removal & Pruning 010-4104-602.30-42	\$ 36,170.00	
Department of Forestry Grant 010-4104-602.50-95	\$ 12,200.00	
Misc. Revenue - Dept. of Forestry 010-0000-351.04-00		\$ 6,700.00
Transfer In from Reserves 010-0000-361.01-00		\$ 41,670.00

Summary

To appropriate \$48,370 for the removal of dead trees and pruning other trees as necessary. The Town received a grant in the amount of \$6,700 from the Department of Forestry to partially fund this project with town reserves funding the balance, as approved by Council at the October 13, 2020 regular meeting.

Budget Impact

This will result in a net increase to the budget of \$48,370.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Salary - Regular (Public Safety) 010-3101-501.10-02	\$ (57,000.00)	
Gratitude Pay (Administration) 010-1101-401.50-98	\$ 6,000.00	
Gratitude Pay (Public Safety) 010-3101-501.50-98	\$ 3,000.00	
Gratitude Pay (Public Works) 010-4101-601.50-98	\$ 12,750.00	
Gratitude Pay (Transportation) 010-6101-403.50-98	\$ 5,550.00	
Gratitude Pay (Community Development) 010-7201-408.50-98	\$ 2,750.00	
Gratitude Pay (Avoca) 010-9105-801.50-98	\$ 2,000.00	
Gratitude Pay (Wtr Admin) 050-1101-701.50-98	\$ 450.00	
Gratitude Pay (Swr Admin) 050-1101-702.50-98	\$ 300.00	
Gratitude Pay (Water Plant) 050-5001-701.50-98	\$ 9,000.00	
Gratitude Pay (Sewer Plant) 050-5101-702.50-98	\$ 10,000.00	
Gratitude Pay (UT-Distribution) 050-5201-711.50-98	\$ 2,600.00	
Gratitude Pay (UT-Collection) 050-5201-712.50-98	\$ 2,600.00	

Summary

To redistribute \$57,000, as approved by Council at the October 13, 2020 regular meeting, of Public Safety's salary and wages budget to cover the cost associated with "gratitude" pay for all employees, during COVID-19.

Budget Impact

There is no impact to the budget

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay 010-4101-608.81-30	\$ 5,800.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 5,800.00

Summary

To appropriate \$5,800 for the installation of a temporary safety fence at the 7th Street property; not to exceed a total cost of \$10,000, as approved by Council at the January 12, 2021 regular meeting.

Budget Impact

This will result in a net increase to the budget of \$5,800.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Improvements - Rt. 43 Streetscape Project		
010-4101-803.81-30	\$ 62,150.00	
General Fund		
VDOT Map-21 Grant		
010-000-343.03-00		\$ 51,000.00
Transfer In from Designated Reserves		
010-000-361.03-01		\$ 11,150.00

Summary

To appropriate \$62,150 to cover the remaining costs of the Rt.43 Streetscape Project that was awarded to Va. Carolina Paving at the May 14, 2019 Regular meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$62,150. Funds will be transferred in from designated reserves for the town's match on this project, the remaining costs will be funded by the Map 21 Grant.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - War Memorial Ballfield Fence		
010-4104-602.81-08	\$ 24,000.00	
General Fund		
Misc Revenue - Citizens for Altavista Baseball		
010-0000-351.04-00		\$ 12,000.00
Transfer In from Designated Reserves		
010-000-361.03-01		\$ 12,000.00

Summary

To appropriate \$24,000 to cover the costs associated with replacing the fence at Altavista War Memorial Baseball field, as approved at the August 11, 2020 regular meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$24,000. Funding will be split between the Town and Citizens for Altavista Baseball.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Pavilion at Mosley Park		
010-4104-602.82-18	\$ 19,000.00	
General Fund		
Transfer In from Reserves		
010-000-361.01-00		\$ 19,000.00

Summary

To appropriate \$19,000 to cover the costs associated with installing a pavilion structure at Mosley Park as well as a concrete pavilion floor, as approved by Council at the August 25, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$19,000.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements other than Building 010-6101-40.82-30	\$ 780.00	
General Fund Transfer In from Designated Reserves 010-0000-361.03-01		\$ 780.00

Summary

To appropriate \$780 for the installation of a bus shelter that was included in FY2020 CIP for Altavista Community Transit System. Council approved the carryover of funds at the October 13, 2020 regular meeting. Funds are earmarked in reserves for this project.

Budget Impact

This will result in a net increase to the budget of \$780.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Contributions - Fire Grant 010-9101-801.50-72	\$ 2,400.00	
General Fund State / Misc. State Grant (Fire Grant) 010-0000-341.08-00		\$ 2,400.00

Summary

To appropriate \$2,400 for the transfer of funds to the AVFC for the receipt of the annual fire grant awarded. This is a pass through of funds only.

Budget Impact

This will result in a net increase to the budget of \$2,400.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Miscellaneous - Avoca Security Cameras		
010-9105-801.50-32	\$ 3,300.00	
General Fund		
Transfer in from Designated Reserves - Avoca Main. Funds		
010-0000-361.03-01		\$ 3,300.00

Summary

To appropriate \$3,300 for the installation of security cameras at Avoca using a portion of Avoca's "reserve" maintenance funds to cover the cost of the project, as approved by Council at the August 11, 2020 regular meeting.

Budget Impact

This will result in a net increase to the budget of \$2,400.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Agency Fund		
Non-Dept. / War Memorial Account		
060-9102-801.70-03	\$ 140.00	
Transfer in from Designated Account - War Memorial Account		
060-0000-361.09-00		\$ 140.00

Summary

To appropriate \$140 for the replacement of the military flags at the War Memorial Park, per direction of Mr. Ralph English. Funds were transferred in from the War Memorial Account to the Town's Operating Account, to process a check. The amendment is necessary as the War Memorial Account is part of the Town's general ledger.

Budget Impact

This will not impact the Town's budget, as funding is through the War Memorial Account.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
PD-Federal Forfeiture Account		
010-3101-501.50-79	\$ 2,750.00	
PD-State Forfeiture Account		
010-3101-501.50-78	\$ 1,850.00	
General Fund		
Miscellaneous Revenue - PD Forfeiture Accounts		\$ 4,600.00
010-0000-361.08-00		

Summary

To appropriate \$4,600 to cover costs associated with drug enforcement. These funds will be transferred in from the Federal and State Forfeiture Accounts.

Budget Impact

This will no impact the town's budget, as these funds are handled through the Federal and State Forfeiture Accounts.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Reimbursement of Claim		
010-9102-801.50-96	\$ 11,690.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 7,200.00
Miscellaneous Revenue - Damage to Town Property		
010-0000-351.04-00		\$ 2,940.00
Avoca Maintenance Funds		
010-0000-361.03-01		\$ 1,550.00

Summary

To appropriate \$11,690 for the repair of various damaged claims during the fiscal year. Damage to decorative light fixture/pole on Main St., damage to ceiling and wall at Avoca, and damage to the controller for the flow control valve used to fill Melinda Tank should we have issued with the Bedford Tank.

Budget Impact

These funds are fully reimbursable after meeting the deductible.

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

Adopted this 13th day of April 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / EDA Checking Account		
010-9102-802.70-08	\$ 4,500.00	
General Fund		
Transfer In from Designated Funds (EDA LGIP Acct)		
010-0000-361.03-01		\$ 4,500.00

Summary

To appropriate \$4,500 for the consulting services of Walter Maddy. Funds were transferred in from AEDA's LGIP Account to AEDA's Operating checking account, to process a check. The amendment is necessary as AEDA's LGIP account is part of the Town's general ledger.

Budget Impact

This will not impact the Town's Budget as funding is through AEDA.

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

Adopted this 13th day of April 2021

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: DT-1

See Processing Instructions Below

Requester Tobie Shelton Required Department Name : Council Required Date of Request: 2/24/2021 Fiscal Year: 2021
Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer:

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

[Excluding Salary/Wages Line Items](#)

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-1001-400.50-32	\$240.00	Misc. - Election Costs		

Total Debits: \$240.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-1001-400.50-26	-\$240.00	Conventions & Educations		

Total Credits: -\$240.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-2

See Processing Instructions BelowRequester Tobie Shelton

Required

Department
Name : Administration

Required

Date of
Request: 2/24/2021Fiscal Year: 2021Phone #: _____ Email Address: tcshelton@altavistava.govReason for
Transfer:

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

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

Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-1101-401.50-30		\$250.00	Refunds - Cig stamps/meals tax		
010-1101-401.50-34		\$2,680.00	Lodging tax		

Total Debits: \$2,930.00**CREDIT:**

Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-1101-401.50-26		-\$2,930.00	Conventions & Educations		

Total Credits: -\$2,930.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-3

See Processing Instructions BelowRequester Tobie Shelton
*Required*Department
Name : Public Safety
*Required*Date of
Request: 2/24/2021 Fiscal Year: 2021Phone #: _____ Email Address: jemerricks@altavistava.govReason for
Transfer:

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

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

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-3101-501.50-04	\$500.00	Heating Services		
010-3101-501.50-32	\$400.00	Miscellaneous		
010-3101-501.60-04	\$300.00	Repairs & Main.		
010-3101-501.60-10	\$2,150.00	Uniforms		
010-3101-501.60-48	\$8,820.00	Ammunition & Batteries		

Total Debits: \$12,170.00**CREDIT:**

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-3101-501.50-24	-\$10,000.00	Subsistence & Lodging		
010-3101-501.50-26	-\$600.00	Conventions and Education		
010-3101-501.60-06	-\$1,570.00	Fuels & Lubricants		

Total Credits: -\$12,170.00**Total Credits and Total Debits must be equal zero.****Approvals Required:**

Prepared By _____ Date _____ Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-4****See Processing Instructions Below**

Requester Tobie Shelton Department Name: Public Works Date of Request: 2/24/2021 Fiscal Year: 2021
Required *Required*
Phone #: _____ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

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

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

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4101-601.50-26	\$200.00	Conventions & Education		
010-4101-602.50-34	\$200.00	Misc. Reimbursement		

Total Debits: \$400.00**CREDIT:**

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4101-601.50-24	-\$400.00	Subsistence & Lodging		

Total Credits: -\$400.00**Total Credits and Total Debits must be equal zero.****Approvals Required:**

Prepared By _____ Date _____ Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#: **DT-5****See Processing Instructions Below**

Requester Tobie Shelton Department Name: Transportation Date of Request: 2/24/2021 Fiscal Year: 2021
Required *Required*
Phone #: _____ Email Address: awowens@altavistava.gov

Reason for Transfer:

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

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

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-6101-403.30-16	\$350.00	Physicals		
010-6101-403.60-02	\$50.00	Office Supplies		
010-6101-403.60-08	\$1,000.00	Vehicle & Equip Maintenance		
Total Debits:		\$1,400.00		

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-6101-403.30-06	-\$350.00	Advertising		
010-6101-403.60-14	-\$50.00	Other Operating Supplies		
010-6101-403.60-06	-\$1,000.00	Fuels & Lubricants		
Total Credits:		-\$1,400.00		

Total Credits and Total Debits must be equal zero.**Approvals Required:**

Prepared By _____ Date _____ Phone _____

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

DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-6

See Processing Instructions BelowRequester Tobie Shelton

Required

Department
Name : Water Department

Required

Date of
Request: 2/24/2021Fiscal Year: 2021Phone #: _____ Email Address: tcshelton@altavistava.govReason for
Transfer:

Proper funding for debt service was allocated in the FY2021 Budget, however, the distribution was not accurate. Transfer is to redistribute funding for debt service, as actual distribution was unknown prior to the adoption of FY2021 Budget. No new funds are required.

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

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-9104-701.90-02	\$66,000.00	Debt Service - Principal	

Total Debits: \$66,000.00**CREDIT:**

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.90-04	-\$47,700.00	Debt Service - Interest	
050-9104-701.91-04	-\$13,500.00	Debt Service - Interest	
050-5001-701.90-02	-\$4,800.00	Debt Service - Principal	

Total Credits: -\$66,000.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5C

Items for Discussion

Title: Consideration of Grass Maintenance Services Contract

Staff Resource: David Garrett, Public Works Director, Tom Fore, Utilities Director, Amie Owens, Assistant Town Manager

Action(s):

Request approval of the bid for grass maintenance services related to the Greenhill Cemetery, Avoca and nuisance abatement only. This item may be placed on the April 13th Regular Meeting Consent Agenda.

Explanation:

- Grass maintenance is a key element in the appearance of the Town and its properties. The goal each year is to ensure that grass maintenance services can be provided in the most efficient and cost-effective manner possible.

Background:

A request for bids for grass maintenance services was put out in February in advance of the mowing season. Three bids were received on February 26. All of these bids were significantly more than the budgeted costs for the upcoming year. The current FY budget amount was \$42,240 for 30 cuts and that was the number used for the proposed FY 2022 budget. Bids ranged from a low of \$72,300 to a high of \$88,050.

Upon review of submissions, it was determined that there was a potential for some of the areas to be mowed utilizing existing staff and reducing the number of areas that may be required to be contracted. A spreadsheet illustrating the comparison between the costs was developed.

The lowest bidder was contacted related to the potential change in the scope of work to be reduced to only two areas – Green Hill Cemetery and Avoca Museum. The bidder was willing to honor the submitted pricing and the limited scope.

The current mowing vendor was amenable to completing the first month's mowing (April 2021) until a new agreement could be finalized.

Funding Source(s):

Cemetery Fund \$19,500 and Avoca (\$7,800) reimbursed to Town.

Attachment(s):

- *Bid Tabulation Spreadsheet*

Town of Altavista
Bid Tabulation Sheet
2021 Annual Mowing Services

Location	Town Cost	L&A Lawn Care	Dustin Keller Enterprises	Myers Lawn Care	2021 New Contract Amount	2019/2020 Budget Amount	2019 L & A's Contract
Green Hill Cemetery - Contractor Cuts	\$580.27	\$750.00	\$1,050.00	\$650.00	\$19,500.00	\$14,850.00	\$495.00
McMinnis Springs - B&G Cuts	\$72.53	\$70.00	\$105.00	\$75.00	\$2,250.00	\$1,440.00	\$48.00
Reynolds Springs - B&G Cuts	\$72.53	\$80.00	\$78.00	\$75.00	\$2,250.00	\$1,200.00	\$40.00
Melinda Tank - B&G Cuts	\$67.41	\$50.00	\$52.00	\$60.00	\$1,800.00	\$900.00	\$30.00
Clarion Tank - B&G Cuts	\$67.41	\$45.00	\$40.00	\$60.00	\$1,800.00	\$450.00	\$15.00
Water Plant - WTP Staff Cuts	\$120.89	\$325.00	\$275.00	\$260.00	\$7,800.00	\$3,750.00	\$125.00
Wastewater Plant (weed eat only) WWTP Staff	\$169.42	\$300.00	\$235.00	\$275.00	\$8,250.00	\$3,375.00	\$225.00
Main Street R/W - Street Crew Cuts	\$290.14	\$375.00	\$130.00	\$280.00	\$8,400.00	\$6,150.00	\$205.00
Bedford Avenue R/W - Street Crew Cuts	\$290.14	\$375.00	\$184.00	\$415.00	\$12,450.00	\$6,750.00	\$225.00
Avoca Museum - Contractor Cuts	\$290.14	\$565.00	\$315.00	\$260.00	\$7,800.00		
Total cost per cut	\$2,020.88	\$2,935.00	\$2,464.00	\$2,410.00			\$1,408.00
Estimated # of cuts 30	\$60,626.40	\$88,050.00	\$73,920.00	\$72,300.00	\$72,300.00	\$38,865.00	\$42,240.00
Private Property		Unit Price/hr.	Unit Price/hr.	Unit Price/hr.			
Tall Grass Abatement		\$65.00	\$75.00	\$85.00			



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5D

Items for Discussion

Title: Consideration of Declaration of Town property as Surplus

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Consensus from Town Council to place this item on the April Regular Meeting Consent Agenda for approval. This would include adoption of the resolution and any action related to the potential use of funds for the purchase of the mini-excavator.

Explanation:

- Twice a year staff will be presenting items that require Town Council's approval to be declared surplus; this allows the items to be sold or discarded.
- Attached are items submitted by departments for declaration as surplus.
- The memo from Public Works/Public Utilities requests that the funds from their surplus items being used for the purchase of an additional mini-excavator. (Memo – *Attachment*)

Background:

- Staff has set two opportunities (March and September) for departments to submit items that need to be declared surplus for disposition.
- The proceeds from the sale of these items go into their respective fund (General or Utility (Enterprise) as Miscellaneous Revenue.

Funding Source(s):

The proceeds from the sale of these items are recognized as revenue.

Attachment(s):

- *Resolution*
- *Memo – Use of funds*
- *Department surplus items lists*



Town of Altavista

P.O. Box 420
510 Seventh Street
Altavista, VA 24517

(434) 369-5001 voice
(434) 369-4369 fax

www.altavistava.gov

Mayor

Mike Mattox

Vice Mayor

Reggie Bennett

Town Council Members

Jay Higginbotham
Tracy Emerson
Tim George
Wayne Mitchell
Scott Lowman

Town Manager

J. Waverly Coggsdale, III
jwcoggsdale@altavistava.gov

RESOLUTION DECLARING SURPLUS ITEMS FOR PUBLIC AUCTION

WHEREAS, the Town Council must authorize the disposal of any surplus property that as an item or group of items has a fair market value of greater than \$5,000, and,

WHEREAS, the Town Council of the Town of Altavista, Virginia desires to declare surplus and dispose of certain Town-owned property, and,

WHEREAS, the Town-owned property described on the attached list (Schedule A) is hereby declared to be surplus to the needs of the Town of Altavista,

NOW, THEREFORE, BE IT RESOLVED that the Town Manager is hereby authorized to dispose of the listed items by any means allowable to include offering for sale at public auction, donation to a non-profit organization, Internet on-line auction, upset bid process, or destruction. The Town will utilize the services of GovDeals.com an internet on-line auction service to sell the items described on the attached Schedule A, and any items not sold via this method may subsequently be sold by the Town Manager by private sale or destroyed. Notice of Public On-line Auction will be advertised as required per statute. The Town Manager shall have the right to add to or delete from the properties to be sold aforesaid.

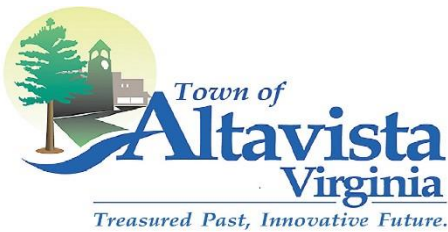
Adopted this the _____ day of _____, 2021.

Mike Mattox, Mayor

ATTEST:

J. Waverly Coggsdale, III, Town Clerk

Items are subject to change.



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

TO: Mayor Mattox and Town Council (via Town Manager)
FROM: David Garrett, Director of Public Works, Tom Fore, Director of Utilities and Amie Owens, Asst. Town Manager
RE: Surplus of Equipment and Use of Funds to Purchase Small Excavator
DATE: March 17, 2021

Due to the number of projects that both the Public Works and Utilities crews are working on at any given time, it has been determined that there is need for another small excavator for use in more compact areas to allow for simultaneous completion of projects.

In review of equipment inventory and daily work schedule, it was determined that there were times when the small excavator was needed by both public works and utilities, causing delays or schedule changes to accommodate both using the equipment. There are five pieces of equipment that are slated for surplus, which, if sold, would provide enough funding for this purchase. The estimated cost is \$40,000 and would include the necessary attachments.

The request is outside of the regular CIP process due to a reevaluation of equipment needs and the number of times that the smaller excavator has been required and is in use on another project. The small excavator is used currently in public works for cemetery grave preparation, trail maintenance, park maintenance, moving of small items and by utilities to clear culverts, dig in small areas for line repairs and moving of smaller items.

There are larger excavators (100 and 200) available that can be used when there is ample area to do so or if there are larger items to move. One such excavator (200) that was included in the CIP previously; however, due to the fact it was not utilized frequently, its replacement was taken out of the CIP, as it is more cost-effective to rent it when needed.

The purchase of the small excavator would ensure that both public works and utilities have access to equipment when needed. Accordingly, we request approval to utilize funds from the sale of surplus equipment to purchase a small excavator. The surplus items are included in Schedule A.

SCHEDULE "A" (Surplus Items)

PUBLIC WORKS/PUBLIC UTILITIES SURPLUS EQUIPMENT

1975 John Deere Motor Grader

Estimated Auction Value

\$875.00 Not Moving to \$6,000.00 Running

Currently this machine has a clutch problem and will not move.



1997 IT14G Caterpillar Front End Loader with attachments

Estimated Auction Value

\$15,000.00 or less



SCHEDULE "A" (Surplus Items)

1995 Hyundai 200 Excavator
Estimated Auction Value
\$25,000.00 or less



1999 ½ ton GMC Pickup Truck
Estimated Auction Value
\$1,500.00



SCHEDULE "A" (Surplus Items)

Husqvarna Snow Blower
Engine Blown
Estimated Auction Value
\$50.00



1997 Ford 1 Ton Bucket Truck
Estimated Auction Value
\$5,000.00



SCHEDULE "A" (Surplus Items)

Police Department Surplus

Assorted Holsters. These are outdated or do not fit our present weapons,



Assorted old cameras



SCHEDULE "A" (Surplus Items)

Assorted old tasers and holsters



Assorted old leather gear



SCHEDULE "A" (Surplus Items)

Assorted old AR-15 forearms and misc. parts



Assorted Rifle Cases



SCHEDULE "A" (Surplus Items)

Assorted old gear bags



Old MagLights



SCHEDULE "A" (Surplus Items)

Assorted old cameras



Old radar unit





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5E

Items for Discussion

Title: FY2022 Budget and FY2022 – 2026 Capital Improvement Plan Discussion

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Input and Direction from Town Council about the Draft FY2022 Budget and FY2022-2026 Capital Improvement Plan (CIP).

Explanation:

- The Draft Budget and CIP documents were provided to Town Council at their February 9, 2021 Regular Meeting. The first Budget Work Session was held on February 23, 2021; staff provided an overview of the budget and capital improvement plan.
- Tonight's Work Session seeks to begin finalization of the budget and capital improvement plan. Typically, the First Reading of the Budget is held at the April Regular Meeting and Council schedules the required public hearing on the budget and capital improvement plan for their May Regular Meeting. For the past several years, the budget has been adopted at Council's June Regular Meeting.

Background:

- Each year staff presents a draft budget and capital improvement to Town Council for their review and consideration.
- State Code requires that the Town adopt its' budget prior to July 1st of each year.
- Adoption of the budget is the formal process of allocating funding for the services/expenditures and projects approved by Town Council.

Funding Source(s):

The Budget is comprised of the General Fund, the Utility Fund (Enterprise), the Highway Fund and the Cemetery Fund.

Attachment(s):

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6A

Updates/Informational Items

Title: Brownfields Grant Update

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Per Council's discussion, if necessary.

Explanation:

- Cardno recently completed the assessment report for the former Land Company site along Lane Access Road.
- This work was completed as part of the Town's Brownfields Grant Project; with funding coming from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) and the EPA Brownfields Program.
- The assessment report will support an application for remediation work through the VBAF Site Remediation Grant program. The deadline for applications is April 2, 2021.
- In addition, the Town used the grant to conduct the environmental assessment on the Spark Innovation Center and is exploring whether these funds can also be used on the VISTA Theater environmental assessment. Cardno has also filed an application for remediation of the Spark Innovation Center identified environmental items (asbestos and lead based paint).

Background:

- The Town selected Cardno as the consultant for Town's Brownfields Project.
- Cardno created grant applications to both the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) and the EPA Brownfields Program for site assessments. The Town was awarded \$23,600 in VBAF funds and \$300,000 in EPA Brownfield Assessment grant funds.

Funding Source(s):

VBAP and EPA Grants with matching funds

Attachment(s):

- *Technical Memorandum – Cardno (former Lane Company site)*



Technical Memorandum

Date Thursday, 18 March 2021

Project No: PB00307000 – Altavista Brownfields Project

To: Waverly Coggsdale
Town Manager

From: Joe Morici

RE: Remediation Options for former Lane Furniture Site

Cardno, Inc.

10988 Richardson Road ,
Ashland, VA, 23005

Phone +1 803 960 2069
Fax +1 804 798 5907

www.cardno.com

Introduction

Cardno provides the following findings and recommendations as the Town considers potential grant applications for the remediation of the former Lane Furniture site in Altavista, VA. The following recommendations are based on previous environmental reports provided to Cardno and the Phase II Environmental Site Assessment recently completed by Cardno at the site.

Findings and Recommendations

Soil and Groundwater Impacts

Analytical results of soil and groundwater samples collected at the site show no significant impacts to groundwater and only limited impacts to soils in the general area of the former hazardous waste storage building. Elevated metal concentrations in this area above background concentrations across the site indicate impacts from historical operations on the site. While most detected concentrations are below the screening levels established by the Virginia Department of Environmental Quality (VDEQ) for industrial site use, Lead concentrations exceeded the industrial screening level. In addition, Arsenic and Cadmium exceed their respective unrestricted (residential) screening levels. Further delineation of the area is recommended, which can be completed under the Town's EPA Brownfields Assessment Grant. However, Cardno recommends limited soil excavation and removal to address the elevated metal concentrations in this area.

Asbestos-containing Materials

Previous reports indicated as much as 6,500 cubic yards of debris on the site, but a recent survey by Cardno indicates only approximately 180 cubic yards of debris remain. Previous environmental site assessments indicated asbestos-containing materials (ACM) were found intermingled with the debris piles. Cardno recommends either segregating the ACM from the debris piles or treating all of the debris piles as suspect ACM, then properly removing and disposing of the ACM at a regulated disposal facility. In addition, previous investigations identified approximately 3,750 square feet of 9'x9' ACM tile in the administration building/guard house. Cardno recommends the proper removal and disposal of the tile. Cardno further recommends that air monitoring be conducted during removal activities and final clearance inspection be completed at the conclusion of removal activities.

Shell Building

The building, labelled as the “Shell Building” in previous reports, remains in a partially demolished state on the site. Access to the building is currently restricted with a temporary construction fence. Cardno recommends properly demolishing the remaining building structure.

Conclusions

Cardno has developed the cost estimates in Table 1 for the above recommendations based on unit costs and estimates from similar projects in the area. Cardno believes the estimates to be conservative and cost savings may be realized once competitive quotes are obtained from remediation and demolition contractors.

Currently, the Virginia Economic Development Partnership (VEDP) in coordination with VDEQ has an open solicitation for grant applications due on April 1st for a Virginia Brownfields Assistance Fund (VBAF) Remediation Grant. The grants can fund projects up to \$500,000, but require a 1:1 match. Funds and expenses expended in the past three years as well as those planned to be spent in conjunction with redevelopment of the site can count as match. Therefore, the Town would need to identify nearly \$200,000 in match to fund the project in its entirety through the Remediation Grant.

Table 1 Remediation Cost Estimate

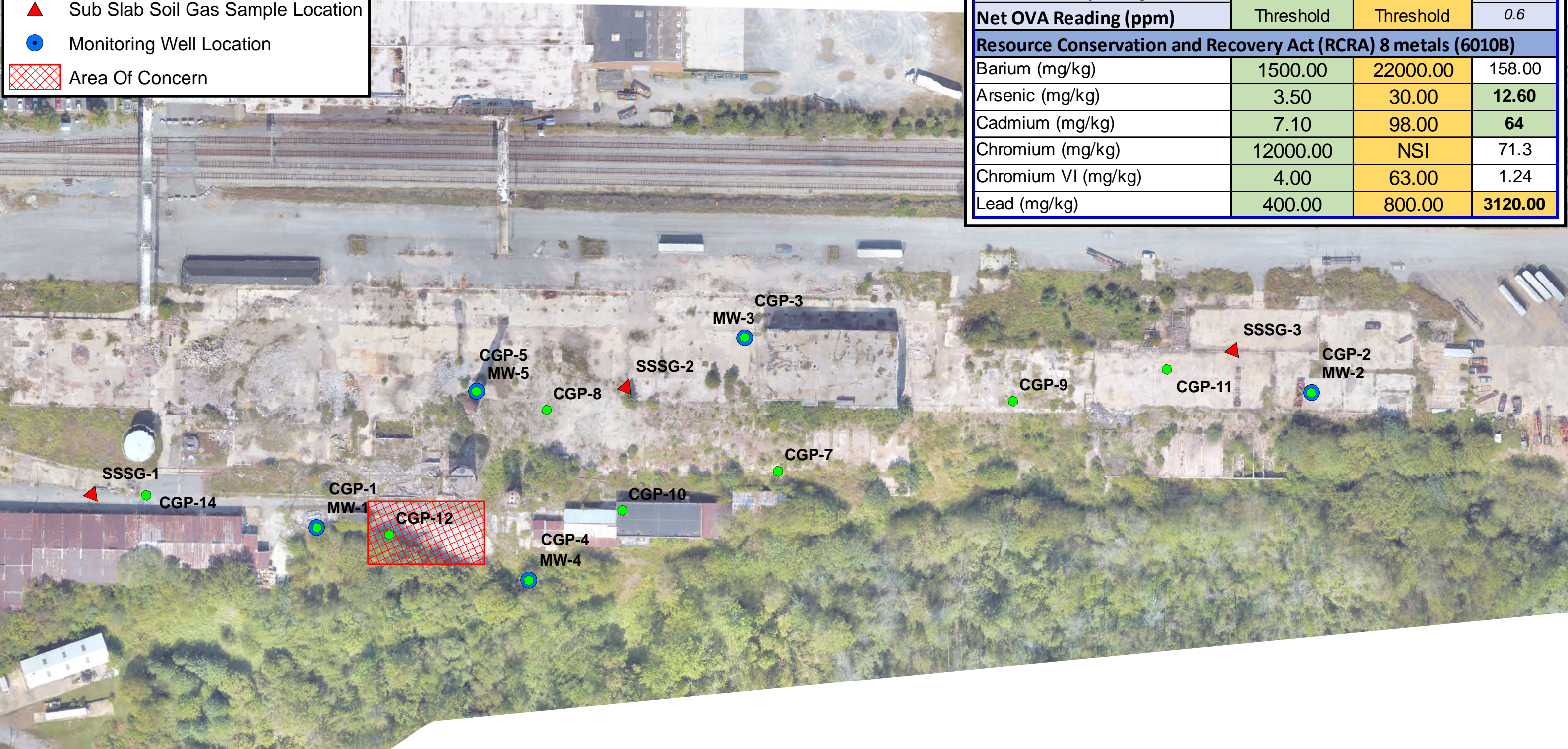
Task	Quantity	Unit	Unit Cost	Subtotal	Total
1 Project Management and Reporting					\$10,750.00
ACM Abatement:					
Floor Tile and Mastic	3,750	sqft	\$ 2.50	\$9,375.00	
ACM Debris	150	cyd	\$ 150.00	\$22,500.00	
Disposable Supplies	1	lot	\$ 1,200.00	\$1,200.00	
Mobilization/Demobilization	1	ea	\$ 2,500.00	\$2,500.00	
2 ACM Abatement					\$35,575.00
3 Air Monitoring	5	days	\$ 520.00		\$ 2,600.00
4 ACM Clearance Inspection			\$ 1,500.00		\$ 1,500.00
5 Soil Removal and Backfill	1,800	cyd	\$ 15.00		\$ 27,000.00
6 Shell Building Demo	26,000	sqft	\$ 4.50		\$117,000.00
7 Final Report			\$ 4,500.00		\$ 4,500.00
Total					\$198,925.00

Alternately, VEDP in coordination with VDEQ is also accepting applications for VBAF Planning and Assessment Grants, which can also be used for remediation. (The Town submitted a request for the abatement of asbestos at the Spark Innovation Center.) The grants can fund projects up to \$50,000, and also require a 1:1 match. If finding the match for the Remediation Grant is not feasible, then the Town could consider breaking the project into phases and fund the project in \$50,000 phases as match is available.

Legend

- Cardno Geoprobe Boring Location
- ▲ Sub Slab Soil Gas Sample Location
- Monitoring Well Location
- ▨ Area Of Concern

Sample ID:	VDEQ VRP Tier II Residential Threshold	VDEQ VRP Tier III Industrial Threshold	CGP-12
Collection Date:			2.8.21
Collection Depth (bgs)			4.0
Net OVA Reading (ppm)			0.6
Resource Conservation and Recovery Act (RCRA) 8 metals (6010B)			
Barium (mg/kg)	1500.00	22000.00	158.00
Arsenic (mg/kg)	3.50	30.00	12.60
Cadmium (mg/kg)	7.10	98.00	64
Chromium (mg/kg)	12000.00	NSI	71.3
Chromium VI (mg/kg)	4.00	63.00	1.24
Lead (mg/kg)	400.00	800.00	3120.00



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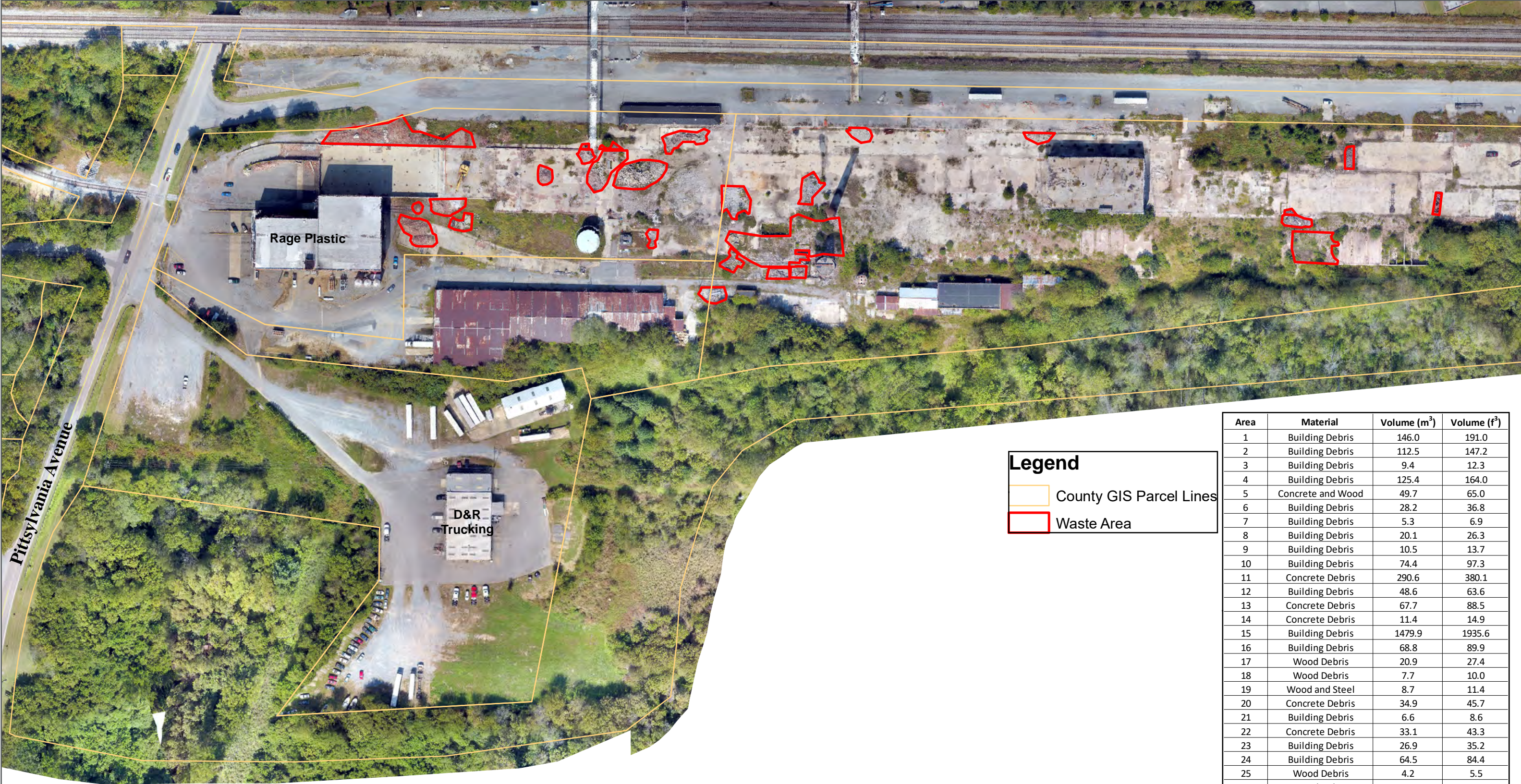


Image: Cardno UAS Survey

Sample Location Map
Former Lane Furniture Plant
Altavista, VA



534 Industrial Park Road
Bluefield, VA 24605
www.cardno.com



Legend

County GIS Parcel Lines

Waste Area

Area	Material	Volume (m³)	Volume (ft³)
1	Building Debris	146.0	191.0
2	Building Debris	112.5	147.2
3	Building Debris	9.4	12.3
4	Building Debris	125.4	164.0
5	Concrete and Wood	49.7	65.0
6	Building Debris	28.2	36.8
7	Building Debris	5.3	6.9
8	Building Debris	20.1	26.3
9	Building Debris	10.5	13.7
10	Building Debris	74.4	97.3
11	Concrete Debris	290.6	380.1
12	Building Debris	48.6	63.6
13	Concrete Debris	67.7	88.5
14	Concrete Debris	11.4	14.9
15	Building Debris	1479.9	1935.6
16	Building Debris	68.8	89.9
17	Wood Debris	20.9	27.4
18	Wood Debris	7.7	10.0
19	Wood and Steel	8.7	11.4
20	Concrete Debris	34.9	45.7
21	Building Debris	6.6	8.6
22	Concrete Debris	33.1	43.3
23	Building Debris	26.9	35.2
24	Building Debris	64.5	84.4
25	Wood Debris	4.2	5.5
26	Wood Debris	43.0	56.2
27	Scrap Metal	51.0	66.7



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6B

Updates/Informational Items

Title: Dalton's Landing Canoe Launch Update

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Per Council's discussion, if necessary.

Explanation:

- Staff will provide an update on this item.
- Vice Mayor Bennett has suggested that an "event" be held when the facility is ready to be used by the public.

Background:

- Town Council previously approved this project. The Town received a Recreational Trails Program (RTP) Grant from the Federal Highway Administration (FHWA) through the Virginia Department of Conservation and Recreation (DCR). The grant award was for \$236,703.20.
- The original construction contract with Counts and Dobyns was \$412,670; there have been two Change Orders totaling \$77,922.27. The completion date for the construction contract is May 1st.
- To date the expenditures for this project total \$244,369.49, with \$159,699.03 being construction and the remaining \$84,670.46 covering recreational easement payment, engineering, NEPA document, permits, trash cans and other related costs.

Funding Source(s):

Town Funds and RTP (FHWA/VDCR) Grant

Attachment(s):

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6C

Updates/Informational Items

Title: Spark Innovation Center Update

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Per Council's discussion, if necessary.

Explanation:

- Staff will provide an update on this item.

Background:

- Town Council included this project in the FY2021 Budget/Capital Improvement Program (CIP). An allocation of \$200,000 was included in the Town's General Fund budget for this project.
- The Town applied for and received grants from USDA and the Tobacco Commission; the USDA grant was for \$100,000 and must be used for furnishings, while the Tobacco Commission funding is \$184,306 and will be used for the construction portion of the project.
- The Town hired Hurt & Proffitt to do the design work related to this project and a bid date is being set for late March/early April. Hurt and Proffitt has suggested that the contract period run until late 2021/early 2022; previously the Town had established a project completion date of September 2021. At this time, staff does not have an engineer's opinion of probable cost for this project.

Funding Source(s):

Town General Fund (\$200,000), USDA (\$100,000) and Tobacco Commission (\$184,306).

Attachment(s):

Draft outside (patio/courtyard) area.