



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, May 11, 2021
6:00 p.m. – Council's Chambers

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

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

- **Personnel Changes**
- **Proclamations**
 - **Public Works Month**

3. 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.)*

4. PARTNER UPDATES

- a. **Chamber of Commerce**
- b. **Altavista On Track**

5. CONSENT AGENDA

- A: Approval the minutes of the March 30, 2021 Town Council Retreat, April 13th Regular Meeting and the April 27th Work Session**
- B: Acceptance of Monthly Financial Reports**
- C: Approval of the Work Plan from the Town Council's Retreat**
- D: Approval of Dalton's Landing Canoe Launch Maintenance Agreement**
- E: Approval of conversion of the existing Façade Loan Program to a Grant Program**

6. PUBLIC HEARING(S) (Begin at 6:30 p.m.)

- A. FY2022 Budget**
- B. FY2022-2026 Capital Improvement Plan**
- C. Utility Rate (Water and Sewer) Rate Increase**

7. NEW BUSINESS

- A. Request for allocation for repair of solid waste vehicle
- B. Request to send a Police Officer candidate to the Central Virginia Police Academy
- C. AOT/Town Annual Joint Meeting Schedule

8. UNFINISHED BUSINESS

- A. Reserve Fund Policy and Pending/Future CIP Project Funding Discussion
- B. Dearing Ford Business and Manufacturing Center Discussion
- C. Dalton's Landing Canoe Launch - Access policy/rules
- D. Clarion Road Water Line Extension Project
- E. COVID Updates
- F. CIP Updates
- G. FY2022 Budget & FY2022-2026 Capital Improvements Program (CIP)

9. REPORTS AND COMMUNICATIONS

- A. Town Manager's Report
- B. Departmental Reports
- C. Calendars

10. MATTERS FROM COUNCIL**11. CLOSED SESSION****12. ADJOURNMENT**

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 2

Recognitions and Presentations

Title: Personnel Milestones/Changes

Staff Resource: Waverly Coggsdale, Town Clerk

PERSONNEL UPDATES

Milestones

Shayne Petrie	Utilities	WP Operator II	5 years (4/27/2021)
Stanley Bennett	Utilities	WW Operator I	Retired (4/30/2021)

New Hires

Myra Trent	Avoca	Events Coordinator	4/14/2021
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Departures

Aaron Dillard	Utilities	Maintenance Specialist	4/2/2021
Eliza Puckett	Utilities	WP Operator IV	4/16/2021
Matthew Moore	Public Works	Maintenance Worker	4/16/2021



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 2B

Recognitions and Presentations

Title: Proclamation: Public Works Week

Staff Resource: Waverly Coggsdale, Town Clerk

PROCLAMATIONS

Proclamation: Recognizing May 16 – 22, 2021 as Public Works Week.

- David Garrett, Director of Public Works will be accepting this Proclamation.

PROCLAMATION

PUBLIC WORKS WEEK MAY 16 – 22, 2021

WHEREAS, the Town of Altavista relies on Public Works employees to ensure the safety, health, and well-being of its citizens and visitors; and

WHEREAS, this year's theme "Stronger Together" celebrates the vital role public works plays in connecting us all together. At its cornerstone, public works provides, maintains, and improves the structures and services that assure a higher quality of life for our community.

WHEREAS, streets, roads and bridges keep us linked together from coast to coast, and its clean water and sanitation services keep us healthy and allow our community to grow and prosper; and

WHEREAS, Public Works professionals, plan, design, build, operate, and maintain infrastructure including the water supply, sewerage and refuse disposal, public facilities and parks, and other structures and facilities essential to serving Town citizens and visitors; and

WHEREAS, our Town is safer and more efficient where citizens can enjoy the quality of life that makes Altavista special because of the dedication of Public Works professionals; and

WHEREAS, the Town of Altavista joins the American Public Works Association and other agencies and organizations in recognizing the contributions of Public Works professionals to the health, safety, welfare of the Town;

NOW, THEREFORE, I, Michael E. Mattox, Mayor of the Town of Altavista, do hereby proclaim May 16-22, 2021, as "**PUBLIC WORKS WEEK**" in the Town of Altavista, and commend its observance to Town citizens and visitors.

IN WITNESS WHEREOF, I have hereunto set my hand and affix the seal of the Town of Altavista on this the 11th day of May, 2021.

TOWN OF ALTAVISTA

Michael E. Mattox
Mayor



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

Consent Agenda

Title: Approve minutes of the March 30th Council Retreat; April 13th Regular Meeting and April 27th Work Session

Staff Resource: Waverly Coggsdale, Town Clerk

Action(s):

Approve the minutes of the Council's Retreat held on March 30th and the Regular Meeting held on April 13th and the Work Session held on April 27th.

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. 3.30.21 minutes – draft [\(LINK\)](#)
2. 4.13.21 minutes – draft [\(LINK\)](#)
3. 4.27.21 minutes – draft [\(LINK\)](#)



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5B

Consent Agenda

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Finance Director

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#: 5C

Consent Agenda

Title: Approve the Work Plan from the March 30th Council Retreat, as amended.

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Approve the Work Plan that was developed at the March 30th Town Council Retreat, as amended.

Explanation:

- On March 30, 2021, the Town Council conducted a Strategic Planning Retreat facilitated by Kimball Payne of The Berkley Group.
- During the retreat, Council noted items that they would like to see accomplished, after the retreat Mr. Payne provided this items in a Work Plan (Attached).

Background:

- Town Council periodically conducts planning retreats to discuss strategic items and to set a work plan for staff.

Funding Source(s):

N/A

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

1. Work Plan developed from March 30th Retreat **(LINK)**

Town of Altavista 2021 Work Plan

On-going or Immediate

- Implementation of the Derelict Building Program
- Confirm adoption of the abbreviated economic development strategic plan – formally adopt if not done so already
- EDA adopt an economic development incentive policy (in April)
- Award a contract for a condition (structural) inventory of the Vista Theater (in April)

Within Three Months (by July 1)

- Meet with developers to discuss the potential for and how to incentivize development of the Frazier Farm property for housing (Assistant Town Manager)
- Determine the scope of a feasibility study for the restoration and adaptive reuse of the Vista Theater (approval by Council at the May work session)
- Issue a request for proposals (RFP) to qualified firms to conduct the feasibility study of the Vista Theater (June)
- Council endorsement of the EDA's economic development incentive policy (June)
- Reach out to Campbell County and the LRBA regarding economic development marketing activities

Within Six Months (by October 1)

- Complete an inventory of unimproved/vacant property in the Town (Community Development Director)
- Complete an inventory of blighted property in the Town (Community Development Director)
- Explore the feasibility of a CHDO (Community Housing Development Organization) providing support/assistance for the development of new housing in the Town (Community Development Director)
- Consider getting control, via option or otherwise, of the Frazier Farm property to allow time for evaluation of the potential for housing or mixed-use development
- Complete the feasibility study of the Vista Theater (by September 1)
- Consider the transfer of assets/property, including the Dearing Ford Business and Manufacturing Center from the Town to the EDA

Longer Term or Indefinite

- Incorporate housing into the Comprehensive Plan review and revision (Jan 2023) (Community Development Director)
- Consider developing a loan program for blighted property renewal
- Consider the adoption of rules of procedure for Council meetings
- Consider an amendment to the financial policy regarding reserves



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5D

Consent Agenda

Title: Approve Dalton's Landing Canoe Launch Maintenance Agreement

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Approve the Dalton's Landing Canoe Launch Maintenance Agreement with Larry Dalton, as submitted.

Explanation:

- The completion of the facility is nearing and there are several maintenance items that we will address through this agreement. The items include daily opening and closing of the gate and garbage collection, mowing and trimming of the site, miscellaneous maintenance.

Background:

- Town Council approved the construction of the Dalton's Landing Canoe Launch, which is partially funded through a Department of Conservation and Recreation grant' as well as by several donations. .

Funding Source(s):

Town General Fund, DCR Grant and Donations

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

1. Maintenance Agreement [\(LINK\)](#)

AGREEMENT

This Agreement, made the ____ day of _____, 2021 by and between Larry Dalton hereinafter called "Contractor," and the Town of Altavista, a Virginia Municipal Corporation, hereinafter called "Town."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

- (1) Contractor will provide all labor, equipment, etc., to maintain the grass at the Dalton's Landing Canoe Launch. Work will be performed in accordance with the scope of work listed in Appendix A.
- (2) Contractor will be compensated for the work described in Paragraph (1) above by payments to Contractor according to the following schedule based on price of \$10.00 per hour and number of estimated hours per activity:

Opening and Closing of Gate and Garbage Collection - 3 hours weekly	\$30.00
Mowing and Trimming - 4 hours weekly	\$40.00
Miscellaneous maintenance - 2 hours weekly	\$20.00
Gasoline allowance - flat rate	\$10.00
Weekly Total	\$100.00

The Town will only pay for actual maintenance work that occurs during the given weeks noted on the invoice.

- (3) Contractor will submit an invoice for payment, may be done electronically via email, on a monthly basis for all work completed during the previous month. The Town will make payment no later than two weeks after the date that Town receives the invoice.
- (4) Contractor hereby indemnifies and holds harmless Town and its agents and employees from all loss claims or damage of every kind, either to person or property and all litigation expenses and attorney fees arising from Contractor's operations in the Town.
- (5) The Public Works Director or his designee will be the point of contact regarding this contract. The phone number is 434-369-6045.
- (6) Although the Contractor may choose to use a regular schedule, the Town reserves the right to modify the schedule and have maintenance work done more frequently or less frequently as weather conditions, special needs of the Town, or other circumstances dictate.
- (7) The Contract shall be for a one (1) year term, starting July 1, 2021 to June 30, 2022. This contract may be renewed for a maximum of four (4) additional one-year terms. Any extension/renewal of this contract shall be by mutual consent in a written extension agreement signed by the parties prior to the expiration of the term then in effect.
- (8) In the event Contractor is not satisfactorily meeting its' obligations, the Town will give notice to Contractor specifying the problem. If after receiving notice, Contractor fails to correct problem within 30 days, the Town reserves the right to immediately terminate the agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement.

OWNER:

Town of Altavista

Waverly Coggsdale, III, Town Manager

CONTRACTOR:

Larry Dalton

Larry Dalton

Witness:

Witness:

APPENDIX A

SCOPE OF WORK

Contractor will cut grass and trim, perform garbage collection, general maintenance of the launch area including mud, debris and litter removal, and open and close the gate for the Dalton's Landing Canoe Launch location.

- Mowing will be performed as needed depending on the rate of growth, but in no instance should this exceed once per 7-day period.
- Garbage will be emptied at least twice weekly (or more often as needed) on Mondays and Thursdays.
- The gate will be opened and closed each day Sunday through Saturday at a time to be determined by the Town Council of Altavista.
- General maintenance of the site including litter removal and mud and debris removal from stairs at the canoe launch

Town will provide the necessary equipment for the changing of the bags in the garbage receptacles including gloves, bags and reacher for picking up litter and an allowance for gasoline for the mowing/trimming equipment.

Town will work with Contractor to determine a schedule or mechanism for disposal of garbage collected.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5E

Consent Agenda

Title: Approve conversion of Façade Loan Program to a Grant Program

Staff Resource: George Sandridge, Main Street Coordinator

Action(s):

Approve the conversion of the Façade Loan Program (a portion of the previous CDBG funds) to a Grant program to be administered by Altavista On Track.

Explanation:

- Altavista On Track would like to convert a portion of the 2009 Community Development Block Grant funds (\$20,000) from a Façade Loan Program to a Grant Program.

Background:

The Town received CDBG funds in 2009 as part of our Downtown Revitalization Project, which was used by businesses/property owners for façade improvements. The funds were loaned to the individuals and paid back over time.

Funding Source(s):

DHCD Community Development Block Grant funds (2009)

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

None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6A &B

Public Hearing(s)

Title: FY2022 Budget/FY2022-2026 Capital Improvement Program

Staff Resource: Waverly Coggsdale, Town Manager
Amie Owens, Assistant Town Manager
Tobie Shelton, Finance Director/Treasurer

Action(s):

Hold public hearings to allow citizens an opportunity to make comment on any matter pertaining to the FY2022 Budget and the FY2022-2026 Capital Improvement Plan. Additional discussion among Council can be held later during this meeting, as well as the May 25th work session. Approval of the budget/CIP is scheduled for Council's Regular Meeting on June 8, 2021.

Explanation:

Tonight, Council will conduct public hearings seeking input regarding the FY2022 Budget and FY2022-2026 Capital Improvement Program (CIP). Following the public hearings, should Council have items that they need to discuss, there is an opportunity later on tonight's agenda as well as at the May 25th Town Council Work Session.

Background:

Based on past discussion by Town Council, the total advertised budget overview is below:

Total Budget Breakdown:

Total Revenue:	\$16,284,830	Total Expenditures:	\$16,284,830 (includes a Surplus of \$65,550)
General Fund Total:	\$6,311,560		
Enterprise Fund Total:	\$8,880,600	Surplus:	\$65,550
Highway Maintenance Fund:	\$1,041,770		
Cemetery Fund:	\$ 50,900		

Capital Improvement Program (FY2020-2024)

Total CIP FY2022-2026:	\$26,107,790
Total CIP projects for FY2022 (Funded):	\$ 2,791,150
Total CIP projects for FY2021 (Bond Proceeds):	\$ 4,714,250
Total for FY2023 – FY2026 (Not Funded/Planning Only):	\$18,602,390

CIP Breakdown:

General Fund: \$1,629,350	Highway Fund: \$149,840	Enterprise Fund: \$ 384,980
Grants/Other: \$ 86,200	CIP Reserves: \$389,380	Bond Proceeds: \$4,714,250
General Fund (Transfer Out): \$122,880		Highway Fund (Transfer Out): \$26,520
Enterprise Fund (Transfer Out): \$2,000		

The Budget provides for the Town's Real Estate Tax Rate to remain at 8 cents (\$0.08) on every One Hundred (\$100.00) of assessed value of Real Estate. The Personal Property Rate will remain at \$2.00 dollars (\$2.00) on every One Hundred (\$100.00) of assessed value. Except for utility rates, all other Rates/Fees remain the same. The increase in utility rates, will be addressed during tonight's third public hearing.

Funding Source(s):

The proposed budget allocates funds for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

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

- *Budget/CIP Public Notice*
- *Master List of Fees/Charges*



TOWN OF ALTAVISTA
Notice of Public Hearing
FY 2022 BUDGET

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 11, 2021 at 6:30 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rates for the Fiscal Year 2022.

General Fund

Real Estate Tax	\$220,000
Public Service Corporation Taxes	\$91,350
Personal Property Taxes	\$354,150
Machinery and Tools Taxes	\$1,980,000
Other Local Taxes	\$1,790,850
Permits and Fees	\$1,800
Fines and Forfeitures	\$6,300
Use of Money and Property	\$170,760
Charges for Service	\$9,800
Donations, Receipts, and Transfers	\$1,456,640
Intergovernmental	\$259,060

General Fund Total: **\$6,340,710**

Enterprise Fund (Water & Sewer)

Water and Sewer Charges	\$4,097,600
Interest	\$0
Connection Fees	\$3,500
Miscellaneous, Grants, & Transfers	\$4,745,950
CIP Reserves	\$33,550

Enterprise Fund Total: **\$8,880,600**

Highway Maintenance Fund	\$1,041,770
Cemetery Fund	\$21,750

REVENUE GRAND TOTAL: **\$16,284,830**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	\$39,400
Administrative Department	\$914,250
Police Department	\$1,142,080
Public Works	\$1,159,110
Street & Highway Maintenance	\$725,000
Water Department	\$1,994,210
Wastewater Department	\$1,686,060
Green Hill Cemetery	\$50,900
Non-Departmental	\$192,950
Transit Department	\$128,240
Economic Development	\$279,400
Community Development	\$240,220
Avoca	\$69,810
Transfer to Cemetery Reserves	\$27,250
Transfer to General Fund Reserves – Fire Department	\$65,000
Transfer to General Fund Reserves – Surplus	\$0
Transfer to Enterprise Fund Reserves Surplus	\$65,550

Total Proposed Operating Expenses: **\$8,779,430**

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	\$3,511,760
Wastewater Treatment Plant Equipment	\$1,623,020
Public Works Department Equipment	\$865,330
State Highway Funding	\$316,770
Police Department Equipment	\$54,020
Council	\$10,000
Administration Department Equipment	\$7,000
Transit Department	\$25,000
Economic Development	\$1,000,000
Avoca	\$58,000
Community Development	\$34,500
Cemetery	\$0

Total Proposed Capital Outlay: **\$7,505,400**

FY2022 – 2026 CIP Expenditures: **\$26,107,790**

TOWN OF ALTAVISTA
CAPITAL IMPROVEMENT PROGRAM (FY2022-2026)

The Town Council of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 11, 2021 at 6:30 P.M. in the Council Chambers of the Municipal Building, 510 7th Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on proposed Capital Improvement Program (CIP) for FY 2022 and projected CIP projects for fiscal years 2023–2026. Following is a summary of the total expenditures covering fiscal years 2022–2026:

Total CIP projects for FY2022 – (Funded Projects)	\$ 2,791,150
Total CIP projects for FY2022 – (Bonded Projects)	\$ 4,714,250
Total CIP projects for FY2023 – FY2026	\$18,602,390

Total CIP projects for next five (5) years **\$26,107,790**

Funding for the FY2022 CIP projects include \$1,629,350, General Fund; \$149,840 Highway Fund; \$384,980 Enterprise Fund; \$86,200 Grants/Other; \$389,380 CIP Reserves; \$4,714,250 Bond Proceeds; \$122,880 General Fund (Transfer Out - Future Year Projects); \$26,520 Highway Fund (Transfer Out – Future Year Projects); \$2,000 Enterprise Fund (Transfer Out – Future Year Projects). The total expenditures for FY2023–2026 are for planning purposes only.

Tobie Shelton
Finance Director / Treasurer
Town of Altavista

PROPOSED TAX RATE – TOWN OF ALTAVISTA
2021 REAL & PERSONAL PROPERTY

The 2021 levy on all taxable real estate located in the Town of Altavista shall be 8 cents (\$0.08) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1–3504 located in said town on January 1, 2021 (or taxable by said town as provided in Virginia Code Section 58.1–3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1–1209 and Section 58.1–1211 of the Code of Virginia.

Tobie Shelton /Treasurer

**TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2022 PROPOSED BUDGET**

BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE	
	Rate per \$100 of gross receipts
Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$ 0.0425
Financial, Real Estate, & Professional	\$ 0.0425
Personal Services, Repair	\$ 0.0600
Wholesalers	\$ 0.0175
Wholesale Peddlers	\$ 0.0175
Commission Merchant	\$ 0.0600
Direct Sellers (sales under \$4,000)	\$ 0.0175
Direct Sellers (Sales over \$4,000)	\$ 0.0550
Peddlers	\$ 125.0000
Itinerant Merchant (Edible, Perishable Goods)	\$ 25.0000
Itinerant Merchant (Nonperishable Goods)	\$ 125.0000
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$ 500.00
Savings Institutions/State Chartered Credit Unions	\$ 25.00
Photographers, out of town	\$ 15.00
Utilities	\$.0025 of Gross Receipts
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$ 15.00
CEMETERY FEES	
Changing of cemetery Deed	\$ 25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$ 650.00 in town residents - with a minimum of 2 spaces
	\$ 950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$ 750.00 before 12 noon - weekday
	\$ 925.00 after 12 noon - weekday
	\$ 1,050.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$ 350.00 before 12 noon - weekday
	\$ 400.00 after 12 noon - weekday
	\$ 450.00 weekend or holiday
Disinterment	\$ 1,300.00
RENTALS	
Booker Building Deposit	\$ 150.00
	\$ 250.00 if alcohol is served
Booker Building Rental Fee	\$ 100.00 for each 4 hours
Booker Building Utility Fee	\$ 25.00
Park Pavilion Rentals	\$ 50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$ 25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (<i>Town residents/businesses only</i>)	\$ 25.00 standard dump truck - resident
	\$ 50.00 tandem dump truck - resident
	\$ 50.00 standard dump truck - business
	\$ 100.00 tandem dump truck - business
PLANNING & ZONING RELATED	
Zoning Permit	\$ 20.00
Sign Permit	\$ 20.00
Special Use Permit; application fee	\$ 300 - \$400
Variance	\$ 300.00
Appeal to BZA	\$ 300 - \$400
Rezoning	\$ 400.00
Subdivision (5 lots or less); fees for examining/approval of plats	\$10.00 and \$1.00 per lot
Subdivision (5 lots or more); fees for examining/approval of plats	\$25.00 and \$1.00 per lot
Administrative Fee	\$ 75.00
TRANSIT FEES	
Transit Tokens	\$ 0.50 each
Transit Punch Cards	\$ 10.00 for 3 cards
Transit Monthly Pass	\$ 20.00
TAX RATES	
Real Estate Rate	\$0.08 per \$100 of assessed value
Personal Property Rate	\$2.00 per \$100 of assessed value
Cigarette Tax	\$ 0.27 per pack
Hotel Lodging Tax	5.50% 3% credit for reporting on time
Meals Tax	7% 2% credit for reporting on time
Vehicle License Tax / Automobile	\$ 15.00
Vehicle License Tax / Motorcycle	\$ 5.00
Vehicle License Tax / Trailer	\$ 6.50
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$ 25.00

**TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2022 PROPOSED BUDGET**

UTILITY FEES

EFFECTIVE DECEMBER 1, 2021

Water

Business & Residential - \$3.02 per 1,000 gallons
Industrial - \$2.96 per 1,000 gallons
Town of Hurt - \$4.53 per 1,000 gallons
Business & Residential Outside of Town - \$6.04 per 1,000 gallons
Industrial Outside of Town - \$5.92 per 1,000

Sewer (based on 85% of water consumption or metered consumption)

Business & Residential - \$3.63 per 1,000 gallons
Industrial - \$3.72 per 1,000 gallons
Town of Hurt - \$3.63 per 1,000 gallons
Business & Residential Outside of Town - \$7.25 per 1,000 gallons
Industrial Outside of Town - \$7.44 per 1,000

Sewer Only Charge (flat rate with monthly fixed charge) \$ 41.60

Monthly Fixed Charge

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

Water / Sewer Connection & Availability Schedule

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

Biochemical Oxygen Demand (BOD) rate \$ 4.32
Chemical Oxygen Demand (COD) rate \$ 2.07
Total Suspended Solids (TSS) rate \$ 2.88
Application for Service / Application Fee \$ 25.00
Security Deposit (Owner) \$ 50.00
Security Deposit (Tenant) \$ 125.00
Cut-Off Charge Fee for Non-payment \$ 35.00
Service request during work hours (7:00 am-3:30 pm M-F) \$ 25.00
Service request after work hours (3:30 pm M-F; Saturday and Sunday) \$ 50.00
Purchase of water at WTP \$ 10.00 for each 1,000 gallons
Disposal Fee Permit for WWTP \$ 50.00

MISCELLANEOUS CHARGES

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6C

Public Hearing(s)

Title: FY2022 Proposed Water and Sewer Rate Increases

Staff Resource: Waverly Coggsdale, Town Manager
Amie Owens, Assistant Town Manager
Tobie Shelton, Finance Director/Treasurer

Action(s):

Hold a public hearing to allow citizens an opportunity to make comment pertaining to the FY2022 proposed increases to the water and sewer rates. Additional discussion among Council can be held later during this meeting, as well as the May 25th work session. Approval of the FY2022 is scheduled for Council's Regular Meeting on June 8, 2021.

Explanation:

The FY2022 Budget includes increases to the Town's utility rates; Water (10%) increases and Sewer (5%) increases. The proposed water and sewer rates would become effective on December 1, 2021.

Background:

The current and proposed rates are listed below:

WATER (rates per 1,000 gallons)

- | | | |
|---------------------------|-----------------|-------------------------|
| • Business & Residential: | Current: \$2.75 | Proposed: \$3.02 |
| • Industrial: | Current: \$2.69 | Proposed: \$2.96 |
| • Out of Town (Hurt): | Current: \$4.13 | Proposed: \$4.53 |
| • Out of Town (B&R): | Current: \$5.49 | Proposed: \$6.04 |
| • Out of Town (Ind.): | Current: \$5.38 | Proposed: \$5.92 |

Sewer (based on 85% of water consumption)

- | | | |
|---------------------------|-----------------|-------------------------|
| • Business & Residential: | Current: \$3.45 | Proposed: \$3.63 |
| • Industrial: | Current: \$3.54 | Proposed: \$3.72 |
| • Out of Town (Hurt): | Current: \$3.45 | Proposed: \$3.63 |
| • Out of Town (B&R): | Current: \$6.90 | Proposed: \$7.25 |
| • Out of Town (Ind.): | Current: \$7.08 | Proposed: \$7.44 |

(Example: A residential customer that uses 5,000 gallons of water per quarter, would see a \$1.35 increase in water and a \$0.77 increase in sewer on their quarterly bill. A Total increase of \$2.12 per quarter.)

Funding Source(s):

The proposed budget allocates funds for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

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

- *Utility Rate Increase Public Notice*

TOWN OF ALTAVISTA
Notice of Public Hearing
INCREASES IN WATER AND SEWER RATES

The Altavista Town Council will hold a Public Hearing at its regular meeting on Tuesday, May 11, 2021 at 6:30 P.M. in the Council Chambers of the Municipal Building, 510 7th Street.

The purpose of this Public Hearing will be to hear public comment upon the following proposed amendments to the Town Code to be effective July 1, 2021, with regards to water and sewer charges which are promulgated pursuant to authority contained in Virginia Code Sections 15.2-2119, 15.2-2122 and 15.2-2143 as follows:

Monthly Consumption Charge

These charges are based on the amount of water/sewer used by the customer.

Water Rates:

- Business & Residential - Current charge \$2.75 per 1,000 gallons, proposed new charge \$3.02 per 1,000 gallons, 10% increase.
- Industrial - Current charge \$2.69 per 1,000 gallons, proposed new rate \$2.96 per 1,000 gallons, 10% increase.
- Town of Hurt Water System - Current charge \$4.13 per 1,000 gallons, proposed new rate \$4.53 per 1,000 gallons, 10% increase.
- Business & Residential Customers Outside of Town (other than the Town of Hurt water system) - Current charge \$5.49 per 1,000 gallons, proposed new rate \$6.04 per 1,000 gallons, 10% increase.
- Industrial Outside of Town - Current charge \$5.38 per 1,000 gallons, proposed new rate \$5.92 per 1,000 gallons, 10% increase.

Sewer Rates (based on 85% of water consumption):

- Business & Residential - Current charge \$3.45 per 1,000 gallons, proposed new rate \$3.63 per 1,000 gallons, 5% increase.
- Industrial - Current charge \$3.54 per 1,000 gallons, proposed new rate \$3.72 per 1,000 gallons, 5% increase.
- Town of Hurt Sewer System - Current charge \$3.45 per 1,000 gallons, proposed new rate \$3.63 per 1,000 gallons, 5% increase.
- Business & Residential Customers Outside of Town (other than the Town of Hurt sewer system) - Current charge \$6.90 per 1,000 gallons, proposed new rate \$7.25 per 1,000 gallons, 5% increase.
- Industrial Outside of Town - Current charge \$7.08 per 1,000 gallons, proposed new rate \$7.44 per 1,000 gallons, 5% increase.

There are no changes in the monthly fixed charges for water in the connection fees. All rates, fees and charges will be stated in the Master List as published by the Town.

J. W. Coggsdale, III
Town Manager
Town of Altavista



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 7A

New Business

Title: Garbage Truck Repairs
Staff Resource: David Garrett, Public Works Director
Amie Owens, Assistant Town Manager
Tobie Shelton, Finance Director/Treasurer

Action(s):

- Notify council of need for repair to both garbage trucks
- Request the line item transfers from CIP savings and delayed CIP project to cover repair costs

Explanation:

Due to the fact that sanitation collection is a key service for the Town of Altavista, and provided to the Town of Hurt, it is necessary to have equipment that is in good working order.

Background:

The inside packer blade on the 2016 Heil (newest) garbage truck was making a loud noise while packing the garbage inside of the body. We found that a section of wear plates on the inside rails of the packer had broken and was causing the packer to be in a bind while packing the garbage. Terry Lambert, Fleet Mechanic, was able to make a temporary repair to get the truck back into operation. After further investigation, the necessary repairs are as follows:

- Replace Wear Pads on Packer Panel
- Replace Wear Plates on Packer Guide Tracks
- Replace Packer Cylinders, Pins and Bushings
- Replace Cylinder Hoses

Total Estimate Repairs \$ 12,499.22

The estimate is from Mid Atlantic Waste System and is the regions Heil Dealership Repair Center. Estimated repair time is two weeks. There was a plan in place to order the necessary parts and begin using the 2004 Peterbilt garbage truck (backup) to be sure that it would support continuous running while the other truck is repaired.

However, when the backup was scheduled for its preventive maintenance work, it was discovered that the truck would not start. After troubleshooting and conducting a diagnostic test via computer, it was determined that the EMC engine computer is bad. Mr. Lambert consulted with the Peterbilt Dealership in North Carolina and based on our diagnostic computer readout they agree that the EMC is computer is bad and will need to be replaced. In order for this to be repaired, this truck will need to be towed to the dealership for this repair. The Dealership is in the process of sending an estimate to have the repairs made and towing fee – the verbal estimate is approximately \$8,000.

With the end of the budget cycle approaching, there is currently \$4,500 left in Sanitation Repairs and Maintenance line item. In an effort to get these repairs made as soon as possible, we are notifying you that these funds, savings from two FY2021 CIP items that came in under budget: the replacement of the 1986 2150 tractor mower – savings of \$5,850 and the purchase of the rotary cutter – savings of \$5,200, and a FY 2021 CIP project for fuel system upgrade to Windows for \$10,000 that was postponed could be reallocated for these repairs.

If we use the savings from the two CIP items, the funds allocated for the postponed project, combined with a portion of the remaining funds in the R&M line item we will have enough to fund the repairs to the trucks, if Council approves.

Funding Source(s):

Funding – General Fund - Sanitation Repairs and Maintenance - \$4,500

General Fund - CIP savings to be reallocated

Tractor Mower - \$5,850

Rotary Cutter - \$5,200

General Fund – CIP postponed project

Fuel System Upgrade - \$10,000

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

- *Cost Estimate for Repair*

SALEM
MID ATLANTIC WASTE SYSTEMS
793 UNION STREET
SALEM, VA 24153
410/820-7188 DIAL 1
PARTS FAX #410/770-3729

Customer 58101A	WORK ORDER ** SERVICE ESTIMATE **	Document S05169	Pg 1
NET 30 DAYS		4/22/21	9:23

Sold To
ALTAVISTA, TOWN OF
510 SEVENTH ST
PO BOX 420
ALTAVISTA VA 24517

Ship To
MID ATLANTIC WASTE SYSTEMS
793 UNION STREET
SALEM VA 24153

434/369-5001

FOB FIELD JOB

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
006		HL	612-3613	7E7305667	T00079		999		

Ord	Ship	Description	Each	Amount
-----	------	-------------	------	--------

Opened 4/19/21

MID ATLANTIC IS PLEASE TO PROVIDE THE FOLLOWING QUOTE
FOR TOWN OF ALTAVISTA
* REPLACE WEAR PADS ON PACKER PANEL
* REPLACE WEAR PLATES ON GUIDE TRACKS
* REPLACE PACKER CYLINDERS, PINS AND BUSHINGS.
* REPLACE CYY HOSES AS NEEDED .

2	2	AH 001-6247	*	2,291.67	4,583.34
		CYLINDER, PACKER			
8	8	6 HL 015-3161	8001B *	13.54	108.32
		SPACER PACKER CYL			
2	2	HL 021-3761-043	*	92.23	184.46
		NARROW BAR, 2" X 11			
8	8	8 HL 026-3936	8001B *	4.80	38.40
		RETAINER, SPACER (SM			
2	2	2 HL 048-5807	804 *	51.15	102.30
		2 DIA. PIN - HALF			
2	2	2 HL 048-5987	8002B *	37.46	74.92
		PACKER PIN			
2	2	HL 234-0055-009	*	155.12	310.24

CONTINUED

SALEM
MID ATLANTIC WASTE SYSTEMS
793 UNION STREET
SALEM, VA 24153
410/820-7188 DIAL 1
PARTS FAX #410/770-3729

Customer 58101A	WORK ORDER ** SERVICE ESTIMATE **	Document S05169	Pg 2
NET 30 DAYS		4/22/21	9:23

Sold To
ALTAVISTA, TOWN OF
510 SEVENTH ST
PO BOX 420
ALTAVISTA VA 24517

Ship To
MID ATLANTIC WASTE SYSTEMS
793 UNION STREET
SALEM VA 24153

434/369-5001

FOB FIELD JOB

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
006		HL	612-3613	7E7305667	T00079		999		

Ord	Ship	Description	Each	Amount
4	4	STAR BAR HL 234-0055-013	*	195.47 781.88
2	2	STAR BAR HL 234-2304	*	69.18 138.36
2	2	450 BHN MIN WEAR PLA HL 234-2306	*	74.50 149.00
	44	LABOR		100.00 4,400.00
	1	HOSE AND FITTINGS		500.00 500.00
	1	ESTIMATED FREIGHT		600.00 600.00
		SUPPLIES & ENVIRONMENTAL		528.00
		SUBTOTAL		12,499.22
		NON-TAXABLE VIRGINIA		N/C

SERVICE DISCLAIMERS:

*PRICE MAY NOT INCLUDE ALL APPLICABLE TAXES
AND SHIPPING CHARGES.

*UNIT(S) MUST BE AVAILABLE ON SCHEDULED DAY.

*THIS SERVICE QUOTE IS AN ESTIMATE; FINAL

CONTINUED

SALEM
MID ATLANTIC WASTE SYSTEMS
793 UNION STREET
SALEM, VA 24153
410/820-7188 DIAL 1
PARTS FAX #410/770-3729

Customer 58101A	WORK ORDER ** SERVICE ESTIMATE **	Document S05169	Pg 3
NET 30 DAYS		4/22/21	9:23

Sold To
ALTAVISTA, TOWN OF
510 SEVENTH ST
PO BOX 420
ALTAVISTA VA 24517

Ship To
MID ATLANTIC WASTE SYSTEMS
793 UNION STREET
SALEM VA 24153

434/369-5001

FOB FIELD JOB

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
006		HL	612-3613	7E7305667	T00079		999		

Ord	Ship	Description	Each	Amount
-----	------	-------------	------	--------

PRICE MAY VARY.
*UNIT MAY HAVE OTHER UNFORESEEN DIFFICULTIES
THAT REQUIRE ADDITIONAL TIME AND MATERIALS.
*CUSTOMER WILL BE ADVISED.
*UNIT MUST BE EMPTIED PRIOR TO SERVICE.
*ALL PRICES ARE BASED ON REGULAR TIME WORKED.
*IF OVERTIME IS REQUIRED, OVERTIME RATES WILL
APPLY.
*ESTIMATE IS VALID FOR 30 DAYS.

CUSTOMER ACCEPTS ALL CHARGES ON THIS DOCUMENT AND
AGREES TO PAY IN FULL. CONTACT 1-800-338-7274

Total	12,499.22
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Authorized Signature	Date	Pulled By	Checked By
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TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 7A

New Business

Title: Police Department Recruitment Update

Staff Resource: Tommy Merricks, Chief of Police

Action(s):

Council may opt to provide staff direction.

Explanation:

- The Altavista Police Department has a vacant position and Chief Merricks will provide an update.
- Based on the lack of viable “certified” officers for the position; Chief Merricks intends to hire an individual and send the new employee to the Central Virginia Criminal Justice Academy for the required six (6) month training, which begins in July.

Background:

Periodically the APD has vacancies and seeks to fill them with “certified” officers; when no certified viable candidates are available, sending an individual to the Academy is the next option.

Funding Source(s):

Police Department Budget (General Fund)

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

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 7C

New Business

Title: AOT / Town Joint Meeting

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Staff is attempting to set up the joint meeting for Tuesday, May 25th, with a recommendation that the meeting begin at 4:00 p.m. or 4:15 p.m. to allow 45 – 60 minutes for this purpose. This would be prior to the Town Council Work Session that is set to begin at 5:00 p.m. Council can provide direction on the scheduling of this joint meeting.

Explanation:

- The current agreement between Altavista On Track and the Town of Altavista calls for an annual meeting to discuss the ongoing relationship planned AOT activities, AOT yearly work plan, board composition and other topics of interests to both parties.

Background:

The Town of Altavista is a Virginia Main Street Community and Altavista On Track manages the program as set forth the Virginia Department of Housing and Community Development. The Agreement between the Town of Altavista and Altavista On Track (AOT) was executed on June 12, 2020 and ends on June 30, 2021. The agreement automatically renews unless written notice is provided by May 31st.

Funding Source(s):

Town General Funds and Altavista On Track funds

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

- *Town/AOT Agreement*



Agreement Between the Town of Altavista and Altavista On Track

This agreement, dated this 12th day of JUNE, 2020, is between the Town of Altavista, Virginia, a municipal corporation (hereinafter “the Town”), and Altavista on Track, a 501(c) (3) nonprofit organization (hereinafter “AOT”).

The Town is a Virginia Main Street Community and desires to retain AOT to manage this preservation-based economic and community development program of the Virginia Department of Housing and Community Development that follows the “Main Street Four-Point Approach™” developed by the National Main Street Center.

The Altavista Town Council and AOT Board of Directors share mutual goals for the continued vitality of the designated downtown district. They pledge to work together to advance those goals as set forth in this agreement.

The term of this agreement shall begin on JULY 1, 2020 and end on June 30, 2021. This agreement will be automatically renewed annually unless written notice is provided by May 31, to be effective July 1 of the applicable year.

NOW THEREFORE, in consideration of the mutual goals described, the parties agree as follows:

The Town shall:

1. Support the aforementioned program by continuing to be a financial partner, including the salary and benefits of the Main Street Coordinator based on the current duty breakdown of 28 hours Main Street and 12 hours Town social media. The Main Street Coordinator will report to the Town Manager or his/her designee, be considered a Town employee, and be subject to the Town Personnel Policy.
2. Support AOT in obtaining further funding through grants from governmental and non-governmental sources;
3. Be represented with a member of Town Council serving as an ex-officio member of the AOT board;

4. Recognize AOT as an independent non-profit organization with its own governing body, therefore, the Main Street Coordinator will remain uniquely beholden to the Board of Directors, additionally, AOT may pursue other interests not in conflict with those listed herein, and deemed to preserve the goals of the organization taking into consideration the Town's goals for the downtown district;
5. The Town will provide all available non-confidential information necessary for the official and required reporting and documentation of the Virginia Main Street Program.
6. Provide AOT with an office for its exclusive use;
7. Provide storage space for personal property of AOT at facilities designated by the town;
8. Assist in the advertisement of activities, promotions and festivals of AOT through print, town website and local access channel; as deemed necessary and appropriate.
9. Provide in-kind services through its public works, police and other departments for the support of town sponsored downtown activities such as festivals and parades subject to availability of personnel and equipment and budgetary impact of such departments, given their other duties and obligations as determined by the directors thereof or their designees;
10. Give advance notice to AOT of any capital improvements, repairs, street closings or other town activities which might have an effect on downtown businesses;
11. Cooperate with AOT in meeting the objectives of the Main Street Program;

In consideration of the Town's support, AOT shall:

1. Operate according to the AOT Annual Letter of Agreement with the Virginia Main Street Program. Said Agreement is attached as Appendix A and will be updated with each new Agreement;
2. Continue to function as they currently do working towards the goals of the National Main Street Program and will serve in an advisory capacity;
3. Facilitate an annual meeting with the Main Street Coordinator for AOT, the Town Manager, members of the AOT Board of Directors, and members of the Town Council to discuss the ongoing relationship between the Town and AOT, planned AOT activities, AOT yearly work plan (attached as Appendix B which will be updated on or before July 1 each year), board membership composition and other topics of interest to both parties;
4. Work diligently to promote downtown Altavista and to increase the number of businesses, and/or other commercial activities in the downtown district through marketing and exposure of available properties;
5. Cooperate with the Town's economic development goals through:

- a. Managing the economic development and design assistance function of the Virginia Main Street Historic Downtown District within the AOT Service Area;
 - b. Partnering with Altavista Economic Development Department and the Altavista Area Chamber of Commerce to attract new businesses to the downtown district as well as maintain good relationships with existing businesses in the community;
6. Maintain and leverage its 501(c)(3) status to encourage donations and grants for town projects related to the downtown district;
7. Maintain financial records in accordance with Generally Accepted Accounting Principles. The records of AOT, including records of disbursements and receipts, and other records relating to the performance of the activities herein specified, shall be made available for inspection by the Town or any Certified Public Accountant acting on its behalf;
8. Attend all regular Town Council meetings, without unexcused absences;
9. Provide the Town with a report on monthly activities, accomplishments and planned projects; said report being due by the first Wednesday of the month, for inclusion in the Town Council package;
10. Make an affirmative effort to increase AOT's base of support, and increase the financial support of its sponsors and partners;
11. Continue active internal and external communications with the Town, business community and the general public. These communications will include, but not be limited to social media, e.g. Facebook, et.al., newsletter, website, monthly report, email correspondence, etc.;
12. Serve as a contact regarding public inquiries, concerns and advice for Altavista activities such as available properties, events, referrals and promotions in the Main Street District (AOT Service Area);
13. Continue the organization, funding, production and evaluation of downtown events such as the Chalkfest, Gibley Jog, Back to School Block Party etc.;
14. Maintain and coordinate a corps of volunteers to assist in the work of the organization;
15. Communicate with the town manager, or his or her designee, with respect to activities which shall occur downtown and may require town assistance and give advance reasonable and appropriate notice to the relevant departmental contact person of such activities, it being understood by AOT that failure to give reasonable advance notice may preclude assistance from the relevant town department;
16. Give advance notice to downtown businesses of capital improvements, repairs, street closings or other activities of the town upon receipt of notice of same from the Town;

17. Take such actions required to ensure that the Main Street Program is carried on and thrives in the Town;
18. Abide by all federal, state and local laws, regulations and procedures in conducting the various activities of AOT, it being understood that any failure to so abide will preclude assistance from the Town and any of its departments in such activities;
19. Provide to the Town Manager, or his or her designee, its budget request for Town Council's consideration based on a budget schedule adopted by Town Council;
20. Establish annual metrics for AOT in conjunction with Town Council and AOT's vision, mission and goals as they relate to the Downton Historic District, Virginia Main Street and National Main Street Criteria. Reference Exhibit "A"; and
21. Evaluate, semiannually, the performance and conduct of the Main Street Coordinator in conjunction with the Town Manager and his/her designee.

Conduct

The parties covenant and agree each to the other that its conduct under this agreement, and the interpretation and enforcement of the provisions hereof, shall be characterized by good faith and fair dealings so that the objectives of each party as set forth in this agreement may be achieved.

Discrimination

In carrying the services under this Agreement, the Town shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability. The Town shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Town agrees and will undertake whatever affirmative measures are necessary so that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activities funded in whole or in part with any of the funds made available to AOT under the terms of this Agreement because of race, creed, color, religion, national origin, sex, age, degree of handicap, sexual orientation, gender identity, or disability.

Termination:

Either party may terminate this agreement upon the other's substantial breach of this Agreement; but neither the Town nor AOT may terminate this agreement for an alleged breach unless it has

given at least 10 days prior written notice to the other party, specifying the breach, and the other party has failed to cure the breach, or to produce a mutually-agreeable plan to do so, within 10 days after receipt of the written notice.

Assignability

AOT shall not assign any interest in this Agreement without the prior written approval of the Town.

Severability

In any provision of this agreement or the application thereof to any person or circumstance shall be invalid, illegal or unenforceable to any extent, the remainder of this agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.

Insurance

At the time of execution of this Agreement by AOT, AOT shall provide the Town copies of AOT's insurance certificates showing compliance with the insurance requirements of Insurance Schedule D, included as Attachment D.

Notice

Notices pursuant to this Agreement may be given by postage-prepaid first class mail or hand-delivered to the following contacts:

Town Manager
510 7th St, Altavista, VA 24517

Main Street Coordinator
510 7th St, Altavista, VA 24517

Court of Jurisdiction

The Circuit Court Campbell County, Virginia shall have sole and exclusive jurisdiction over any dispute arising out of this agreement.

Non-Appropriations

The obligations of the Town are contingent upon and subject to appropriation of sufficient funds for the purpose of this agreement.

Final and Entire Agreement

This Agreement includes all of the terms of agreement between the Town and the Altavista On Track and there are no other agreements, promises, inducements or understandings between them.

Town of Altavista, Virginia

Signed: Waverly Coggsdale III Date: 6/12/20
Waverly Coggsdale III, Town Manager

Altavista On Track

Signed: Lori Johnson Date: 6/11/20
Lori Johnson, President AOT



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8A

Unfinished Business

Title: Reserve Fund Policy and Pending/Future CIP Project Funding

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Council may decide to do one of the following:

- Amend the Town's Fiscal Policies to reduce the amount of funds needed to be earmarked in Reserves for the Undesignated Fund Balance.
- Defer Action and have staff place this item on a future agenda as needed.

Explanation:

- Town Council discussed this item at their April 27, 2021 Work Session and it was a consensus to place this item on tonight's agenda for further discussion/consideration.
- The existing Town Financial Policy indicates that the Town will maintain an Undesignated General Fund Balance equal to 100% of General Fund Annual Recurring Revenues (based on previous year's Financial Report). The Enterprise Fund (Water & Sewer) will have a minimum unrestricted cash balance equal to 50% of total water and sewer fund expenditures (based on previous year's Financial Report).

Background:

The Town Council adopted the existing Fiscal Policies on September 8, 2020.

The current policy balances (dated on the FY2020 Financial Report) are:

- ◆ **General Fund: \$ 6,133,612** (100% Recurring Revenues)
- ◆ **Enterprise Fund: \$ 1,996,828** (50% Expenditures)

Funding Source(s):

Per the proposed FY2022 Budget

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

- *Fiscal Policies Excerpts*

Policy A – Fund Balance

General Fund

Undesignated Fund Balance

- The Town of Altavista's Unassigned General Fund Balance will be maintained at a level to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.
- The Town shall not use the Undesignated General Fund Balance to finance recurring operating expenses.
- The Town will maintain an Undesignated General Fund Balance (UGFB) equal to 100% of General Fund Annual Recurring Revenues (based on previous year's Financial Report). In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the Town shall restore the Undesignated General Fund Balance to the minimum of 100% within three years.
- Funds in excess of the targeted 100% fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.

Committed Fund Balance

- Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of Town Council. These committed fund balance amounts cannot be used for any other purpose unless Town Council removes or changes the specified use by taking the same action (ordinance or resolution) it employed to previously commit those amounts. Committed fund balance also includes contractual obligations to the extent that existing resources in the fund have been specifically committed to use in satisfying those contractual requirements.

Assigned Fund Balance

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by *the Town Manager or his designee, in accordance with Council adopted fund balance policy.*

Restricted Fund Balance

- Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Non-Spendable Fund Balance

- Non-spendable fund balance includes amounts that cannot be spent because they are either not in spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

Policy on the order of spending resources

- The Town considers restricted fund balance to be spent when an expenditure is incurred for purposes for which restricted and unrestricted fund balances are available unless prohibited by legal documents or contracts. When an expenditure is incurred for purposes for which committed, assigned or unassigned amounts are available, the Town considers committed fund balance to be spent first, then assigned fund balance, and lastly unassigned fund balance.

Enterprise Funds***Utility Fund (Water & Sewer)***

- The Town of Altavista will maintain minimum unrestricted cash balances in the Utility (Water & Sewer) Fund equal to 50% of total water and sewer fund expenditures (based on previous year's Financial Report). In the event the minimum unrestricted fund balance falls below the 50% minimum of operating expenses, the Town Council shall approve and adopt a plan to restore this balance to the target level within three years.
- Unrestricted cash may be maintained at a level higher than this minimum to save for transfer to the Utility (Water & Sewer) Capital Fund for large planned expenses (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility.
- *The purpose of establishing minimum unrestricted cash balance level is to maintain a prudent level of financial resources to protect against the need to raise fees (outside of normal rate increases) due to temporary revenue shortfalls or unpredicted one-time expenses.*
- *Funds in excess of the targeted 100% fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.*
- A rate review will be conducted at least every two years.

Policy B - Budget

The Town of Altavista encourages the public's input and participation in the budgetary process.

The budget process will be designed in a way that will provide Town Council an opportunity to coordinate major policy issues are identified several months before consideration of budget approval.

Policies

- A. Town Council shall adopt a balanced budget in accordance with all legal requirements.
- B. A structured budget preparation and formulation process shall be used for all departments and agencies receiving funding from the Town.
- C. Departmental budgets shall be managed within the total appropriated budget for each fiscal year.
- D. All operating budget appropriations shall lapse at the end of the fiscal year to the extent that they are not expended or encumbered.
- E. The budget shall be adopted by the affirmative majority vote of Town Council.
- F. The Vision and priorities established by Town Council as well as the Comprehensive Plan shall serve as the framework for the budget proposed by the Town Manager.
- G. The fiscal year for the Town is July 1 through June 30 as defined by the *Town Code*, section 2-161.
- H. One-time revenues shall be used for one-time expenditures only.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8F

Unfinished Business

Title: Dearing Ford Business & Manufacturing Center Update/Discussion

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Council may opt to provide staff direction on their discussions.

Explanation:

- The Lynchburg Regional Business Alliance has filed a GO Virginia application on the Town's behalf in regard to a proposed natural gas line extension to the industrial park. This infrastructure improvement is in response to a potential tenant of the park. The estimated cost of the gas line extension is \$1.2 million; with the grant application seeking \$800,000 and the Town providing \$400,000 in match. GO Virginia's Region 2 Council voted to recommend to the GO Virginia State Board approval of this request, the State Board will meet on June 15th.
- Town Council has previously discussed their potential interest in conveying the property of Dearing Ford Business & Manufacturing Center to the Altavista Economic Development Authority. A map is attached that shows both parcels that are owned by the Town. In order to consider conveyance, the Town Council is required to conduct a public hearing on the matter.

Background:

Last year, the Town of Altavista purchased the Dearing Ford Business and Manufacturing Center from Campbell County.

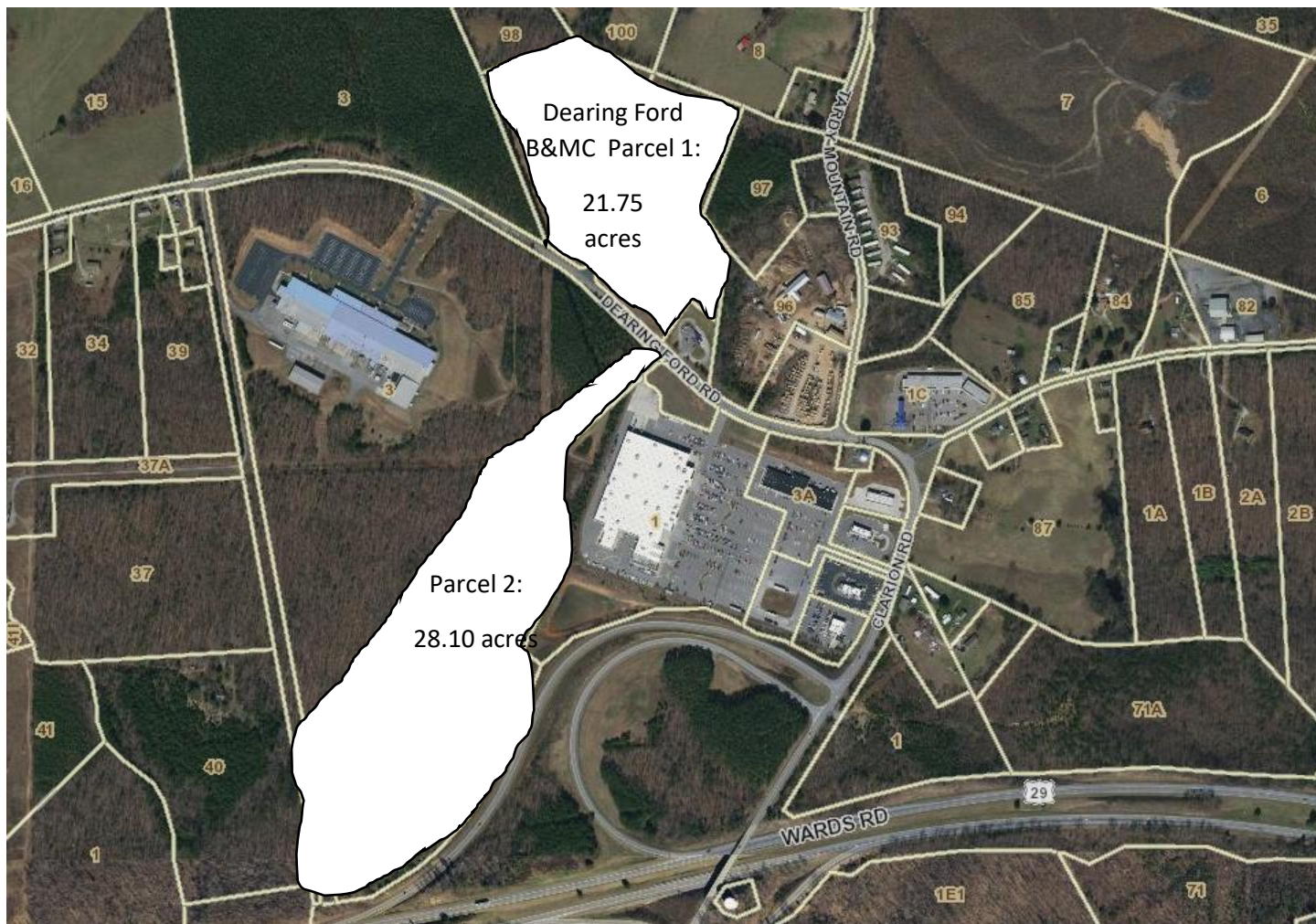
The property is in two parcels: one of which is a developed Tier 5 Industrial site containing 21.75 acres and the other an undeveloped site, located behind Wal-Mart containing 28.10 acres.

Funding Source(s):

The GO Virginia grant application has a required match, the Town has agreed to up to \$400,000 of the potential \$1.2 million cost.

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

- *Site Map of property*



DEARING FORD BUSINESS & MANUFACTURING CENTER



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8C

Unfinished Business

Title: Dalton's Landing - After hours gate opening

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

- Request Council direction related to the process for after hours gate opening and what, if any, fees would be associated with such unlocking

Explanation:

While there is a mechanism for the routine daily opening and closing of the Dalton's Landing Canoe Launch site outlined in the agreement with Larry Dalton, there has not been a formal procedure as to whom to contact in the event that someone's vehicle is locked in the parking lot after hours. We are seeking Council direction as to what to do if this occurs.

Background:

There will be a sign at the gate stating that operating hours are from dawn until dusk and that the parking lot gate will be closed and locked with no overnight parking.

Questions for consideration:

If someone cannot get back to the Canoe Launch before the gate is closed, who should be responsible for unlocking the gate?

Should the Altavista Police Department come to assist or some other option?

Should there be a charge for such a service?

Funding Source(s): N/A

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

- Potential mock-up of signs

**Canoe Launch
Parking Lot
Hours
Dawn Until
Dusk**

**Gate will be closed and locked
each evening**

No Overnight Parking

**Canoe Launch
Parking Lot
Hours
Dawn Until
Dusk**

No Overnight Parking

**If gate is locked, Call Altavista
Police for assistance**

434-369-7425



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8D

Unfinished Business

Title: Existing Business- New Water Line Agreement

Staff Resource: Tom Fore, Utilities Director

Action(s):

- Allow Staff to move forward with assisting, administratively, on the installation of the 12" water line to existing business now that the Statement of Work Agreement has been signed.

Explanation:

Agreement has been signed and staff is awaiting approval from business to move forward.

Background:

At the September 8, 2020 meeting after Council was informed of the project. Staff would review any comments and place the request on a future meeting agenda, or consent agenda, for Council's consideration and/or potential approval.

At the February 9, 2021 meeting, Staff informed Council that a local business requested the Town to install a new 12" line with no cost to the town and that the line once installed would be transferred to town ownership. At this meeting we requested Council's consideration of a partial waiver of connection fees related to the construction of the new water line, and Council accepted staff's recommendation and approved the partial waiver.

Funding Source(s):

Private funds

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

- *None at this time*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8E

Unfinished Business

Title: COVID Updates

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Dependent upon discussion.

Explanation:

- Staff is proceeding with plans to open the English Park Splash Pad later this month. A memo and proposed COVID rules are attached for review. (Attachments)
- The Town is continuing to work through the potential uses of the Rescue Act funding that will be provided to the Town through the Commonwealth of Virginia. This is different from the previous CARES funds that came to the Town through Campbell County.

Background:

For the past fourteen plus months, the Town has been dealing with impacts of the COVID pandemic.

Funding Source(s):

Signage will be paid for out of any remaining CARES Act funds.

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

- *Memo – Splash Pad Reopening*
- *Splash Pad COVID Notices*



MEMORANDUM

To: Mayor Michael Mattox and Council Members
J. Waverly Coggsdale, III, Town Manager

From: David Garrett, Public Works Director
Amie Owens, Assistant Town Manager

Date: May 5, 2021

Re: Plan for Splash Pad Opening

The Fifth Amendment to Executive Order 72 allowed for the opening of our splash pad. In an effort to be sure that we are prepared and that we are executing all of the necessary precautions based on current guidelines, the following is the plan for opening by May 22, 2021.

1. The area around the splash pad is to be cleared and re-mulched – completion by May 7.
2. The splash pad is being flushed to ensure it is operable and all of the equipment cleaned – completion by May 7.
3. There is a requirement to have the necessary CDC guidelines posted for those utilizing the splash pad including the need for continued social distancing both on and off the splash pad – ordering and installation to be complete by May 17.
4. The capacity will be set to no more than 100 individuals at any time in and around the splash pad which is the current limitation for outdoor activities and is within capacity recommendations.

If all of the requirements are met, the splash pad can be opened safely for the enjoyment of the public. As noted on the existing signage at the splash pad, if opening prior to Memorial Day, the opening would only be on the weekends. This would imply that the first weekend for opening would be May 22 and 23, with regular 7 day a week operation on Memorial Day, May 31 and forward unless otherwise directed by Town Council.



STOP – do not use the splash pad if you or your child has any symptoms of Covid-19 or has been exposed to Covid-19 in the past 14 days.



Whenever possible, maintain a physical distance of at least six feet from others unless you are from the same household.



Users of the splash pad should sanitize or wash their hands before entering the splash pad.



Masks should be worn in accordance with CDC guidelines as it relates to outdoor activities.

Total capacity limited to 100 in the splash pad and playground area



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8F

Unfinished Business

Title: CIP Updates

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Council may opt to provide staff direction on their discussions.

Explanation:

- Staff has provided an update on the FY2021 Capital Improvement Program items. This report shows the status of the item; some items on the list were added by Council after the adoption of the CIP.
- Staff would also like to discuss the pedestrian bridge project for the area along Eagle Trail. This bridge will connect the smaller and larger field and a gravel trail will be installed that will provide a loop to Eagle Trail. There are some items that need to be addressed, including: location of the pedestrian bridge (it is staff's understanding that there may be a desire to relocate from the original location); also the design of the abutments and the installation of the bridge are items staff will provide an update on.

Background:

The FY2021 CIP was approved by Town Council last June and became effective on July 1, 2020.

The pedestrian bridge project was included in the CIP. Council authorized the purchase of the bridge at their December 8, 2020 Regular Meeting as part of the Consent Agenda. This item was presented to Town Council at their November 2020 Work Session and requested a not-to-exceed cost of \$50,000 for purchase and installation of the bridge.

Funding Source(s):

CIP funds can come from various sources.

The pedestrian bridge is part of a project that is funded primarily through funds from the Jenk's Estate.

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

- FY2021 CIP Update
- Pedestrian Bridge location map
- November Work Session and December Regular Meeting 2020 minute excerpts

FY 2021 - Capital Improvement Projects - Status Report

COUNCIL CIP

	Project	Status	Comments
CO	Meeting Software	In process	Estimated "go live" date is June 2021

ADMINISTRATION CIP

ADM	Website Redesign	In process	Estimated "go live" date is July 1, 2021
ADM	Replacement of IBM Printer	Complete	
ADM	Replacement of Main Network Server	Complete	

AVOCA CIP

AV	Rewire Electrical Lines	Complete	
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ACTS (TRANSIT)

ACTS	Mobile Radio System	In process	Delayed due to change from mini-trolley to BOC vehicle; will be installed when BOC is delivered
ACTS	Replacement of Existing BOC	In process	BOC vehicle has been ordered; delivery is 3 to 4 months. Delayed due to DRPT approval of 6 year CIP and the desire of Council for a mini-trolley as an option; due to cost - BOC was requested

POLICE DEPARTMENT CIP

PD	Replacement of Body Cameras	Complete	
PD	Transition from .40 cal Glock to 9mm Glock	Complete	
PD	Vehicle - New	Complete	

PUBLIC WORKS CIP

PW	Replacement of Solid Waste Cans	Complete	
PW	Replace Bucket Truck	Complete	
PW	Replace Tractor Mower	Complete	
PW	Purchase 15 Foot Flex Wing Rotary Cutter	Complete	
PW	Replace Rotary Lift	In process	Lift has been ordered and electrician completed preparation work on May 4, 2021
PW	Street Light Upgrades to LED heads/bulbs	Ongoing	18 have been installed - 25 is goal and should be met by end of FY
PW	Sidewalk, curb, gutter and drainage	Ongoing	
PW	Purchase New Message Board	Complete	
PW	Update Fuel System to Windows 10	Postponed	This project will not be done in FY 2021 - the initial estimate was for only one component of the system; full project has been moved to FY 2026 for complete system replacement
PW	Removal of Oil Tank	Complete	
PW	Repainting of Train Station and Caboose	In process	Completion in May 2021
PW	Repainting of Booker Building (inside and outside)	Postponed	This project will not be done in FY 2021 - the flooring project has not been completed (scheduled for late May 2021) and was included in FY 2022 CIP

PW	Replacement of Street Sweeper	Funding Earmarked/Discussion by TC	Currently only setting aside funds for future allocation and purchase of new street sweeper; discussion at Town Council related to repair versus replacement - will be half from General Fund and half from Highway Fund
PW	Replacement of 3/4 ton pick up	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - Will be from General Fund
PW	Replacement of 3/4 ton pick up with Utility body	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - Will be from General Fund
PW	Replacement of 1/2 ton pick up	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - Will be from General Fund
PW	Replacement of Knuckleboom	Funding Earmarked/Discussion by TC	Currently only setting aside funds for future allocation and purchase of new knuckleboom; discussion at Town Council related to repair versus replacement - will be from General Fund
PW	Replacement of Garbage Truck	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - will be from General Fund
PW	Replacement of 1 Ton Dump Truck	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - will be from Highway Funds
PW	Replacement of 2010 Pickup Truck	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - will be half from General Fund and half from Highway Funds
PW	Replacement of 2012 1 Ton Dump Truck	Funding Earmarked	Currently only setting aside funds for future allocation and purchase of new vehicle - will be from General Fund

PARKS & RECREATION CIP

P&R	Gateway Park Shade Sail Replacement	Completed	
P&R	English Park - Large Field Improvements - Phase I	Completed	Parking lots paved and fields re-seeded
P&R	Overlook Improvements	Completed	Await chairs to be added; picnic tables in place
P&R	Walking/biking Trail Connection to Lane Access Rd	Design completed 11/2020	Construction included in FY 2022 CIP
P&R	Improve Entrance to English Park	Design completed 11/2020	Per Council Discussion - construction for this item is not included in upcoming FY 2022 - 2026 CIP
P&R	Boat Parking & Circulation Improvements	Design completed 11/2020	Per Council Discussion - construction for this item is not included in upcoming FY 2022 - 2026 CIP
P&R	Picnic Table Replacement	Completed	18 tables were received and distributed
P&R	Passive Trails	In process	Bridge has been ordered; await design and construction of abutments; trails are mowed for use.

ECONOMIC DEVELOPMENT CIP

ED	Spark Innovation Center	In process/Funding Earmarked	Estimated opening spring 2022
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UTILITIES (WATER) CIP

	Project	Status	Comments
UT(W)	Tank Maintenance	Completed	Completed for FY 2021 (maintenance occurs annually)
UT(W)	Waterline Replacement Projects - McMinnis WL	In Process	Had Kick off Meeting and Notice to Proceed was Issued 5/3/2021
UT(W)	Filter Improvements	In Process	Awaiting VDH Approval - Hope to put to bid June 1, 2021
UT(W)	Emergency Power(pump station/springs)	In Process	Prebid for rebid was 4/28/2021 Bids due 5/18/2021 At 3:00 PM
UT(W)	Chemical Pump Replacement	Completed	
UT(W)	Sedimentation and Solids Handling	Postponed	Design moved to FY 2023 with construction in subsequent years
UT(W)	SCADA for Springs	In Process	Design Underway 5/20/2021

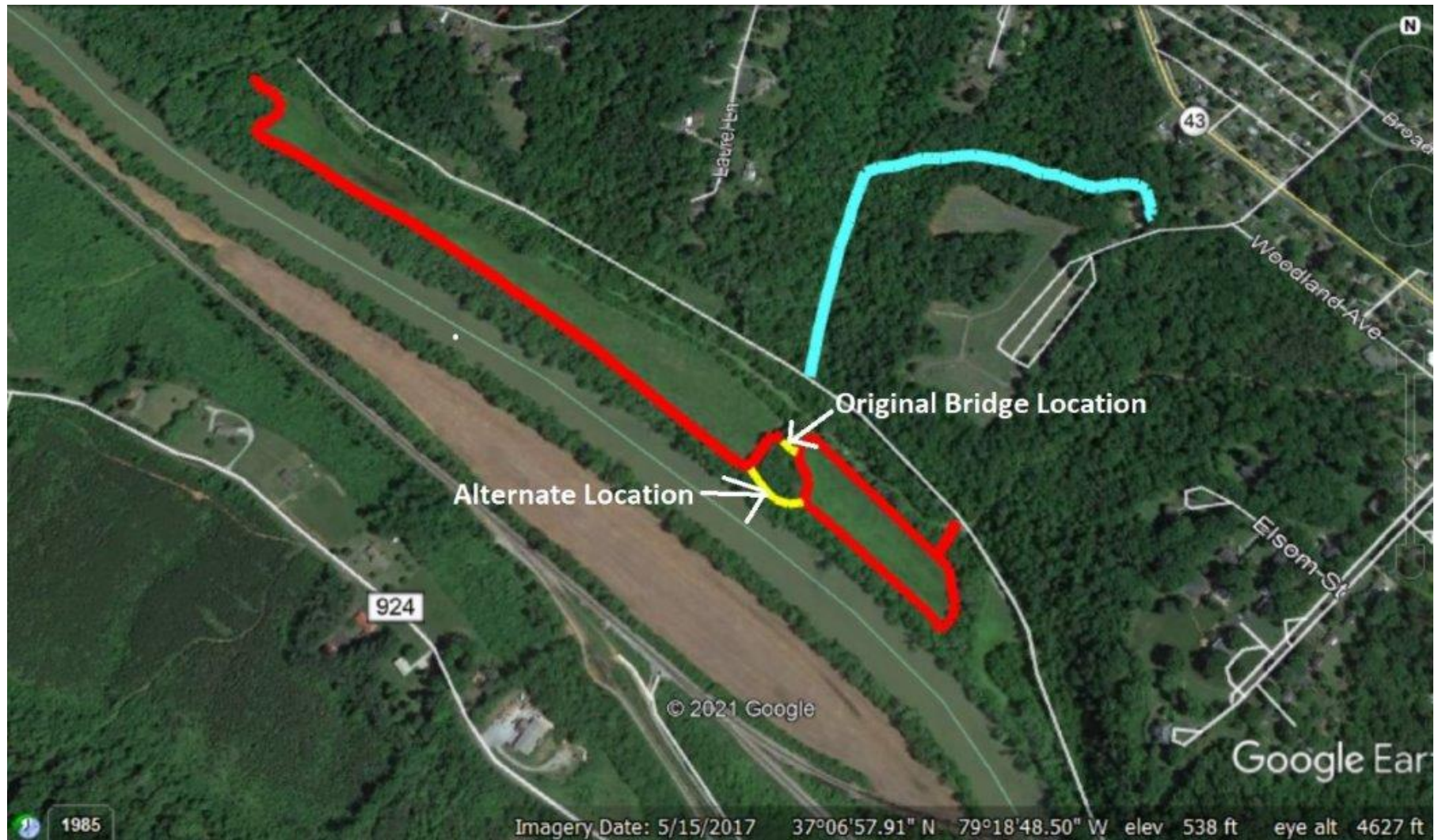
UTILITIES (SEWER) CIP

	Project	Status	Comments
UT(WW)	Return sludge impeller	In Process	On schedule to be installed before July 1, 2021
UT(WW)	40 hp pump replacement	Complete	
UT(WW)	WWTP Electrical Upgrade	In Process	
UT(WW)	Sewer Line Root Removal	Ongoing	75% Complete for FY 2021
UT(WW)	Sewer Line Replacement/Rehab	In Process	Riverview Complete Lynch Mill Design 95% - Construction postponed
UT(WW)	Aeration Rehab	Postponed	Postponed to FY 2022
UT(WW)	Replace Press Hydraulic Ram	Complete	New ram has been received; will install when necessary
UT(WW)	60 hp digester blower	Complete	

Additional Projects not in FY 2021 - but requested by Council

P&R	Shreve Park bridge – carryover from FY2020		Staff continues to consider the best way to provide a crossing for pedestrians and emergency service vehicles. At the February Town Council Work Session it was discussed that Councilman Higginbotham would be designing the bridge.
P&R	Trail connector – Eagle Trail to Greenhill Connector	In process	The weather has hindered efforts to put in the connector. Work will be done as weather permits. Staff will provide an update on when work will begin. David Garrett, Public Works Director has been attempting to address drainage issues on the trail due to excessive rains in 2020/2021.
P&R	John Mosley Memorial Park Pavilion and Shade Sail	Complete	This was a request from Council. The pavilion has been completed, shade sails installed and the additional sidewalks are complete. The park was dedicated on April 18, 2021.
P&R	Dalton's Landing Canoe Launch	In process	Substantial Completion date is May 17; hope to have soft opening with a more formal ribbon cutting with supporting individuals and agencies represented
CD/P&R	Shoreline Stabilization - English Park		Awaiting potential grant award of \$1.4M for shoreline stabilization; FY 2022 CIP has \$100,000 for river access/stabilization at the picnic area and at boat ramp

English Park – Pedestrian Bridge (CIP Project)



Council Work Session November 24, 2020

Councilman Mitchell stated his appreciation for Mr. Fore's hard work and his efforts in addressing this potential issue.

Vice-Mayor Dalton stated she felt the policy was a thoughtful way to proceed.

Councilman Bennett stated he felt the policy would be another way for the Town of Altavista to show they care for their citizens.

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

There was a unanimous consent of Council to approve staff's request and to place this item on the December 8, 2020 Consent Agenda for approval as presented.

Mayor Mattox thanked Mr. Fore for due diligence in this matter and for the hard work he continues to do for the Town of Altavista and the community.

8. English Park Passive Area

Town Manager Waverly Coggsdale reminded Council the FY2021 Budget/CIP included funding for a "Passive Trails" project in English Park. He stated the project consisted of several stream crossings to access the small and larger fields along the river, that run parallel to the paved walking trail (Eagle Trail).

Mr. Coggsdale shared with Council an overview map of the area for their visual reference.

Mr. Coggsdale stated the trail was designed to be a natural "mowed" trail. He reminded Council this project's budget of \$150,000 was approved in the adopted FY2021 Budget, with the bulk of the funding being Jenk's Estate proceeds. He shared with Council a breakdown of Jenk's funds and their (previous and projected) expenditures for the funds.

Mr. Coggsdale stated the pedestrian bridge would create a loop from the existing Eagle Trail to the new trail closer to the river and would connect the smaller and larger fields.

Mr. Coggsdale informed Council there were three proposals received for the pedestrian bridge project.

	5' width	add for 6'	6' Width	
Bridge Brothers	\$22,966	\$3,500	\$26,466	Alum.
CONTECH Engineered Solutions	\$20,400	\$400	\$20,800	Steel
E.T. Tectonics	\$27,760	---	---	Fiberglass

Mr. Coggsdale stated that Town Staff was recommending the purchase of the 6' wide steel pedestrian bridge proposed by CONTECH Engineering Solutions.

Mr. Coggsdale stated, based on conversations with CONTECH, the town should plan for the installation cost to be equal to the bridge cost. He stated, included in that cost, would be "engineer stamped plans" of the bridge that would be used to receive quotes from local contractors to build the abutments and install the bridge.

Mr. Coggsdale stated Town Staff would like to allocate up to \$50,000 of the \$150,000 budget for this project, to the bridge purchase/installation cost and move forward with this portion of the project.

Mr. Coggsdale stated, in addition, Altavista Public Works would be installing two crossings, one as an entry/exit to the small field, and the other an entry/exit to the larger field, which would also serve as a maintenance entrance. He stated the pipe and stone base installations were projected at \$6,000 in material cost.

Mayor Mattox asked Council if they had any questions in regard to this portion of the pedestrian bridge project.

Council Work Session November 24, 2020

Councilman Bennett referenced the "steel" bridge proposed by CONTECH. He stated the picture shared with Council shows the bridge over time and the steel had turned a darker rust color. He asked if there would be any long-term maintenance requirements.

Mr. Coggsdale stated a steel bridge would turn a "patina" color over time. He stated, when that happens, the bridge could be painted if Council desired. He stated the choice of materials would be the preference of Council.

Mr. Bennett stated he liked the patina look of an old steel bridge, but suggested Council take that information into consideration when considering which material to choose for the pedestrian bridge project.

Councilman Mitchell also shared his favor with the patina look of an old steel bridge. He stated he felt it would coincide with the nearby old railroad trestle and its natural/trail surroundings.

Councilman George added to the information of the bridge quotes. He stated all three options included "pressure treated" pine decks/floors, to which Mr. Coggsdale confirmed.

Mr. Coggsdale stated all three options also included standard handrail heights. He stated all quotes were subject to the same criteria, such as minimum load and minimum width.

Councilman Mitchell asked for staff's recommendation.

Town Manager Waverly Coggsdale stated Town Staff was recommending awarding the pedestrian bridge project to CONTECH Engineered Solutions, which was the lowest bid at \$20,800 for a 6' wide steel bridge.

Councilman Mitchell made a motion to accept staff's recommendation and authorize staff to award the pedestrian bridge project to CONTECH, with a "not to exceed" budget of \$50,000.

Mayor Mattox reminded Council that an item was not usually voted on at a work session unless the item was a time sensitive issue.

Mr. Coggsdale stated, if Council desired, staff would place this item on the December 8th Regular Council Meeting Consent Agenda for approval.

All Council members were in consensus to place this matter (award of the Eagle/Passive Trail pedestrian bridge project) on the December 8, 2020 Consent Agenda.

Town Manager Waverly Coggsdale stated, the next portion of this project pertained to the new "passive trail" that will go alongside the river and adjacent to Eagle Trail. He informed Council the Altavista Recreation Committee met on Tuesday, November 16th and recommended Town Council consider converting the proposed trail from a "mowed" trail to one with a stone surface.

Mr. Coggsdale stated the proposed trail was approximately 4,000' in length. He stated there was also an alternate addition to the trail that would create a loop in the small field closer to the river, which was approximately 1,000' in length. He stated both of the trails would provide just over one mile of additional trails to English Park.

Mr. Coggsdale stated the Altavista Recreation Committee recommends Town Council authorize staff to develop a bid packet for this item.

Mayor Mattox asked Altavista Public Works Director David Garrett if there would be a long-term cost savings for the town to convert the trail to gravel/stone.

Mr. Garrett stated there would not be much of a cost difference in the two options because Public Works would need to mow the sides of trail with either option.

Council Work Session November 24, 2020

Mayor Mattox also asked, if Council chose the gravel option, would the town use true stone, or use "millings" (crushed asphalt) left over from town paving projects.

Town Manager Waverly Coggsdale stated the choice/decision would be up to Council.

Councilman George stated it was suggested by the Recreation Committee for the town to use leftover millings from the VDOT project at the north end of Main Street, but the town was unable to procure those millings.

Mr. Coggsdale stated the town has an annual paving program that would begin again in spring 2021. He stated there was a potential to utilize the millings from that program, but he was unsure if there would be enough to complete the passive trail in its entirety.

Councilman Higginbotham suggested to "cut out" the trail's top soil 12 inches down, use crushed concrete for the base, then top the base with the fore-mentioned millings or stone. He stated, by doing the extra step in the trail's initial process, would help ensure the trail would hold up over a longer period of time.

Councilman George suggested Council consider allowing Town Staff to acquire quotes from local contractors in regard to stone or milling the trail; for comparison to the cost of Altavista's Public Works Department completing the work.

Mr. Coggsdale stated the pedestrian bridge project would not be ready for implementation for three to four months. He stated the extra time would allow, if Council desired, for staff to gather the additional information requested by Council.

Mayor Mattox stated he felt it would be helpful at that time for Council to offer Town Staff direction on how they wished to move forward with this project; if their desire was to have the passive trail stoned, use millings, or leave as a mowed trail.

Councilman Bennett suggested allowing staff to gather cost estimates for all three options.

All Council members present were in consensus to do so.

Mr. Coggsdale stated staff would gather additional details in regard to each option and a cost estimate for each to be presented to Council for consideration at their January work session.

9. Town Council Strategic Planning Session – Date Consideration

Town Manager Waverly Coggsdale referenced Town Council's previous decision to conduct a Strategic Planning Session every other year (following Town Council elections). He stated local governments use strategic planning as a tool to set goals, connect to stakeholders, track progress, and communicate results.

Mr. Coggsdale stated Council goals and objectives were the first phase of building a performance management system that links Town Council's goals to Town Staff work plans; and communicates outcomes to the public.

Mr. Coggsdale stated, at that time, staff was seeking Council's input as to their desired timing of Council's next Strategic Planning Session. He stated there was previous mentioned that the first quarter of 2021 would be an appropriate time to conduct a session.

Mr. Coggsdale stated the fore-mentioned timeframe would align with the seating of the new Council member, Scott Lowman; as well as, the ongoing FY2022 Budget process.

Mr. Coggsdale stated, in the past, a "professional", which provides an unbiased and impartial leadership for the discussions, would facilitate Council's Strategic Planning Sessions.

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 28th
 - 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 28th
 - 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 26th (held “virtual” in 2020)
 - Event had thirty-nine (39) participants
 - Mostly local participants – also one from NY, MD, and SC
 - Male winners: 1st Spencer Thompson, 2nd Kris Shultz, and 3rd Steve Angelozzi
 - Female winners: 1st Nikki Leggett, 2nd Angela Covington, and 3rd 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 6th. 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.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8G

Unfinished Business

Title: FY2022 Budget and FY2022-2026 Capital Improvement Program

Staff Resource: Waverly Coggsdale, Town Manager, Tobie Shelton, Finance Director, and Amie Owens, Assistant Town Manager

Action(s):

Council may want to consider the comments offered by citizens during the public hearings that were held earlier this evening. Council may want to provide direction to staff on any changes to the budget.

Explanation:

- Earlier this evening, the Town Council held three public hearings related to the budget and may consider the comments heard.
- The FY2022 Budget will be placed on the Tuesday, June 8, 2021 Town Council Regular Meeting agenda for adoption.
- The FY2022-2026 Capital Improvement Program will be placed on the Tuesday, June 8, 2021 Town Council Regular Meeting agenda for Adoption.
- The proposed Utility Rate Increased will be placed on the Tuesday, June 8, 2021 Town Council Regular Meeting agenda for adoption.

Background:

Traditionally, following the required public hearings, the Budget and Capital Improvement Program are placed on the next month's Regular Meeting agenda for adoption.

The Town's Fiscal Year runs from July 1st to June 30th of the following year.

Funding Source(s):

The Budget is the spending plan for the Fiscal Year. Once Town Council adopts the budget, the funds are allocated to allow staff to carry on the day-to-day activities of the Town.

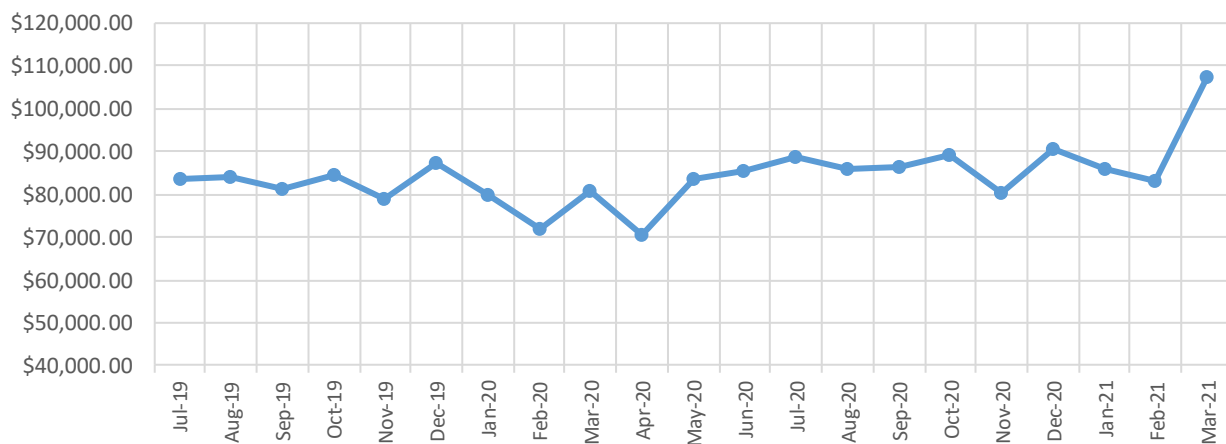
Attachment(s): *(Click on item to open)*

- *None at this time.*

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	\$731,986.21
Apr-20	\$70,690.58	FY2021	\$797,746.03
May-20	\$83,548.86	+/-	\$65,759.82
Jun-20	\$85,413.70		
Jul-20	\$88,787.18	Budgeted:	\$973,000
Aug-20	\$85,975.65	Remaining Revenue	-\$175,253.97
Sep-20	\$86,501.21	% of Budget to date	81.99%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		
Feb-21	\$83,318.92		
Mar-21	\$107,320.09		

Meals Tax Collections



Town of Altavista				
Lodging (Occupancy) Tax				
Jul-19	\$6,502			
Aug-19	\$8,383			
Sep-19	\$10,187			
Oct-19	\$8,088	FY2020		
Nov-19	\$7,934			
Dec-19	\$5,338			
Jan-20	\$6,206	FY2020		
Feb-20	\$5,732	FY2021		
Mar-20	\$8,030	+/-		
Apr-20	\$7,079			
May-20	\$6,413	Budgeted:		
Jun-20	\$8,643	+/-		
Jul-20	\$11,145	%/Budget		
Aug-20	\$12,167			
Sep-20	\$7,314			
Oct-20	\$5,513			
Nov-20	\$14,408			
Dec-20	\$4,763			
Jan-21	\$7,368			
Feb-21	\$9,745			
Mar-21	\$9,543			

FISCAL YEAR

TOTAL

\$88,534

MTD TOTAL (FY)

\$66,399

\$81,965

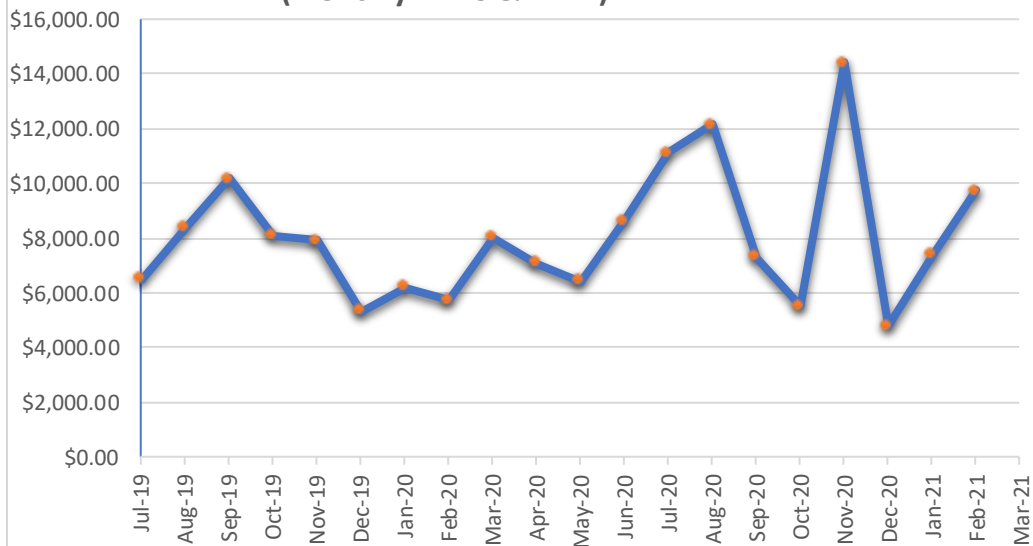
\$15,567

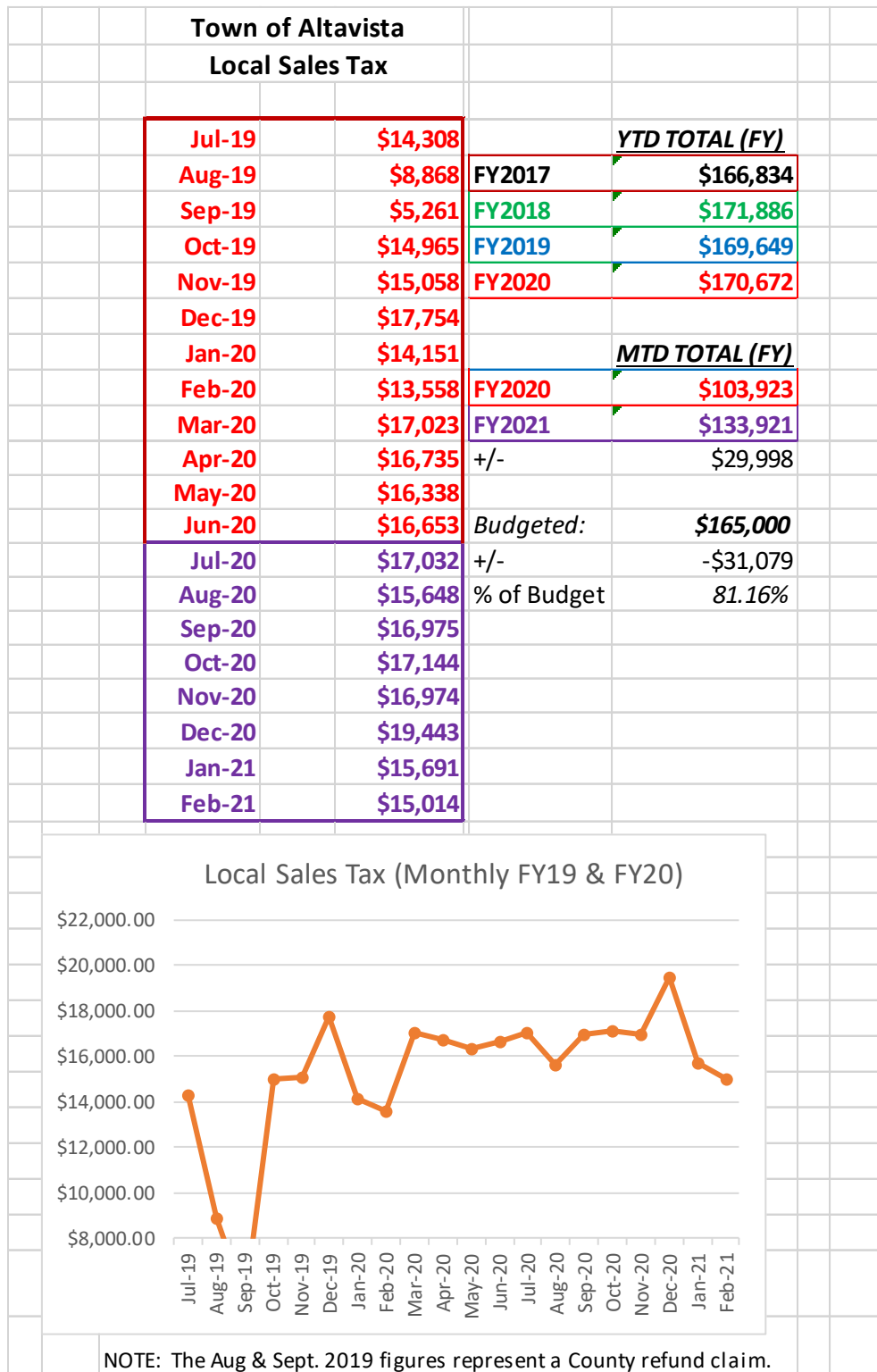
\$80,000

\$1,965

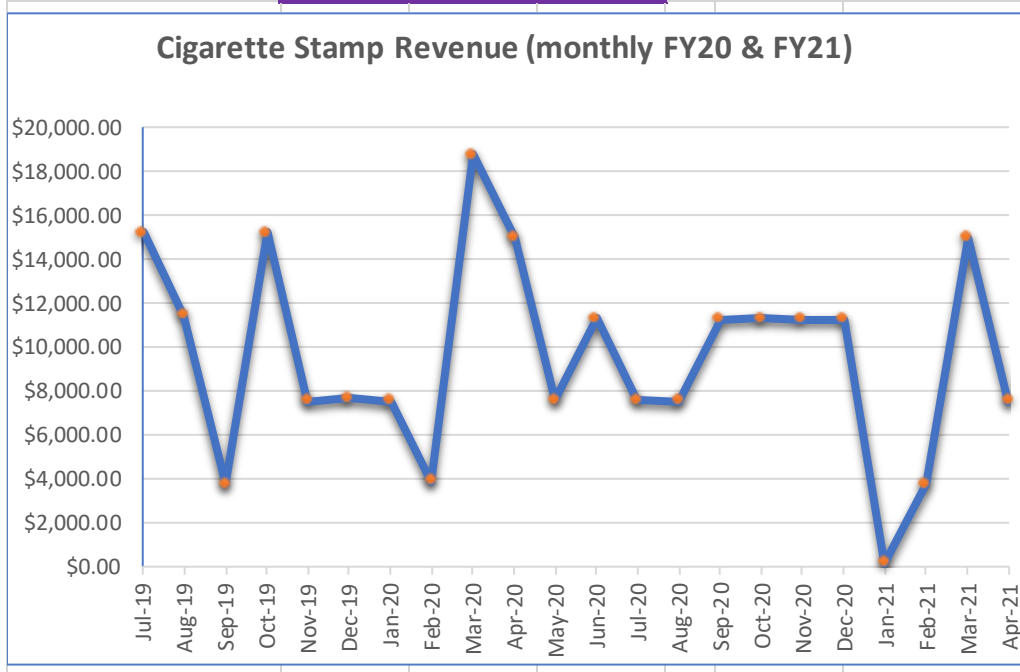
102.46%

**Lodging (Occupancy) Tax Revenue
(monthly FY20 & FY21)**





Town of Altavista				
Local Cigarette Tax				
	Jul-19	\$15,187		FISCAL YEAR
	Aug-19	\$11,419		TOTAL
	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	\$105,840
	Apr-20	\$15,000	FY2021	\$86,487
	May-20	\$7,545	+/-	-\$19,353
	Jun-20	\$11,299		
	Jul-20	\$7,556	Budgeted:	\$130,000
	Aug-20	\$7,500	+/-	-\$43,513
	Sep-20	\$11,250	%/Budget	66.53%
	Oct-20	\$11,306		
	Nov-20	\$11,250		
	Dec-20	\$11,250		
	Jan-21	\$125		
	Feb-21	\$3,750		
	Mar-21	\$15,000		
	Apr-21	\$7,500		



2021

	January	February	March	April	Year to Date
Criminal Arrests "Felony"	2	2	1	1	6
Criminal Arrests "Misdemeandor"	1	4	6	10	21
Warrant Executed	6	8	1	6	21
Uniform Traffic Summons Issued	8	9	12	25	54
# Traffic Stops	41	24	56	89	210
BOLO'S (Be on Look Out)	9	2	4	7	22
DUI	1	1	2	0	4
IBR	15	19	28	27	89
MVA	10	5	20	17	35
Assist Motorist	4	9	361	11	385
Calls for Service	158	188	268	497	1,111
Alarm Responses	13	8	9	14	44
ECO/TDO	3	2	3	0	8
ECO/ TDO HOURS	6	8	26	0	40
Court Hours	6	7	11.25	6	30.25
Citizen Contacts	525	597	2035	1379	4,536
Businesses, Residences Check "Foot Patrols"	272	142	273	276	963
Follow Ups	7	12	13	3	35

Patrol on 29-April 2021				
4-Apr	Rt 29	131	Earhart	MVC
4-Apr	29NB/Lynch Rd Bridge	0140-0220	Abbott	MVC
6-Apr	29NB	2120-2200	Pugh	MVC
6-Apr	29SB	0105-0115	Pugh	Traffic Stop/Warning
6-Apr	29NB/Clarion	2118-2200	Dogan	MVC
7-Apr	29NB		Marenyi	Assist with Traffic Control
8-Apr	29SB/Clarion	1731	Abbott	Traffic Stop
8-Apr	Rt 29/Clarion		Marenyi	Traffic Stop/Warning
9-Apr	Rt 29/Main	0210-0222	Pugh	Disabled Vehicle
9-Apr	Rt 29/Main	0313-0316	Pugh	Traffic Stop
9-Apr	Rt 29	0446-0452	Pugh	Traffic Stop/Warning
10-Apr	29SB/Hurt Exit	0508-0512	Dogan	Traffic Stop
11-Apr	Rt 29/Clarion	0103-0106	Pugh	Traffic Stop/Warning
11-Apr	Rt 29	0211-0218	Pugh	Traffic Stop/Warning
15-Apr	29NB	0354-0357	Dogan	Traffic Stop
16-Apr	29NB	1913	Earhart	Traffic Stop
16-Apr	29NB	2132	Earhart	Traffic Stop
17-Apr	29SB	2326	Earhart	Traffic Stop
17-Apr	29SB/Lynch Mill	118	Earhart	Traffic Stop
18-Apr	Rt 29/Gladys Rd	2140	Earhart	Check Welfare
18-Apr	Rt 29/Main	2203	Earhart	Disabled Vehicle
19-Apr	29NB	0257-0301	Pugh	Traffic Stop/Warning
19-Apr	Rt 29/Main	0540-0543	Pugh	Traffic Stop/Warning
19-Apr	29SB	0118-0125	Dogan	Traffic Stop
20-Apr	Rt 29	0206-0224	Pugh	Traffic Stop
21-Apr	29SB	1810-1920	Abbott	Welfare Check
23-Apr	Rt 29/Clarion	2312-2314	Pugh	Traffic Stop
23-Apr	Rt 29/Clarion	0015-0018	Pugh	Traffic Stop
23-Apr	Rt 29/Lynch Mill	0021-0025	Pugh	Traffic Stop
23-Apr	Rt 29/Clarion	0051-0054	Pugh	Traffic Stop
23-Apr	29SB/Lynch Mill	0021-0025	Dogan	Traffic Stop
24-Apr	Rt 29	0126-0132	Pugh	Traffic Stop
24-Apr	Rt 29	2349-0037	Pugh	Dispute/Assist Campbell County
24-Apr	Rt 29	0300-0332	Pugh	Livestock
24-Apr	Rt 29	0438-0445	Pugh	Traffic Stop
25-Apr	Rt 29	2114-2115	Dogan	Assist Campbell County
25-Apr	Rt 29	2346-0037	Dogan	Assist Campbell County
26-Apr	29SB/Lynch Mill	1231-1247	Abbott	Traffic Stop
26-Apr	Rt 29/Dearing Ford	2240	Earhart	Traffic Stop
26-Apr	29NB/Clarion	604	Earhart	Traffic Stop
26-Apr	29SB/Clarion		Rigney	MVC/Mutual Aid
27-Apr	29NB/Main St	0943-0950	Abbott	Traffic Stop
28-Apr	Rt 29/Bedford Ave	2009-2025	Dogan	Check Location
28-Apr	Rt 29	0846-0914	Wilson	Check Location
28-Apr	Rt 29/Bedford Ave	0921-0928	Wilson	Check Location
28-Apr	Lynch Mill Rd	1058-1115	Wilson	Check Location
28-Apr	Rt 29/Bedford Hwy	2009-2025	Pugh	Power Line Down
29-Apr	Rt 29/Clarion	2333-2336	Pugh	Traffic Stop
29-Apr	Rt 29/Bedford Hwy	0218-0239	Dogan	Check Location
30-Apr	29NB/Lynch Mill	1617-1623	Abbott	Traffic Stop



MEMORANDUM

To: Waverly Coggsdale, III – Town Manager

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

Date: May 1, 2021

Re: April 2021 Community Development Report

Permits

There were eight (8) Zoning Permits issued during the month of April:

Home Occupations: 1

New Business: 5 (change of ownership for Subway, Pizza Hut, and former Lorino's restaurant – 525 Main St, new hair salon at 517 Main St)

Signs: 1

Accessory Structures: 1

New Homes or Additions: 0

Zoning Confirmation Letters: 0

Plats: 1

Violations

Staff is working on 27 active code enforcement complaints. Thirty (30) new violations were reported in April and 10 violations were closed. Most of the complaints received were about tall grass.

Planning Commission:

The Planning Commission met on April 5, 2021 and held three (3) public hearings on Zoning Ordinance text amendments related to signage in the Downtown Revitalization Overlay District (DRO), Planning Commission salary, and permitted projections for ADA accessible ramps. They continued discussing solar energy facilities, streamers/Festoons in the DRO, and zoning of 3rd, 4th, and 5th Streets. The Planning Commission decided to study 3rd, 4th, and 5th Streets as part of the Comprehensive Plan update.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in April.

Staff Projects/Meetings:

The Town Manager, Assistant Town Manager, Main Street Coordinator, Public Works Director, and Community Development Director continue to meet with the design team to discuss the renovations for the Spark Innovation Center.

The Community Development Director attended the monthly meetings of Altavista On Track (AOT) and Altavista Economic Development Authority.

The Main Street Coordinator and Community Development Director met with the Town Manager to discuss interns for AOT and the town through Liberty University's Career Services Center. The Town Manager will meet with staff to determine needs and work on developing project(s) for prospective interns.

The Community Development Director participated in the Post-Legislative Call of the Virginia Chapter of the American Planning Association to discuss actions taken by the General Assembly and what laws will cause changes for local ordinances and processes.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee where the region's 2021 Urban and Rural Work Plans were discussed.

The Community Development Director met with Elizabeth Marshall Senior Project Coordinator, Center for Economic Policy Studies at UVA Weldon Cooper Center to discuss solar energy in preparation for the May Planning Commission meeting. Ms. Marshall coordinates the Virginia Solar Initiative. This initiative is led by the Weldon Cooper Center's Center for Economic Policy Studies in order to reduce policy uncertainty at the local level, enhance environmental and social equity outcomes, and provide related support and analysis on land use, economic, and policy matters.

The town has issued the first \$500 civil penalty to the owner of the derelict structure at 900 Park St. This monthly charge will continue until such time as the building is renovated or demolished. If the debt is not paid, the town will need to explore its options to collect the penalty.

The Community Development Director attended a webinar hosted by the Virginia Department of Housing and Community Development on their Acquire, Renovate, Sell (ARS) program as one option of providing new and renovated houses in town. After discussion with Town Council, staff was given approval to apply. The information was shared with Campbell County-Altavista Area Habitat for Humanity and the Claire Parker Foundation.



Main Street Coordinator April 2021 Monthly Report

Businesses Visited/Contacted

- Airabella's
- Backwoods Auction
- Blum Skincare
- Clipperz Kutz
- Cyclin' Nutz
- Crystal Bay Pools
- Danny's Village Barber Shop
- Edward Jones Investments
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- KB Bookkeeping
- Main Street Café
- Main Street Shoppes
- Parker Productions
- Rountrey Hardware
- Scoops
- Sew Savanna
- SPT Salon
- Styling Boutique
- Sweet Izzy's
- The Portrait Place
- Vista Fitness
- Vital Edge Nutrition
- Watts Petroleum

AOT Activities

The Main Street Coordinator continued to meet with staff from Publiq Accounting to develop the new accounting software. The conversion from the current QuickBooks software to the new Publiq software is expected to be completed by the middle of May.

The AOT Board of Directors formally adopted the FY22 Work Plan at the April 8th board meeting. This document will assist the organization in guiding projects and activities over the coming fiscal year. The work plan will also assist in crafting the FY22 budget, which will be presented to the AOT Board of Directors at the May 13th meeting.

The Main Street Coordinator continued to promote the new Distrx app to downtown businesses. Several businesses reached out to the Main Street Coordinator for assistance in setting the app up and running promotions.

Marketing is currently underway for AOT's Downtown Business Investment Grant. As of April 30th, one individual has completed the grant program, while two others have submitted applications. Since the program was instituted in November 2020, the Main Street Coordinator has received approximately 19 inquiries about the grant program. Applications are available at Town Hall and on the AOT website.

Allison Heyes submitted an application for the Downtown Business Investment Grant to open a hair salon at 517 Broad Street. The application packet will be reviewed by AOT's Economic Vitality committee on May 5th prior to a discussion in front of the full Board of Directors at the May 13th meeting.

AOT is currently awaiting further information on several grant programs that it applied for, including DHCD's Downtown Investment Grant and USDA's Rural Business Development Grant. As a reminder, the Downtown Investment Grant is \$20,000 and would allow AOT to offer six businesses up to \$5,000 in grant funding. Each business will have access to a maximum of: \$1,000/month in rent assistance for 3 months, \$250/month in utility assistance for 3 months, \$250 in permitting reimbursements, and \$1,000 in marketing assistance for a new website and/or for radio/print ads. The Rural Business Development Grant is \$200,000 and would allow AOT to purchase the vacant building located at 616 Broad Street. If awarded the grant, AOT will seek to redevelop the building with a first-floor restaurant and six apartments.

The AOT Board of Directors voted to proceed with the AOT website redesign using Jonathan Mitchell with Simply Branding. In addition to a redesigned website, Mr. Mitchell will work with AOT to develop a marketing campaign to further assist the organization in reaching new individuals.

Kimberly Cottle with Cottle Multimedia Group recently purchased the vacant restaurant at 525 Main Street. Mrs. Cottle is interested in redeveloping the property as a fine dining/casual restaurant with outdoor seating and entertainment. It is estimated that the business will be open by Spring 2022.

Kimberly Cottle and Jeremy Funderburk expressed interest in joining the AOT Board of Directors to replace two recent vacancies. Both submitted applications and will be discussed and voted on at the May 13th meeting.

The Main Street Coordinator worked with Kimberly Cottle (525 Main Street) and Donald Holland (616 Broad Street) on Brownfield Assessment applications for their respective buildings. Both applications were approved, and assessments occurred the final week of April.

The Community Development Director and Main Street Coordinator continued to offer assistance to Jeremy Funderburk while he works to develop his BBQ and Beer festival this fall.

The Town Manager, Assistant Town Manager, Community Development Director, Public Works Director, and Main Street Coordinator continue to meet with the engineering team to discuss the renovations for the Spark Innovation Center.

The Main Street Coordinator attended the monthly meetings of the Altavista Planning Commission, Altavista Recreation Committee, and Altavista Economic Development Authority.

The Main Street Coordinator participated in the bi-monthly meeting of the Entrepreneurial Target Advisory Group (E-Tag). The group is made up of regional organizations that support/supply services to startups and entrepreneurs. The purpose of E-Tag includes communication and addressing issues in the regional entrepreneur ecosystem. The next meeting will be held in June.

The AOT Board President and Main Street Coordinator met with Michael Hudson, Executive Director of Avoca Museums, to discuss AOT's proposed historic building plaque project. Mr. Hudson offered further guidance regarding the cost of the signs, as well as historical significance of several downtown buildings.

The Main Street Coordinator attended the virtual Main Street Now Conference on April 13th and 14th and participated in several informational webinars. It was announced that the 2022 Main Street Now Conference would be held in Richmond.

Town Social Media Activities

- **Page Likes:** 2,022 (+25 during April)
- **Page Followers:** 2,220 (+27 during April)
- **Post Reach:** 3,085 (-60% compared to March)
- **Total Posts:** 17 posts
- **Most Popular Post:** Prepayment of Taxes (April 26th) – 1,008 reached

AOT Social Media Activities

- **Page Likes:** 1,679 (+16 during April)
- **Page Followers:** 1,743 (+16 during April)
- **Post Reach:** 4,795 (+7% compared to March)
- **Total Posts:** 7 posts
- **Most Popular Post:** Clipperz Kutz Announcement (April 22nd) – 270 reached

**PUBLIC WORKS DEPARTMENT
BUILDINGS AND GROUNDS DIVISION**

MONTH: APRIL 2021

Vacation / Comp. Time Used / Sick Leave Taken		71.50
Meetings / Data Entry / Work Planning / Training		56.25
# of Call Duty Hours		14.50
# of Assisting other Crews		0
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	1	6.50
# of Cremations		
Cemetery Grounds Maintenance		11.50
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	99.39	101.50
Residential Garbage Collected (Tonnage) Town of Hurt	46.15	40
# of Curbside Brush Collected (Stops)	295	41.75
Loads of Brush Collected	19	
# of Curbside Bulk Collected (Stops)	168	37
Bulk Collection (Tonnage)	18.89	
# of Tires Collected	6	1
# of Residential Garbage Citations Issued	0	
Seasonal		
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		3
# of Building Maintenance Hours		40.75
# of Park Cleaning		121
# of Parks Ground Maintenance Hours		160.75
# of Acres Mowed by Town	174.44	170
# of Acres Mowed by Contractors ****	23.98	0
Special Projects / Special Events		1
# of Veh. Maintenance Hours		15.50
*** HOURS NOT ADDED		
Total Labors Hours for the Month		893.50

**PUBLIC WORKS DEPARTMENT
STREET DEPARTMENT**

MONTH: APRIL 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	33.50
Safety Meetings/Data Entry/ Planning Schedule	66.25
Weekend Trash Truck (5 Trucks / 1.89 Tons)	22.50
Street Sweeping (Miles Swept 55)	8
Litter Control (Bags Collected 21)	27.75
Assisting Other Crews	152
Town Wide Mowing (52.82 Miles)	174.50
Contractor Mowing Main & Bedford	1 Time
Sign Maintenance	0
Landscaping	0
Ditch & Drainage Pipe Maintenance	30.50
Weed Control (Gallons Sprayed 63)	14
Street Lighting	3
Dead Animal Removal	2.5
Decorative Street Light	14.50
Equipment Maintenance	0
Shop Clean Up	9.50
Trees/ Trimming/ Removal	0
Vehicle Maintenance	0
Shoulder Work and Stone (Tonnage 0.67)	3
Call Duty	0
Alley Maintenance	0
Snow Clean Up	7
Special Projects / Special Events / Seasonal	44
Total Labor Hours for the Month	612.50

**DEPARTMENT OF PUBLIC WORKS
FLEET MAINTENANCE DIVISION**

MONTH: APRIL 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	8
Safety Meetings	16
Holiday	0
Daily/ Weekly/ Planning & Scheduling	17.50
Sick Leave Used	4
CIP / Budgeting	1
Preventive Maintenance	60
Full Services	0
General Repair's	31.50
Troubleshoot and Diagnostic	10.50
Assisting Other Crew	5.50
Tire Changes & Repairs	5
Building & Grounds	0
Picking Up & Delivery	8
State Inspections	1.50
Install Custom Upgrade Parts	9
Total Labor Hours for the Month	177.50

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: April 2021

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 18.04 Hours per day which yielded approximately 2,040,000 gallons of water per day.

Rain	1.82	YTD Rain	15.05	Snow	0	YTD Snow	0	was measured at the water treatment plant.	
Average Hours per day (week days)					18.60	hrs			
Average Hours per day (weekends)					16.60	hrs			
Average produced (week days)					1,829,625	gallons per day			
Average produced (weekends)					2,117,867	gallons per day			
Total Raw Water Pumped:					64.04	million gallons			
Total Drinking Water Produced:					61.23	million gallons			
Average Daily Production: (drinking)					2,000,000	gallons per day			
Average percent of Production Capacity:					66.67	%			
Plant Process Water:					2,809,451	(finished water used by the plant)			
Bulk Water Sold @ WTP:					98,600	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					4,000	gallons			
McMinnis Spring									
Total Water Pumped:					9.531	million gallons	average hours per day	16.9	
Average Daily Produced:					317,700	gallons per day	Rain at MC	3.23	YTD Rain 16.74
Reynolds Spring							snow	0	0.000
Total Water Pumped:					8.677	million gallons	average hours per day	15.8	Total Precip 16.74
Average Daily Produced:					289,233	gallons per day	Rain at RE	2.98	YTD Rain 14.52
Purchased Water from CCUSA					2,315,060	gallons	snow	0	0
Sold to Hurt					2,304,300	gallons			Total Precip 14.52
Industrial Use					59,315,854	gallons			
					Water lost due to leaks		0		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 VDH has requested the Town to participate in a PFAS study. Samples to be collected between now and June
 Melinda High Pressure Zone prebid meeting on May 4th and bids are due on Mat 18th. At 2:00pm
 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 were reviewed by plant manager. VDH commented on plans in March. Awaiting final VDH comments
 McMinnis water line notice to proceed occurred May 3rd construction is underway
 The Source Water Protection Plan, Bryan Mawyer Plant manager will begin to meet with SWPP committee for implementation of Plan.
 Generator project bids were re-bid with a pre-bid on April 28th with bids due on May 18th ay 3:00 pm
 SCADA for Springs was approved by council and design is underway
 Town of Hurt is bidding project for DBP improvement project. (This will remove withdrawal from out clear well to the system)
 Basin 3 Cleaned
 CCR Report Completed, VDH Approved, Was put in paper Wednesday the 28th of April

istribution and Collection

# of Service Connections	0	Addresses:	
# of Service Taps	0	Addresses:	
# of Meters Read	103	Monthly Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	21.00 199.16	Tons	
# of Location Marks made for Miss Utility	58		
# of Meters Replaced	2		
# of Water Lines Repaired Locations: 125 Gibson Road	1	# of Sewer Lines Unstopped Locations: 901 Amherst Ave. 1609 Melinda Drive	2
# Air Relief Valves Inspected	0		
# of PRV Maintenance	7		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
# of Blow-Off Valves Located	0		
Push Camera Footage	550'	Sewer Main Cleaned	100'
Sewer (Root Cutting) Main		Sewer Main Cleaned Manholes	
Sewer (Root Cutting)Main Manholes		Sewer Right of Way Clearing Footage	
Sewer Video Footage	1,040'	Sewer Service Cleaned	400'
Sewer Video Manholes		Sewer Service Video	
Duke Root Control (Contractor)		Sewer (Root Cutting) Service	450'
Water Turn On and Offs	48	Sewer Right of Way Clearing Footage	4,100'
Water Right of Way Clearing Footage	825'	Sewer Manholes Inspected	8
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:
One vacancy in the Utilities Department.

Average Daily Flow	2.10 MGD	
TSS Reduction	97 %	
BOD Reduction	95 %	
VPDES Violations	0	
Sludge (Regional Land Fill)	288 tons	(estimated)
Rain Total	2.77 Inches	Snow Total Inches

Month: April
Week: 5th 2021

- | | |
|---|---|
| <ul style="list-style-type: none"> Continue Sanitizing procedures for commonly used areas UV system Checks Safety training Repaired UV system power panel Monthly DMR submittal Submitted monthly Industrial billing to Town hall Posted safety sign sheets Submitted rain data Repaired Mule (oil change and tire repair) Submitted Septic Tank Billing Employee Ed Pickeral out on Medical leave Submitted Weekly update to Utility Director Daily staff health check Entered Lab data Normal Plant Operations | <ul style="list-style-type: none"> Continue Sanitizing procedures for commonly used areas Reviewed and Submitted timesheets Reviewed and Submitted employee Daily Fit for Work Screening forms UV system Checks Safety training Mule repair (New rear tires) WWTP Inf and Eff sampling for Low level PCB's per PMP Ordered and received Soda Ash Posted safety sign sheets Serviced Clarifier #3 Requisitioned Alarm Notification System upgrade Employee Ed Pickeral out on Medical leave Submitted Weekly update to Utility Director Daily staff health check Entered Lab data Normal Plant Operations |
|---|---|

- Continue Sanitizing procedures for commonly used areas
- Serviced UV bank A 4-21-21
- UV system Checks
- Safety training
- Effluent meter repair (power supply replacement)
- Ran all generators 4-20-21
- Registered new employee (Sandra Varnadore) for training course
- Posted safety sign sheets
- Serviced Clarifier #3
- Requisitioned Alarm Notification System upgrade
- Employee Ed Pickeral out on Medical leave
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations
- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening** forms
- UV system Checks
- Safety training
- Public Noticed for Permit renewal posted in Altavista Journal
- Scheduled Annual Meter calibrations with ABB
- PO sent to AIC for upgrade to Alarm Notification system
- Posted safety sign sheets
- Ordered Annual Press sludge TCLP testing
- Ordered Annual Lab DI unit testing
- Ordered Annual Lab PT testing
- Employee Ed Pickeral out on Medical leave
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

- Submitted employee **Daily Fit for Work Screening** forms
- UV system Checks
- Safety training
- Received CIP Item Press Ram 3-31-21
- Completed changing Press cloths
- Posted safety sign sheets
- Submitted PMP Plan to DEQ
- Ordered PCB sampling
- Repaired Press Polymer Line
- Submitted Septic Tank Billing
- Staff Meeting with Town Hall Administration
- Employee Ed Pickeral out on Medical leave
- Utility Crew cleaning out Septic tank receiving line
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade (progress meeting was held and currently we are on schedule)
Stanley Bennett retired May 1 2021
1 night shift Vacancy and 2 day shift with 2 out on FMLA

MAY 2021

Sunday	Monday	Tuesday	Weds.	Thurs.	Friday	Sat.
NOTES: * April 25th AEDA Meeting 8:15am						1
2	3 Planning Commission 5pm	4	5	6	7	8
9 Mother's Day	10	11 Council Meeting 6:00 p.m. *Public Hearings @ 6:30 p.m.	12	13 AOT Meeting 5:15pm	14	15 Armed Forces Day
16	17	18 Recreation Committee 5:30pm	19	20	21	22
23	24	* 25 Council Work Session 5pm	26	27	28	29
30	31 Memorial Day Town Office Closed					

JUNE 2021

Sunday	Monday	Tuesday	Weds.	Thurs.	Friday	Saturday
		1	2	3	4	5
6	7 <u>Planning Commission</u> 5pm	8 <u>Council Meeting 6pm</u> FY2022 Budget & CIP Adoption	9	10 <u>AOT Meeting</u> 5:15pm	11	12
13	14 Flag Day	15 <u>Recreation Committee</u> 5:30pm	16	17	18	19
20 Father's Day	21	22 <u>Council Work Session</u> 5pm	23	24	25	26
27	28	29	30		<u>NOTES:</u> June 22 nd AEDA Meeting 8:15am	

The Altavista Town Council held a retreat on Tuesday, March 30, 2021 at the Altavista Train Station on Washington Street at 12:00 a.m.

Mayor Mattox called the meeting to order at 12:00 p.m.

Council members Present: Mayor Michael Mattox
Vice Mayor Bennett
Mr. Higginbotham
Mr. Mitchell
Mr. Emerson
Mr. George
Dr. Lowman

Also present: Waverly Coggsdale, Town Manager
Amie Owens, Assistant Town Manager
John Eller, Town Attorney
Kimball Payne, facilitator

Mr. Payne welcomed everyone and thanked Council for having him back to facilitate his third retreat with Council. He reviewed the suggested goals for the retreat and the ground rules.

- Suggested goals for the retreat:
 - Work as a team and develop consensus
 - Identify priorities and develop a workplan for the next two years
 - Understand constraints to progress and identify means to overcome them
- Ground rules
 - Everyone participates
 - Engage
 - Be honest
 - Listen to each other
 - Respect different opinions
 - No idea is too outlandish
 - Seek to understand
 - Ask questions
 - Seek consensus (formal action at a future Council meeting)
 - Use the parking lot for issues that may evade consensus or require more background
 - Have fun
 - We will take breaks when it seems appropriate

Mr. Payne also reviewed common themes that he garnered from his conversations with individual Council members in preparation for the retreat.

- Housing – the Frazier property
- Economic Development – leadership, responsibility, expectations, Campbell County's role
- English Park
- The old movie theater
- The Booker Building
- Concerns about leadership – from the Mayor, Town Manager, etc.
- Utilization of new staff
- Relationships – Council, Mayor, Town Manager, staff

Mr. Payne asked if the goals announced for the retreat were consistent with Council's expectations. As no one objected, the goals were accepted by consensus.

Mr. Payne then asked what had been accomplished since Council's last planning retreat in April 2019. The responses were captured on flip charts #1 and #2.

Accomplishments

- Survived COVID
- Sparks Innovation Center
- Splash pad [in English Park]
- Overlook [in English Park]
- Purchase of [Vista] Theater
- Boat Launch [opening this spring]
- Dearing Ford [Business & Manufacturing Center – acquisition from Campbell County]
- New bridge [over the Staunton River – a VDOT project]
- Renewed confidence in AOT [Amherst on Track]
 - Buildings
 - Restaurants
 - Staff [Main Street Coordinator]
 - Letter of Agreement
- Hiring Assistant Town Manager/Project Manager & Community Development Director
- The [Revitalization/Community Development] Steering Committee
- Financial Policies
- Brownfields Grant Program
- Water/sewer Master Plan progress - \$11 million loan
- Trails- connections and bridges
- Park amenities

In response to the question, "Were there any missed opportunities?," the following responses were captured on flip chart #3.

Missed Opportunities

- The Booker Building [Council decided to take a “wait and see” approach on the building after the planned work on the floor and a desire to address other priorities.]
- Uncle Billy’s Day (twice)
- Housing [development]
- The Frazier Farm
- [Adopting Economic Development] Incentives
- Economic development opportunities (Campbell County)
- Chamber issue [an internal issue regarding mishandling of funds]

Mr. Payne also asked if there were any surprises over the last two years. Council members responded (flip chart #4) and included some great ideas that were not anticipated or planned for at the last retreat.

Surprises/Great Ideas

- COVID
- Sparks [Innovation Center]
- Vista Theater – [the opportunity to finally purchase it]
- AOT (Executive Director) – [hiring the Main Street Coordinator]

Mr. Payne then asked what challenges or opportunities were facing the town. Responses were captured on flip chart #5.

Challenges

- Housing
- Development
- Prosperity
- Blight
- Vista Theater funding (\$1+ millions)
- Funding in general – fees [raise to increase revenues in order to fund projects]
- Services for additional people

Mr. Payne asked Council which issues it wanted to tackle first. Three issues were identified as priorities, housing, the development of the Vista Theater, and economic development. Mr. Payne commented that he also wanted to address Council leadership and relationships and financial issues as well as he had heard concerns about them from members.

Housing

The first issue was Housing. Council members expressed a desire to address blighted housing in the Town and to attract new housing for the young, for families, and for the elderly. Mr. Eller, the Town Attorney, pointed out that Council had adopted a Derelict Building ordinance in December 2020 and that its provisions were just starting to be implemented. Council agreed that the program should continue and determined that an appropriate step was to produce an inventory of blighted property for potential action. One idea during the discussion was the suggestion that the Town might consider a loan program to assist property owners with the rehabilitation of blighted property, with eligibility determined by certain criteria such as a young person returning to live in the community.

The discussion on new housing focused on what the Town could do to incentivize developers to build in the community. The Director of Community Development has provided Council with some ideas on incentivizing and funding new housing. One idea was to explore the viability of a Community Housing Development Organization (CHDO) assisting with housing development. Perhaps an existing regional or statewide CHDO would look at Altavista. The Frazier property remains of interest as it is the largest parcel of undeveloped property in the Town. The 2019 retreat had set an objective of meeting with representatives of the development community to gain a better understanding of the challenges to the creation of new housing in the Town. Council reaffirmed this as something it wanted done. Because owners of the Frazier property may now be willing to sell it, and due to rumored interest in its development for solar power, the facilitator suggested that Council consider gaining control of the property, until it could be evaluated for housing development, through the purchase of an option. In addition to the Frazier property, there may be other unimproved or vacant property that might be conducive for higher density housing development. Creating an inventory of such property was suggested. Finally, it was suggested that a discussion of housing in Altavista should be included in the upcoming review and revision of the comprehensive plan.

The discussion was captured on flip chart # 6, with deadlines and assignments of responsibility noted in red.

Housing

Inventory of ~~developable~~ unimproved/vacant property – **by October 1, 2021**
(Community Development Director)

Loan program for blighted property renewal

Explore CHDO [Community Housing Development Organization]– **6 months**
(Community Development Director)

Inventory of blighted property – **October 1, 2021** (Community Development Director)

Derelict Building Program – **ongoing**

Frazier Farm

Meeting with developers – July 1, 2021 (Assistant Town Manager)
Consider getting control of the property (option) – 6 months
Incorporate housing into the Comprehensive Plan review and revision – Jan 2023
(Community Development Director)

Vista Theater

The next issue was the redevelopment of the Vista Theater which the Town was in the last steps of acquiring. Council discussed the steps to take leading to the restoration and reuse of the theater. Community engagement to receive input on possible uses, in addition to showing movies, was considered to be an important step. The appointment of a Council subcommittee to guide the process was suggested, however, that idea was set aside when a majority of the members expressed an interest in participating. Council will be involved in the process as a body. It was recognized that there would have to be decisions made about the management and operations of the theater, as well as its governance. The theater could function as a component of the local government, as a part of Altavista on Track, or as an independent non-profit organization.

All agreed that an important step, after acquiring the theater, was to conduct a feasibility study to determine the potential uses and estimated costs. The Town Manager was already seeking prices for an existing conditions inventory that would include a structural evaluation. At some point, electrical, mechanical, and plumbing systems will also have to be analyzed. It was anticipated that a firm would be selected for this initial evaluation in April, with an anticipated completion by September 1st. The comprehensive feasibility study will require the issuance of a request for proposals (RFP) from organizations with expertise in theater renovation and reuse. It was agreed that Council would review a scope of work at its May work session. The scope would include options for restoration and adaptation, costs and funding options, and community engagement, with a plan to release the RFP in June.

The discussion was captured on flip chart #7, with deadlines identified in red.

Vista Theater

Community engagement
Council subcommittee – [decided against; full Council participation is anticipated]
Management/operations
Governance
Feasibility study – September 1, 2021
Condition (structural) inventory – April 2021
Restore or Adapt – funding opportunities, community involvement
Issue RFP – June 2021
Determine scope – May 2021 work session

Economic Development

Mr. Payne started the discussion on economic development by asking the Council members for a definition. Responses included community prosperity and expansion, a strong tax base, jobs, citizens with disposable income, increased revenues to the local government, and a good quality of life. Mr. Payne suggested that economic development was also a part of the larger sphere of community development. He asked whose job economic development was and the answer was, “everyone’s!” That question led to a discussion of the desire of many communities to hire a Director of Economic Development with the expectation that he or she would bring in a major new employer, in a new building on a currently vacant piece of land. Noting how few such announcements are made every year in the Commonwealth, Mr. Payne suggested that setting that standard for an Economic Development Director would probably lead to disappointment. He pointed to the dissatisfaction with the Town’s previous two directors in that role and pointed out that the State, region, and county would market any sites ready for industrial development. Nevertheless, at Council’s retreat in 2019, the decision was made to hire a new Director of Economic Development. Mr. Payne noted his surprise that, instead of filling that position, the Town had hired an Assistant Town Manager and a Director of Community Development, an option that had been considered and then rejected in 2019. He noted, however, that a team of the Town Manager, Assistant Town Manager, and Director of Community Development, working with Council, the Economic Development Authority (EDA), and Altavista on Track could be highly effective in promoting broad based economic development such as described earlier.

This discussion led to the voicing of concerns about how Council had pivoted from its earlier decision to hire an Economic Development Director and instead had hired the other two positions. Mr. Payne reported that he had heard this from several Council members during his phone calls and those concerns were re-affirmed. Some Council members said that the decision to change course was never brought before the full Council for action. Instead, in response to some anticipated changes leadership of the Campbell County Economic Development Office, telephone calls were made to each Council member suggesting a pause and reconsideration. The Town Manager also explained that around the same time he had advertised for the position without success. Ultimately, in July of 2020 the EDA adopted an abbreviated economic development strategy that focuses on downtown revitalization, counting on Campbell County to market industrial sites, and establishing a steering committee with representatives of the various support groups, assisted by Town staff, to coordinate revitalization efforts.

Mr. Payne said that the process as described raised questions about how Council makes decisions and how they are implemented. That led to a wide-ranging discussion about Council procedures and principles of the Council/Manager form of government in implementing Council decisions. Mr. Payne made several points that he asked Council to consider as principles of good governance. Among them were:

- There should be a goal of open and transparent government
- Council decisions are made in public and are recorded in the minutes of its meetings
- Council gives direction to staff through a recorded action, a majority vote or unanimous consent
- Council acts as a body – no individual Council member or group of members can decide an issue or give direction to staff outside of a Council meeting
- Actions that set or change policy, commit resources, or otherwise direct staff are only valid when enacted by Council as a body, either by a majority vote or unanimous consent
- Changes to policy directions or decisions previously made by Council are changed in the same manner in which they were originally decided, through a public vote after appropriate deliberation
- The responsibility for enacting Council's decisions or directions lies with the Town Manager; the manager also has a responsibility to keep the Council informed of progress, challenges, or delays in implementing Council's directions
- Staff assignments or direction to staff go through the Town Manager
- The principle of completed staff work includes the expectation that alternatives, intended or possible consequences, and recommendations are provided by the Town Manager for significant issues that come before Council

The Mayor asked if Council would like to incorporate some or all of these principles by adopting a set of rules of procedure to guide its activities. There was affirmative consensus to this question and Mr. Payne offered to share examples from other communities for Council's consideration.

The discussion on economic development continued with a number of action items agreed to. The first was to confirm that the abbreviated economic development strategy had been formally adopted by the EDA and Town Council. A goal set at the 2019 retreat was for an incentives policy to be adopted by the Town. It was reported that the EDA would consider adoption of a policy in April and that it would come to Council for endorsement in June. Another suggestion was to reach out to the Campbell County Economic Development Office and to the Lynchburg Regional Business Alliance to discuss marketing efforts. Finally, Mr. Payne suggested that the Town should consider the transfer of assets, property such as Dearing Ford, to the EDA because the EDA has greater leeway in supporting private development than the Town Council does.

The economic development discussion was captured on flip charts #8 & #9, with deadlines in red.

Economic Development

Definition: prosperity, expansion, tax base, jobs, disposable income, revenues, quality of life

Whose job? – Everyone!

Confirm adoption of the abbreviated [economic development strategic] plan - **immediately**

EDA adopt an incentive policy – **April 2021**

Council endorse the incentive policy – **June 2021**

Outreach to Campbell County and the LRBA – **within 3 months**

Consider transfer of assets/property (Dearing Ford) from Town to EDA – **6 months**

The retreat concluded with a brief discussion of the Town's financial status and its fiscal policies regarding reserves. There was some feeling that the reserves could be reduced from that required by the current policy in order to have more resources for capital projects. Mr. Coggsdale explained the reserves currently held by the Town. Mr. Payne suggested that Council be careful to keep consideration of the enterprise (utility) fund separate from the General Fund and the Capital Fund. He noted that extra funds should only be used for one-time expenditures and that the Town's financial advisors should be consulted about the appropriateness of changing the reserve policy.

The retreat wrapped up with Mr. Payne thanking Council for allowing him to be of service. He said that he would provide notes of the retreat and a work plan that he suggested Council formally adopt.

Mayor Mattox declared the retreat adjourned at 5:00 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Town Council Regular Meeting April 13, 2021

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 April 13, 2021 at 6:00 PM.

At six o'clock pm, Mayor Mike Mattox called the meeting to order and presided.

Council Members

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

Absent: Dr. Scott Lowman

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

Absent: Ms. Amanda Owens, Assistant Town Manager

Altavista Utilities Director Tom Fore gave the invocation that evening.
Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the April 13, 2021 Regular Council Meeting Agenda.

Additions:

- #7D. English Park – Cruise-In Request
- #7E. John Mosley Proclamation Adoption

Relocate:

- Item #8A. Consideration of VDEM Generator Project Bid Award to #11. Closed Session, for consultation with legal counsel.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed April 13, 2021 Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve Council's April 13th Meeting Agenda as amended.

Motion carried.

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

Town Council Regular Meeting April 13, 2021

At this time, Mayor Mattox paused the Council meeting, in order to offer his condolences to Councilman Scott Lowman and his family in regard to the recent loss of his mother-in-law. He asked everyone to keep Dr. Lowman and his family in thought and prayer.

2. Recognitions and Presentations

▪ Personnel Changes

Town Manager Waverly Coggsdale informed Council of the town's personnel changes since March 1st, 2021.

○ New Hires:

Sandra Varnadore	Utilities Dept. Waste Water Trainee	3/03/2021
Timothy Boley	Public Works Maintenance Worker	3/15/2021

○ Departure:

Sherry James	Utilities Dept. Waste Water Trainee	3/04/2021
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▪ Spark Innovation Center

Background:

Altavista's Spark Innovation Center Project consists of the renovation of the former Altavista Fire Station (508 7th Street) into a "co-working and innovative technology space". It endeavors to create an environment that supports and nurtures innovation, creativity, and entrepreneurship.

At that time, Bif Johnson, Hurt & Proffitt, and Jacob Caldwell, Dominion Seven Architects, shared with Council a brief update in regard to the engineering and design proposal for this project.

Mr. Johnson stated his first meeting with Town Staff for the Spark Innovation Center Project was February 11th. He informed Council, since the initial visit, his engineer/design team had been meeting with the town's steering committee for this project on a weekly basis, gathering status reports and input, and also answering questions from the town.

Mr. Johnson stated the "investigation phase" of the project was complete, which included a feasibility study, environmental assessments, and overall measurements of the exterior and interior of the building.

Mr. Johnson stated, at that point, Town Staff and his design team had reached a "95% construction document phase". He stated, through this phase, there was a revised update on the estimated cost for Phase I of the renovation. He shared the revisions with Council.

Mr. Johnson informed Council the cost estimate also offered "alternative options" for the town's consideration.

At that time, Jacob Caldwell continued the presentation with a brief overview of the proposed floorplan design and fore-mentioned alternative options of Phase I, for both the interior and exterior of the building.

Mr. Caldwell stated the interior main floor would consist of a manager's office, co-working spaces, restrooms, a technology area, a mechanical area, and a conference space that could be divided into two conference rooms if needed.

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Mr. Caldwell stated he felt the Spark Innovation Center Project was a good way to bridge the town's history of the old Fire Station, with its current and future needs for the community.

Mr. Caldwell stated the exterior of the building was in good shape overall, however, the old siding was deteriorating and would need replacing. He stated replacing the roof and windows were listed with the "alternative options", as they could be replaced at a later date if the budget did not allow for replacement in Phase I of the process.

Councilman George asked for details of the outdoor space in front of the building.

Mr. Caldwell stated, in the current design, there would be no parking allowed in front of the facility, as it is currently. He stated the plan called for a "green space" on both the front and right side of the building, which included planter boxes and grass areas.

Mr. Caldwell stated the left side garage door on the front of the building would remain operable, in order to encourage indoor/outdoor activities.

Councilman Higginbotham asked if the right side door would be operable as well.

Mr. Caldwell stated it would not. He stated the original door would remain in place, but only as an esthetic element of keeping the historic "Fire Station" look of the building.

Mr. Bif Johnson referenced the alleyway on the right side of the building. He informed Council, due to relocating interior bathrooms, the existing sewer line would also need to be relocated in the alley.

Mr. Johnson stated the current asphalt driveway in the alley would be removed and replaced with grass after the sewer line work was complete, which would add to the outdoor "green space" as the town desired.

Mr. Caldwell continued the presentation by reviewing the project's cost estimate. He stated there were some items of concern that would need to be addressed, such as bringing the building "up to code" with ADA accessibility.

Mr. Caldwell stated there was also an issue with the sheathing of the exterior walls of the building. He informed Council there were spots in the sheathing starting to decay/rot.

Mr. Caldwell stated the design plan proposed replacing the existing vinyl siding with cement board siding. He stated the cement board would last longer than vinyl siding, however, it was heavier and needed a strong foundation (sheathing) for its application.

Mr. Caldwell concluded by sharing the estimated "base cost" of this project. He also went over some alternate options for the town to consider.

- Roof Replacement – Shingles or Metal
- Window Replacement – Upgrade (for energy efficiency)
- Conference Room Partition
- Restore Exterior Brick
- "Pit" for future ADA Lift/Elevator
- Front Exterior Canopy – Metal
- Exterior Patio and Landscaping

Mr. Caldwell referenced the pit for the ADA Lift. He stated, although the lift would not be needed until Phase II/Upstairs of the project, it was recommended to install the pit during Phase I, in order to minimize main floor interruptions during later construction.

Town Council Regular Meeting April 13, 2021

Mr. Caldwell stated all of the alternate options could be implemented during Phase I or Phase II of the project, as the town desired, or as the budget allowed.

Councilman George asked for the combined total for all of the alternate options presented.

Mr. Caldwell stated the estimated cost for all seven alternate options was \$200,000, however, the end cost would depend on whether the town chose to replace the roof with shingles or metal roofing; or if the town chose not to replace the roof at this time.

Councilman Higginbotham asked how much longer was the “life expectancy” for the existing roof material (shingles).

Mr. Caldwell stated he was unsure of the age of the current roof. He stated the proposed plan recommended replacing the roof material, in order to assure there would be no issue with “leaks” in the near future.

Mr. Higginbotham asked if there were any signs of the existing roof needing replacement, such as curling or missing shingles.

Mr. Caldwell stated there were currently no visual signs of roof damage. He stated, for that reason, the item was listed under “alternate options” in the design plan.

Mr. Higginbotham referenced the “canopy” item listed with the alternate options. He asked why the item was listed in both the base cost and the alternate options.

Mr. Caldwell stated the base cost included a “canvas awning”, whereas, the alternate option was for a metal canopy, which would be more costly.

Mr. Caldwell stated the base cost of the proposed design plan consisted of the “minimum” amount of work needed for the town to be able to open the Spark Innovation Center.

Mr. Higginbotham asked Mr. Caldwell, in his experience, was the estimated material cost of Phase I consistent with other current projects.

Mr. Caldwell stated the estimated cost was consistent with similar projects. He stated the lumber market had increased over the past year, but the increase was predicted to be “short lived”. He stated, however, metal material, such as metal roofing, had increased quite a bit over the past year and was not predicted to decrease any time soon.

Mr. Caldwell stated it was his and Mr. Johnson’s recommendation the Town of Altavista move forward to the bid process for this project. He stated, by doing so, the town would get a better idea of what the project’s cost would be, including or without alternate options.

Mr. Caldwell stated several contractors were contacted during the initial planning stage of this project, in order to inquire if they would be interested in bidding the project. He informed Council that he already had four or five contractors interested in doing so.

Mr. Caldwell stated interest was wide among contractors in the local and surrounding areas, such as Jamerson Lewis (Lynchburg), Price (Martinsville), Quality Construction (Danville), and J.E. Burton (South Boston). He stated interest in bidding was positive for this project.

Mr. Bif Johnson informed Council, during the initial building assessment, there were environmental items of safety concern found, such as asbestos. He stated the Phase I (base cost) proposal included funds to address these issues.

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Mr. Johnson stated there was a possibility the cost to address the environmental issues could be paid for with funding from additional grant resources. He stated Town Staff was diligently pursuing that grant funding, but with no confirmation to date.

Councilman Higginbotham asked if the demolition to remove the asbestos would have to be completed separately from the other construction work.

Mr. Johnson stated all of the construction work could be done at the same time.

Councilman Mitchell asked how the line items in the estimated base cost were figured.

Mr. Caldwell stated the costs for the line items for the Spark Innovation Center Project were figured using similar projects recently completed by his office.

Mr. Mitchell asked, during the bid process, who would be responsible for sending out bid requests (RFPs) for this project, the Town of Altavista or Hurt & Proffitt.

Mr. Johnson stated Hurt & Proffitt would reach out to the contractors that showed initial interest in the project to see if they were still interested. He stated they would also advertise for RFPs, so any additional contractor(s) had the ability to bid on the project.

Mr. Mitchell asked if Hurt & Proffitt had a minimum requirement for the number of bids they needed to receive before making a decision and ultimately choosing a contractor.

Mr. Johnson stated the minimum number of bids would be up to Council. He reminded Council, if the town was not comfortable with any of the contractors or bids submitted, they had the option to re-bid the project.

Mr. Mitchell asked for an itemized cost estimate for the presented alternate options. He stated, if the base cost came in under budget after receiving RFPs, Council could then consider which, if any, of the alternate options could be added, while staying within the town's desired budget for the project.

Councilman Higginbotham stated he felt replacing the roof could be postponed.

Mr. Higginbotham suggested "pre-qualifying" contractors for this project, in order to get reasonable bids and quality work.

Mr. Caldwell stated he would be happy to itemize the costs of the alternate options for Council's consideration.

Mayor Mattox stated he did not feel Council had enough information at that time to make any decisions. He stated, after receiving the additional information, Council could discuss the project further at a later date.

Councilman George asked how much money the town set aside for this project.

Town Manager Waverly Coggsdale reminded Council there was \$200,000 in the FY2022 Budget allocated for this project. He stated the town was also granted a \$184,300 Revitalization Grant from the Tobacco Region Commission, for use towards the construction (Phase I) of the Spark Innovation Center.

Mr. Coggsdale stated the \$384,300 was short by \$373,170 from the engineer's current estimated cost for Phase I of the project and their fee of \$94,700, totaling \$757,470.

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Vice Mayor Bennett referenced the different “spaces” within the Spark Innovation Center, such as the offices and conference room. He suggested the town consider offering local industries and/or businesses the opportunity to “sponsor” one of the spaces with a donation towards its construction.

Mayor Mattox stated he felt the town would utilize any opportunity it could to decrease the deficit in funding for this project.

Mr. Coggsdale stated, if Council desired, staff would investigate the potential for creating such a “donation/naming” program; and to be in an organized fashion and not sporadically.

Mr. Bennett asked if “American Rescue Funds” could be utilized towards the Spark Innovation Center Project.

Mr. Coggsdale stated, at that time, it was still unknown whether or not the possibility was available to use those funds towards this project.

Councilman Higginbotham asked for confirmation of the 3,500 sq. ft. mentioned in their estimated base cost for this project, under “metal canopy”.

Mr. Caldwell stated the 3,509 amount was the square feet for the entire building and listed throughout the quote. He stated the square foot price was configured with each item included in the Phase I construction process.

Mr. Higginbotham stated he felt the costs for the metal canopy and the exterior cement board siding were both high, but he understood they were placeholders estimated for the quote.

Vice Mayor Bennett asked how soon Hurt & Proffitt’s team would be advertising for RFPs.

Mr. Caldwell stated his team was ready to move forward when the town was ready. He stated, at that time, the team was waiting on direction/approval from Council to do so.

Town Manager Waverly Coggsdale stated Council had the option to place the item on a future agenda for further discussion, or to authorize Hurt & Proffitt to move forward with advertising for RFPs in regard to the Spark Innovation Center Project.

Mr. Coggsdale stated, if Council decided to move forward at that time, having bids may help them decide which, if any, alternate options they wished to include in the project.

Councilman Emerson reminded Council the engineer’s estimated cost for the project was only “an estimate”. He stated he favored moving forward with requesting actual bids for the project in order to compare current market prices for each item included in the plan.

All Council members were in consensus to do so.

Town Attorney John Eller stated Council would need to “vote” on the decision.

Councilman Higginbotham again suggested contractors be pre-qualified before being allowed to bid on the project.

Mr. Coggsdale stated there were pre-qualification measures in the local code that Hurt & Proffitt could use to move forward with this action.

All Council members were in consensus to authorize Hurt & Proffitt to pre-qualify contractors for the bid process of Phase I of the Spark Innovation Center Project.

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

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve authorization for Hurt & Proffitt to move forward with advertising for RFPs for the Spark Innovation Center Project's Phase I/Construction, exterior and main floor restoration. The motion included authorizing Hurt & Proffitt to pre-qualify contractors for the bid process.

Motion carried.

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

Mayor Mattox thanked the Town Manager and Town Staff for their work on this project.

Mayor Mattox and Council thanked Mr. Johnson and Mr. Caldwell for their presentation.

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 April 13, 2021 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens Town 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

A. Altavista On Track (AOT)

AOT Main Street Coordinator George Sandridge gave Council a brief update on some of the organization's current and on-going projects since Council's March Regular Meeting.

- Mr. Sandridge referenced the building located at 525 Main Street, Altavista, previously NY Pizza. He informed Council that Ms. Kimberly Cottle recently purchased the building with the intent to turn the facility back into a restaurant.

Mr. Sandridge stated Ms. Cottle was also interested in joining the AOT Board. He stated it was always nice to have additional board members that could offer AOT different points-of-view in the community.

- Mr. Sandridge then referenced 616 Broad Street, Altavista, the location previously known as Clanton's Drug Store. He informed Council that AOT recently submitted a \$200,000 Grant Request to the USDA, with the intent to purchase the property.

Mr. Sandridge stated AOT was expecting to have an answer back from the grant submission by July or August 2021.

Mr. Sandridge reminded Council of the "market analysis" conducted on the property in 2016, which determined the property to be a good mixed-use development opportunity. He stated AOT was excited to seek the possibilities for the property.

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Councilman George asked how much the 616 Broad Street property was selling for.

Mr. Sandridge stated the owner was currently asking \$239,000 for the property, but stated he would be willing to negotiate the price if AOT secured the USDA Grant.

Mr. Sandridge asked if Council had any additional questions, to which there were none.

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

B. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Board Chair Romonda Davis shared with Council the most recent updates from the Chamber.

- Ms. Davis referenced the Chamber's upcoming "Lunch and Learn" event, scheduled for Wednesday, April 14th from 12 o'clock to 1PM. She informed Council that individuals could register for the "virtual" event on the Chamber's website, at altavistachamber.com.
- Ms. Davis continued by informing Council of the Chamber's upcoming "Movie Night" event. She stated the event was tentatively scheduled for Saturday, April 17th, with a rain date scheduled for Saturday April 24th.

Ms. Davis stated the event was being held at the Altavista Trade Lot, and the movie showing would be the 1989 Best Picture Nominee *Field of Dreams*. She stated the show would start at 8PM, but the gates would open at 6:30PM, in order for movie-goers to find their parking space.

Ms. Davis stated the Altavista Band Boosters would have their concession stand open starting at 6:30PM, with snacks available, such as popcorn and hot chocolate.

Ms. Davis stated tickets to the event were being pre-sold on the Chamber's website, but there were still thirty-five spaces available for the show, at \$10 per vehicle, not per person. She stated, if all of the spaces were not filled/sold ahead of time, the remaining spaces would be sold at the gate, the night of the event.

- Ms. Davis then referenced the Altavista Train Station facility. She stated the Chamber of Commerce recently re-opened the facility for "rental", which could also be registered for on their website at altavistachamber.com/event-register.

Ms. Davis assured Council the Chamber would be adhering to the Governor's social distancing guidelines by only allowing attendance at a 50% capacity.

- Ms. Davis continued by referencing the Chamber of Commerce's annual TGIF events, held on the last Friday of each summer month May through August. She stated the Chamber would be holding the May TGIF in the Altavista Train Station's parking lot, adjacent to the Altavista's Staunton River Memorial Library.
- Ms. Davis concluded her updates by referencing the Chamber of Commerce's newest virtual event, "Coffee and Conversation". She informed Council it was the Chamber's intent to have the event be "live", starting in May.

Ms. Davis thanked Town Council and the Town of Altavista for their continued support. She stated she would be happy to answer any questions Council may have in regard to the fore-mentioned items/events.

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Councilman Emerson asked how many spaces were designated for the Movie Night event.

Ms. Davis stated there were approximately sixty spaces available to use, but the Chamber chose to keep the number at fifty, in order to spread out the vehicles for “social distancing”.

Vice Mayor Bennett asked if the Chamber would be holding more than one Movie Night event this summer (2021).

Ms. Davis stated it was the Chamber’s intent to hold additional Movie Nights, but the number of events would depend on how well the first event turned out, and how much interest there was in the community for such an event.

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

Mayor Mattox thanked Ms. Davis for her time and the Altavista Area Chamber of Commerce for their continued hard work for the Altavista community.

5. Consent Agenda

- A. Approval of Council Meeting Minutes
 - o March 9th, 2021 Regular Meeting
 - o March 23rd, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
 - o March 2021 Revenue And Expenditures
- C. Adoption of the Source Water Protection Plan
- D. Approval of FY2021 Budget Amendments and Departmental Transfers
- E. Approval of Altavista’s 2021 Grass Maintenance Services Contract
- F. Adoption of a Resolution:
 - o Declaring certain town property as surplus.
 - o Authorization for Altavista’s Public Works & Public Utilities Departments to utilize surplus equipment proceeds for the purchase of a mini excavator.

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the April 13th, 2021 Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the Consent Agenda as presented.

Motion carried.

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

Councilman Higginbotham referenced the large excavator listed with the surplus items of item F. on the Consent Agenda. He asked for staff to include a video when advertising this piece of equipment on GOV Deals, showing that the excavator was in working order.

Altavista Public Works Director David Garrett agreed to do so.

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6. Public Hearing(s)

There were four public hearings during the April 13, 2021 Town Council Meeting.

A. Town Code Ordinance Amendment to Section 86-428, Re: DRO Signs

Background:

Town Staff recently received a request from a downtown business requesting to install an additional wall sign. Staff reviewed the town’s current Zoning Ordinance and saw that the additional signage was not allowed in the Downtown Revitalization Overlay (DRO) District, as the maximum allowable square footage had already been exceeded.

The Altavista Planning Commission and Town Staff reviewed Altavista’s existing regulation compared to similar regulations of other Main Street communities, and were of the opinion that additional flexibility was warranted. Both concurred there may be cases where additional signage might be needed and recommend the town’s Zoning Ordinance include a provision which would allow a business to apply for a Special Use Permit instead of a variance, in order to be allowed to exceed the number or square footage currently allowed by the existing ordinance.

Altavista Community Development Director Sharon D. Williams informed Council the Planning Commission held a public hearing on April 5th, 2021, and recommended that Town Council amend the town’s existing Zoning Ordinance to increase the number of signs permitted, to increase the allowable square footage, and to establish a process where additional signs can be requested through a Special Use Permit.

Mayor Mattox opened the public hearing in regard to this item at 6:46PM.

Mayor Mattox asked if anyone would like to address Council in regard to this matter. No one came forward to speak.

Mayor Mattox closed the public hearing at 6:47PM.

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

Councilman Higginbotham asked if the public hearing was advertised.

Ms. Williams assured Town Council the public hearing had been properly advertised.

Mayor Mattox stated the Altavista Planning Commission had a great group of individuals on its committee. He stated he felt the recommendation was very “business friendly” to the community and would be an asset to the Downtown District and DRO.

Mayor Mattox also thanked Ms. Williams for her work on this item/matter.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept the Planning Commission’s recommendation and approve the amendment to Section 86-428 of the Altavista Zoning Ordinance to increase the allowable signage, and square footage of such, in the Downtown Revitalization Overlay District.

Motion carried.

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

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B. Town Code Ordinance Amendment to Section 62-151, Re: Weed Control

Background:

Town Staff, as directed by Town Council, continues to improve its efforts to abate violations. Staff recently discussed a provision of State Code that was not currently being utilized by the Town of Altavista; under Section 15.2-901, a locality may provide for removal or disposal of trash, cutting of grass, weeds, and/or running bamboo, which carry penalties in certain counties/towns; a locality can allow one written notice to the owner of record to cover the entire growing season. The initial notice would be considered reasonable notice for the rest of the season. As grass season is nearing, staff expects to see an increase in the number of violations that are reported pertaining to tall grass (12 inches and above). Staff has found that in many cases there were repeat violations at the same address. The proposed text amendment did not require a public hearing before the Planning Commission. However, the Town Attorney, Director of Public Works, and Community Development Director discussed the request with the Planning Commission in October of 2020, as part of a discussion on various Town Code updates overseen by the Community Development Director. During the discussion, the Planning Commission recommended staff proceed with presenting an amendment to Town Council, to streamline the enforcement process and reduce the cost incurred with sending multiple violation notices.

Altavista Community Development Director Sharon D. Williams stated, at that time, Town Staff was seeking Council's consideration to amend Town Code and allow one notice to cover the entire grass cutting season as permitted by §15.2-901 of the Code of Virginia.

Ms. Williams stated, currently the town sends a notice for each violation, even if multiple violations occur at the same address. She stated, if approved, the amendment would allow the town to send one notice per growing season; if a second violation occurs, the town would send a contractor to cut the grass and then invoice the property owner for the cost, along with a \$75 Administrative Fee.

Councilman George asked if the fore-mentioned \$75 Administration Fee was "per incident", to which Ms. Williams stated it was.

Mayor Mattox opened the public hearing in regard to this item at 6:50PM.

Mayor Mattox asked if anyone would like to address Council in regard to this matter. No one came forward to speak.

Mayor Mattox closed the public hearing at 6:51PM.

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

Councilman Higginbotham asked, if or when a violation occurred, how long staff waited before sending out a violation notice.

Mr. Williams stated, when a violation occurs, the town immediately sends the property owner a written notice. She stated the notice informs the property owner they have five days to comply with Town Code, or the town would take further action.

Mr. Higginbotham asked who mowed the grass due to a violation, the town or a contractor.

Ms. Williams informed Council that a contractor mows the property, and then invoices the town for the work. She stated, in turn, the town bills the property owner for the yard being mowed, with the additional \$75 Administration Fee.

Mr. Higginbotham stated he felt the \$75 Administrative Fee was too high.

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Mr. Williams stated the fee, on top of the cost to cut their grass, was intended to deter citizens from violating the grass cutting ordinance.

Mr. Higginbotham referenced the sample “one-time” notification letter. He stated he felt the \$35 mentioned in the sample was more appropriate.

Town Manager Waverly Coggsdale informed Town Council that Section 62-151(d) of the Town Code currently sets forth the \$75 fee. He stated, if it was Council’s desire to change the fee amount, a revision would also have to be made to that section of the code.

Mr. Coggsdale asked the Town Attorney if the change would need to be advertised.

Town Attorney John Eller stated the modification would not need to be advertised, since the action would be “lowering” the cost, not increasing it.

Vice Mayor Bennett asked, if a citizen’s water was turned off due to non-payment, what cost was added to their utility account to have their service turned back on.

Town Treasurer Tobie Shelton stated the re-connect fee for utilities was currently \$35.

Mr. Coggsdale stated the fore-mentioned fees were designed to pay for the administrative cost (time) incurred due to processing the violation(s). He stated charging the property owner for their violation keeps the cost on the violator, not the taxpayers that are adhering to the Town Code.

Mr. Bennett asked if there were ever repeat offenders to the grass-cutting ordinance.

Mr. Coggsdale stated there were. He stated, usually, the majority of offenders are able to cut their grass after receiving the first notice, but there had been a few that did not. He stated those violators warranted a second and third notice to be given, and ultimately the town still had to cut their grass, and accordingly, charge the additional \$75 fee.

Mr. Higginbotham suggested a \$35 fee with the first violation notice, and a \$75 fee with any further notices.

Mayor Mattox asked Council for their input (vote) on whether or not to lower the administrative fee associated with violations of the town’s grass cutting ordinance to \$35, or leave the fee at the current \$75 amount.

There was a consensus of Council to keep the fee at the current amount of \$75.

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

Councilman Emerson made a motion, seconded by Councilman George, to accept Town Staff’s recommendation and amend the Town Code, *Section 52-151 Weed Control*, to allow one violation notice to cover the entire growing season.

Motion carried.

Vote:

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Vice Mayor Reggie Bennett	Yes
Mr. Tracy Emerson	Yes
Mr. Wayne Mitchell	Yes

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C. Town Code Ordinance Amendment to Section 58-32, Re: Compensation for Planning Commission Committee Members

Background:

Chapter 58, *Planning*, of Altavista’s Town Code outlines the duties and responsibilities of the Planning Commission. It also contains a provision that they be compensated for those duties. Town Code currently states that Planning Commissioners may receive no more than \$300 per year for their service to the town. During the adoption of Altavista’s FY2021 Budget, Town Council increased the salary to \$50 per month for non-Certified Commissioners, and \$75 per month for Certified Commissioners. Compensation is tied to attendance and set by Town Council each year during the budget process. The Planning Commission held a public hearing on Monday, April 5, 2021 and voted to recommend that Town Council approve the proposed text amendment.

Altavista Community Development Director Sharon D. Williams stated it was staff’s request, under the recommendation of the Planning Commission, for Town Council to hold a public hearing to amend *Section 58-32* of Town Code, to eliminate the existing “maximum stipend” for Planning Commissioners.

All Council members were in consensus to approve staff’s request.

Mayor Mattox opened the public hearing in regard to this item at 7:00PM.

Mayor Mattox asked if anyone would like to address Council in regard to this matter. No one came forward to speak.

Mayor Mattox closed the public hearing at 7:01PM.

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

Councilman Emerson made a motion, seconded by Councilman George, to approve the amendment to *Section 58-32* of Town Code, which would eliminate the existing “maximum stipend” for Planning Commissioners.

Motion carried.

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

D. Town Code Ordinance Amendment to Section 86-22, Re: ADA Ramps

Background:

Section 86-22 Definitions, of the Altavista Zoning Ordinance allows certain features of a building to project up to three feet (3’) into a required yard, including window bays, vestibules, uncovered porches, eaves, and disabled access ramps. Town Staff recently received a request by a citizen wanting to install a ramp at their home. The property is zoned R-2 (Medium Density Residential), which has a front yard setback of not less than 35’. Staff reviewed the property pertaining to the request, and found the home had been built prior to the adoption of “zoning” by the town in 1948, therefore, the existing structure is nonconforming (grandfathered). A three-foot encroachment into the yard would not meet the citizen’s need.

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Altavista Community Development Director Sharon D. Williams stated that Town Staff was of the opinion the current code did not currently meet the intent of the Americans with Disabilities Act (ADA) without the disabled citizen incurring additional cost (\$300) and time involved to request a “Variance” from the Board of Zoning Appeals.

Ms. Williams informed Council the Planning Commission held a public hearing on Monday, April 5, 2021, and voted unanimously to recommend Town Council approve the proposed text amendment.

There was a consensus of Council to accept the Planning Commission’s recommendation and hold a public hearing in regard to this matter.

Mayor Mattox opened the public hearing in regard to this item at 7:03PM.

Mayor Mattox asked if anyone would like to address Council in regard to this matter. No one came forward to speak.

Mayor Mattox closed the public hearing at 7:04PM.

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

Councilman Mitchell stated his concern if allowing the proposed amendment would give a citizen any opportunity to encroach onto other property with their ramp.

Ms. Williams assured Council that any request for a ramp, in reference to the proposed amendment and the distance allowed, would be considered on a case-by-case basis; and would not permit encroachment onto other private, or public property.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve staff’s proposed amendment to *Section 86-22* of Town Code permitting required ADA-accessible ramps to project into a citizen’s yard, when no other reasonable alternative is available.

Motion carried.

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

Mayor Mattox thanked Ms. Williams for her hard work and due diligence in regard to the four public hearings that evening.

Town Manager Waverly Coggsdale informed Council the town’s internet connection was not working at that time. He stated Mrs. Shelton was working to fix the issue.

7. New Business

A. SCADA Term Services and Firm Pre-qualification

Background:

The Town of Altavista’s water & wastewater facilities have SCADA Systems within each plant; to better control the operations and maintenance of the facilities. In calendar year 2016, the Altavista contracted Woodard & Curran to install and perform the town’s SCADA services. However, since the COVID-19 outbreak, Woodard & Curran’s ability to service the town’s SCADA System has not been occurring.

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Altavista Utilities Director Tom Fore stated Town Staff believed, by having multiple firms available to staff during times the SCADA System needed updates or repairs, gives staff the ability to call for assistance immediately, ensuring the continued reliability of the SCADA Systems.

Mr. Fore stated, at that time, staff was requesting Town Council consider allowing the Town Manager to sign “Term Services Agreements” with four firms: Altavista Instruments and Controls, Lord and Company, Sunapsys, and Valley Automation; and accept the firms as “prequalified” and listed as town-approved SCADA Control Firms to bid directly on existing, ongoing, and future town capital improvement projects.

Mayor Mattox asked Town Council if they had any questions or concerns in regard to staff’s request, to which there were none.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve

Motion carried.

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

B. Town of Altavista FY2021 CIP – Springs SCADA Project

Background:

The FAIP (Facility Assessment and Improvement Plan), previously conducted by Woodard & Curran, for Altavista’s Water and Wastewater Facilities recommended the SCADA Improvements to the town’s water resource springs and the pump stations. The “Springs SCADA Project”, was approved by Town Council with the FY2021 CIP Budget. However, Town Staff deferred this project until the VDEM Generator Project began.

Altavista Utilities Director Tom Fore stated, once the VDEM Project was underway, staff was recommending tying in the new generators, as well as other controls at the springs, to the Springs SCADA Project.

Mr. Fore stated Town Staff was also seeking to add the Staunton River and Bedford Pump Stations to this project as added “alternates” in the bid documents. He stated, based on the engineer’s estimate, the initial budget would cover the request.

Mayor Mattox asked Town Council if they had any questions in regard to staff’s recommendation/request.

Councilman Higginbotham asked if the project revision meant having SCADA on the generators for all four of the town’s pump stations.

Mr. Fore confirmed the project would include SCADA for all four pump station generators. He stated the revised plan also included “pump controls” at the four pump stations, which would allow plant operators to have more critical information than they currently had.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to approve Town Staff’s request to move forward with the Spring SCADA Project, with the addition of the Staunton River and Bedford Pump Stations as presented.

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Motion carried.

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

C. Public Nuisance Hearing – 1004 10th Street

Background:

The town has had multiple violations of Town Code at 1004 10th Street, Altavista. On July 14, 2020, Town Council declared this property as a “public nuisance” and ordered the violation be abated. Shortly thereafter, the property owner died, and the town attempted to work with the heirs to gain compliance, which did not occur until December 21, 2020

Altavista Community Development Director Sharon D. Williams informed Council, due to another complaint, a recent inspection of the property revealed an accumulation of rubbish (trash and other debris) on the side porch and around the property. She shared a photo with Council for visual reference of the current rubbish on the property.

Ms. Williams stated that staff has brought the issue in front of Council with the intent to be “proactive”, and not let the issue linger, as it did in the past.

Ms. Williams requested Town Council consider, once again, declaring the property a public nuisance, per Town Code and give the property owner/heirs 15 days to abate the violation. She stated, if the rubbish has not been removed within the allotted timeframe, she asked that Council direct staff to have the materials removed, with the cost of the removal, plus a \$75 Administrative Fee, be billed to the estate.

Councilman George stated he felt there were multiple other properties in town that could also be declared as such. He asked if the town would be taking action on those as well.

Ms. Williams stated, at that time, staff was only pursuing complaints in regard to derelict properties. She stated “active code enforcement” would be a decision for Town Council.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve Town Staff’s request and declare the property at 1004 10th Street, Altavista, a public nuisance. The motion included giving the property owner/heirs fifteen (15) days from that evening (April 13th) to comply with Town Code, or the trash in violation would be removed for them, and the cost to do so would be billed to the property/estate, along with an additional \$75 Administration Fee.

Motion carried.

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

D. Requested Use of English Park for Cruise-In Events

Town Manager Waverly Coggsdale informed Town Council of a recent request by Backwoods Rod & Custom to utilize a portion of English Park for their “Cruise-In” Car Show events. He stated the Altavista Band Boosters opted not to include the events in their 2021 summer schedule for the Altavista Trade Lot.

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Mr. Coggsdale stated the area of request was the location behind the English Park entrance sign, across from the Booker Building. He stated the event request included the months of May through October, on the first Saturday of each of those months.

Councilman George asked for clarification of the requested area.

Mr. Coggsdale shared a photo, for Council's reference, that outlined the area of the park being requested for the Cruise-In events.

Councilman Mitchell asked if this event would compete with the Trade Lot Cruise-Ins, if the band boosters ever decided to resume the event.

Mr. Coggsdale informed Council the organization hosting the event, potentially at English Park, was the same group that hosted the Trade Lot events. He stated, with the band boosters opting out, the group was looking for a new location to continue the Cruise-Ins.

Councilman Higginbotham asked, if approved, was Town Staff ok with the requested area.

Mr. Coggsdale stated staff did not foresee any issues with the requested area of the park at that time. He stated the town could choose to agree to the request for this calendar year, and re-evaluate the situation for the potential request for future years.

Mayor Mattox asked if the event would potentially effect or interrupt any activity at the English Park boat ramp/river entrance.

Mr. Coggsdale stated it would not. He stated the event may affect the amount of parking available in that area during the Cruise-In, but would depend on the attendance at the event.

Councilman George asked the dates and time of the proposed events.

Mr. Coggsdale stated, if approved, the Cruise-In events would be once a month, on the first Saturday of each fore-mentioned month. He stated the event time was 4-8PM.

Mayor Mattox asked if Cruise-In events were allowable by the Governor's guidelines in regard to COVID-19 restrictions.

Mr. Coggsdale stated, to his knowledge, there was no restriction for holding a car show. He informed Council there were other surrounding communities holding the events.

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

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve the request by Backwoods Rod & Custom to utilize English Park (in requested area) for a Cruise-In Car Show on the first Saturday of May through October, 2021, from 4-8PM.

Motion carried.

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

E. John H. Mosley Resolution

Town Manager Waverly Coggsdale addressed Council in regard to this item.

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Mr. Coggsdale stated this item was being presented to Town Council for their consideration of adopting a resolution in regard to Mr. John H. Mosley.

Mayor Mattox read the proposed resolution aloud.

*Town of Altavista
Proclamation*

WHEREAS, there are individuals who have made profound and lasting impacts on the Town Of Altavista, and these individuals deserve special recognition; and

WHEREAS, John Henry Mosley, born on April 15, 1877 was a key figure in Altavista's origins and the African American community; and

WHEREAS, He was known for his commitment to helping others and urging people to locate to Altavista and open businesses, some of which are still in operation today; and

WHEREAS, Mr. Mosley constructed the African American neighborhood known as Mosley Heights and helped to build the First Baptist Church on Twelfth Street; and

WHEREAS, the now decommissioned Mosley Heights Elementary School was also named in his honor for his contributions to the town; and

WHEREAS, John Henry Mosley dedicated himself to building for the future: the people and the places and his legacy should be celebrated by all citizens of Altavista, Virginia.

NOW THEREFORE, I, Michael Mattox, Mayor of the Town of Altavista, Virginia on behalf of the entire Town Council, do proclaim that each year, the Sunday on or following his birthdate of April 15, shall be known as:

JOHN HENRY MOSLEY MEMORIAL DAY

in the Town of Altavista, and urge citizens and visitors to acknowledge this day in remembrance of his contributions to our Town.

This the 18th day of April 2021.

Councilman Higginbotham made a motion, seconded by Vice Mayor Bennett, to adopt the resolution as presented; declaring from that day forward, that each year, the Sunday on, or following his birthdate of April 15, shall be known as John H. Mosley Memorial Day in the Town of Altavista.

Motion carried.

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

The Town Manager stated he would have the proclamation framed, so it could be presented by Council to Mr. Mosley's family on Sunday April 18th, the day Avondale Park was scheduled to be renamed the John H. Mosley Memorial Park, in his honor.

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8. Unfinished Business

A. VDEM Generator Project – Consideration of Bid Award

Mayor Mattox reminded everyone this item was removed from the regular agenda schedule, to be discussed/considered during Town Council’s Closed Session that evening.

B. McMinnis Spring Waterline Project – Consideration of Bid Award

Background:
Hurt & Proffitt designed the McMinnis Water Line Replacement Project, which consists of replacing approximately 17,500 feet of 8” water line between McMinnis Spring and the Bedford Avenue Tank. In January 2021, Town Council allowed staff to move forward with the bid process for the McMinnis Water line Replacement Project. The bids have been received and the engineers have made their recommendation to award the bid.

Altavista Utilities Director Tom Fore requested Council’s consideration to allow staff to hire Hurt & Proffitt and have their inspector onsite at the project 4hrs per day. He stated this cost was provided by Hurt & Proffitt in their original proposal, at a cost of \$47,460 for “Inspection Services”; and would be covered by the project’s initial estimated budget.

At that time, Bif Johnson, Hurt and Proffitt, addressed Council in regard to this item. He stated Hurt & Proffitt prepared bid documents for the McMinnis Waterline Replacement Project and the project was advertised on February 28, 2021.

Mr. Johnson informed Council that a public bid opening was held at Town Hall on March 30, 2021, and seven bids were received, opened, and read aloud. He shared with Council a summary of the engineer estimate and submitted bids.

Contractor	Base Bid	Responsive
Counts & Dobyns	\$4,025,912	Yes
Concrete Foundations	\$2,320,975	Yes
Mendon Pipeline	\$1,566,030	Yes
E.C. Pace	\$2,068,941	Yes
Valley Contracting	Bid Not Read	No
Haymes Brothers	\$2,444,300	Yes
Prillaman & Pace	\$1,571,930	Yes
Engineer Estimate	\$2,180,420.00	

Mr. Johnson stated, as noted above, one of the bids was considered nonresponsive, due to the omission of required bid documentation. He stated there were also discrepancies with two bidders, but the discrepancies did not affect the lowest bidder, Mendon Pipeline.

Mr. Johnson stated it was Hurt & Proffitt’s recommendation the project be awarded to the low bidder, Mendon Pipeline, for the total of the base bid, \$1,566,030.

Mr. Fore referenced the engineer’s presented estimate of \$2,180,420. He reminded Council the initial estimate was closer to \$1,883,000, but stated it was revised due to the recent fluctuation in the market for material cost.

Councilman Higginbotham asked Mr. Johnson if Hurt & Proffitt had any previous experience with Mendon Pipeline.

Mr. Johnson stated they did. He stated Mendon was out of Pennsylvania, but was working extensively in Roanoke and Blacksburg. He stated the company had done three or four of Hurt & Proffitt’s projects in the Blacksburg area with great success.

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Councilman Mitchell asked if Mendon Pipeline’s bid was “a firm, not-to-exceed” price.

Mr. Johnson stated it was taken as a “unit price” bid. He stated the project had line items for different items and allowances.

Councilman Higginbotham asked Mr. Johnson what he felt would be the town’s “biggest risk” associated with this project.

Mr. Johnson stated the biggest risk was possibly encountering rock while excavating. He stated, however, the new line was being laid beside the existing line, so there would be no interruption in service, if that occurred.

Mr. Johnson stated there was no pre-investigation for rock done on this project, but there was an allowance of \$120,000 allocated in the budget/estimate for rock excavation.

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

Town Manager Waverly Coggsdale stated, if Council approved staff’s request for an onsite inspector for this project, the motion would need to include that approval.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to accept Hurt & Proffitt’s recommendation to award the McMinnis Waterline Replacement Project to Mendon Pipeline for the bid of \$1,566,030; and to approve Town Staff’s request to allow an inspector from Hurt & Proffitt to be onsite of the project, four hours per day, until the project was completed, for a cost of \$47,460 (included in the initial budget).

Motion carried.

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

C. Melinda HPZ Project – Request to Switch Engineer

Background:

This project is part of the Altavista’s Facility Assessment & Improvement Program (FAIP) for the town’s Utilities System. Its intent is to provide higher water pressure to homes in the Melinda Drive and Avondale Drive area of town. In December 2020, Town Council approved Town Staff to move forward with “re-bidding” the Melinda HPZ Project.

Altavista Utilities Director Tom Fore stated he contacted Woodard & Curran, who had been the town’s consulting/engineering firm for this project. He informed Council that Woodard and Curran no longer had a “local presence” (engineer in the area).

Mr. Fore stated, due to that reason, and unless Council thought otherwise, he felt it would be best to “switch” engineers for this project. He informed Council that he had inquired with Mattern & Craig Engineering, Roanoke, for their potential to take over.

Mr. Fore informed Council that Mattern & Craig was available to take over the engineering services for the Melinda HPZ Project, at a lower cost than budgeted.

Councilman Higginbotham asked if their cost was less than Woodard & Curran, to which Mr. Fore confirmed it was.

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Mr. Fore stated, at that time, staff was making Council aware of the change, before proceeding to bid the project. He stated he wanted to confirm approval with Council.

All Council members were in consensus to allow Mr. Fore to move forward.

Mayor Mattox stated he appreciated Mr. Fore's due diligence in this matter, and thanked him for the good work he was doing on this project and for the town.

At this time, Town Council paused discussion of the agenda and went into Closed Session.

Vice Mayor Bennett opened the Closed Session meeting.

I move the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

The motion was made by Vice Mayor Bennett, and seconded by Councilman Emerson.

Motion carried.

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Council went into Closed Session at 7:26 PM.

Councilman Higginbotham did not attend the April 13th Closed Session, due to potential conflict in regard to an item to be discussed during the session.

Town Council was back in regular session at 8:02 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Mitchell, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

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NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	(Absent during this vote)
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox called for regular session to resume at 8:04PM, and to continue discussion of the April 13th meeting agenda.

Councilman Higginbotham returned to the meeting at this time as well.

Councilman Mitchell referenced Section #8A. Consideration of VDEM Generator Project Bid Award, previously removed from this agenda for Council to discuss during Closed Session.

Mr. Mitchell motioned, seconded by Councilman Emerson, for the Town of Altavista to reject the existing bid in regard to the town's VDEM Generator Project, and move forward with rebidding the project.

Mayor Mattox asked Council if they had any questions, to which there were none.

Motion carried.

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Councilman Mitchell motioned, seconded by Vice Mayor Bennett, for the Town of Altavista to move forward with the purchase of four generators for the town's VDEM Generator Project.

Mayor Mattox asked Council if they had any questions or concerns, to which there were none.

Motion carried.

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

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

D. FY2022 Budget and FY2022-2026 CIP – Schedule Public Hearings

Town Manager Waverly Coggsdale addressed Council in regard to this item.

Mr. Coggsdale stated there were a few items previously mentioned by Council that needed to be addressed, however, the budget discussion was not limited to that list.

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Mr. Coggsdale stated the goal that evening was to finalize any items of concern in order for Town Staff to have the final draft ready for a public hearing.

Mr. Coggsdale stated, once all concerns were addressed, staff was seeking authorization to schedule a public hearing for May 11th, during Town Council's Regular Meeting, in regard to the FY2022 Budget, FY2022-2026 CIP, and FY2022 utility rate increases, to be implemented December 1, 2021.

- 5% Wage Increase for Altavista's Hourly Employees (suggested by Council member)

Town Manager Waverly Coggsdale stated, included in the FY2022 Draft Budget, there were funds (\$78,400) allocated for the "employee merit pool" consistent with previous years for all town employees. He stated employee merit raises were based on annual evaluations, with a potential of zero to three percent.

Mr. Coggsdale stated the suggested 5% raise for hourly employees would impact the budget totaling \$163,570, a difference of \$85,170 from the current budgeted amount.

Mayor Mattox asked Council if they had comments, or concerns in regard to this item.

Councilman George stated, with the Town of Altavista's recent multiple turnovers of police officers and other town employees, he felt the town needed to be "more competitive" with their wages.

Mr. George stated, in the past ten years or so, the Town of Altavista had finished each fiscal year with a "surplus" of funds. He stated he felt all employees were important, and he considered the raise to be "an investment" towards retaining good employees.

Councilman Higginbotham stated he did not feel that previous employees left the town due to low pay. He referenced the town's multiple CIP projects that still needed funding, and stated he felt the \$85,170 should be utilized for those projects.

Mayor Mattox referenced the FY2022 Draft Budget and CIP. He reminded Council the town would already need to utilize half of its designated reserve funds to balance the budget, if all proposed CIP items were implemented.

Mayor Mattox referenced the employees that recently left the Town of Altavista to go to work for the Virginia Department of Transportation (VDOT), due to VDOT paying their drivers with a CDL license more money. He stated, therefore, the town was currently looking at better ways to compensate and retain their CDL Drivers.

Mayor Mattox stated he also felt the employees leaving the town most recently were "entry level" employees that felt they had nowhere to move up to. He stated he would like to see the town create an "employee tier" for growth as a town employee.

Vice Mayor Bennett thanked all of the employees that work for the Town of Altavista. He stated he felt all town employees did a "marvelous job" and work hard every day. He stated they should be fairly compensated for the jobs they do.

Mr. Bennett requested the town conduct a "wage and benefit compensation survey", in order to assure town employees were being compensated fairly; and comparable to surrounding localities.

Mr. Bennett also shared his favor with the Mayor's suggestion for the town to create a program enabling employee growth. He stated, an employee that starts working for the town by mowing/weed eating grass, he felt should have an opportunity to do something else within that department if they desired to 5-10 years down the road.

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Mr. Bennett also suggested the town conduct an “anonymous survey”, to inquire if employees had any suggestions to improve their jobs/positions with the town.

Councilman Emerson informed Town Council that Campbell County recently approved a 5% wage increase for every “county employee”, including officers, teachers, maintenance workers, purchasing/administration. He stated the town was competing with, not only the county, but he felt everyone that offered better wages.

Mr. Emerson stated it was “a struggle” for everyone to retain good employees. He referenced the Altavista Police Department (APD). He stated there was always the concern of losing an officer to the county or state due to higher pay and the APD not offering take-home vehicles.

Mr. Emerson stated, in two years the economy may not be as good as it had been and the town may not be able to justify implementing a wage increase. He stated, at that time, the town did have the funds available and he was in favor of the suggested 5% wage increase for all hourly town employees.

Councilman Mitchell shared his appreciation for the work every staff member and town employee did for the Town of Altavista.

Mr. Mitchell stated he did not know what Campbell County’s policies were, but he did not want the Town of Altavista to implement a wage increase just because the county does it.

Mr. Mitchell stated he felt a 5% wage increase across the board was “heavy handed” and he was not in favor of the wage increase as suggested. He shared his favor with Town Staff/Personnel continuing to find ways to attract and retain good employees.

Councilman Emerson stated Campbell County had not given more than a 2% raise in years. He informed Council the State Police Department had also been recently approved for a wage increase (theirs being 8%), a bonus for “years of service”, and also included a take-home vehicle.

Mr. Emerson reminded Council the APD lost a couple of their officers over the past year to the Campbell County Sheriff’s Office due to higher pay and vehicles.

Mr. Mitchell stated the Town of Altavista could not compete with take-home vehicles.

Councilman George asked the Town Manager if the town’s Public Works and Utilities Department Directors had indicated why the town was losing employees.

Town Manager Waverly Coggsdale confirmed the Town of Altavista had recently lost four to five employees that went to work for VDOT due to the additional pay VDOT offers to its CDL drivers.

Mr. Coggsdale stated, with input from Public Works Director David Garrett, there was an item on the agenda that would address the issue. He stated the proposal was not a full solution, but offered a step in the right direction.

Councilman Emerson asked if the proposal offered an annual stipend for employees that held a CDL license.

Mr. Coggsdale stated the plan, if approved, would increase an employee’s hourly rate after a CDL license was earned. He reminded Council the Altavista Water Treatment Facility already had a similar program allowing their town employees the opportunity to increase their pay when a Class I and/or Class II license is acquired.

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Councilman Mitchell asked if the town helped its employees achieve these goals, to which Mr. Coggsdale stated they do.

Mr. Coggsdale stated, when considering whether or not to implement the suggested 5% wage increase for all town hourly employees, he suggested Council consider whether the issue of retaining town employees had been identified as “all employees”, or only for CDL drivers.

Vice Mayor Bennett reminded Council of his suggestion to conduct an employee survey. He stated he would like to know why employees were leaving, or thinking about leaving; was it their pay or something else. He stated he felt, in order to create a solution, there were still questions that needed to be answered.

Councilman Emerson asked if the town conducted “exit interviews”.

Mr. Coggsdale confirmed the town does conduct exit interviews when an employee decides to leave their position with the town.

Mr. Bennett stated he felt an employee survey would be beneficial to the town by learning why an employee may be considering leaving, and potentially retaining the employee, if the issue could be addressed and resolved. He stated the issue could be something other than pay.

Mr. Coggsdale stated he would be happy to conduct an employee survey under Council’s direction, if they so desired.

Mayor Mattox asked if there were any further comments from Council in regard to the suggested 5% wage increase to town hourly employees.

There was a consensus of Council not to implement a town wage increase at that time.

Councilman Mitchell shared his favor with the Vice Mayor’s suggestion for the town to start the process of evaluating whether the Town of Altavista’s pay and benefit compensation was currently up-to-date and in line with surrounding localities.

Mr. Mitchell also suggested the town evaluate whether or not to increase its maximum “merit” compensation from 2% to 5% in future budgets.

Town Manager Waverly Coggsdale stated, if Council desired, Town Staff would begin the process of gathering such data for Council’s consideration and use in determining the matter of town wages for future town budgets.

All Council members were in consensus to allow Town Staff to do so.

- **Consideration to Increase CDL Compensation Plan for Town Employees**

Background:

The Town of Altavista has jobs/duties that require having a CDL License to operate certain equipment and vehicles. In an effort to attract and retain qualified workers with various CDL classifications for the Town of Altavista, a plan has been developed to provide equivocal compensation under the town’s existing rate structure.

Town Manager Waverly Coggsdale informed Council the proposed plan was compiled by input from Altavista’s Assistant Town Manager Amie Owens, Utilities Director Tom Fore, and Public Works Director David Garrett.

Mr. Coggsdale stated, in the proposed plan, an employee’s pay rate would increase by \$1 when they acquired a Class B CDL License, by another \$1 when a Class A License was acquired, and fifty cents (.50) for a Tanker Endorsement.

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Mr. Coggsdale stated, if approved, the FY2022 Draft Budget would be affected by \$27,000 with this plan.

Councilman Higginbotham asked, if a current town employee already had their CDL License, would they also receive a raise/pay increase.

Mr. Coggsdale stated, if the plan was approved, staff would look back in the employee's records to see if they received a pay raise when the license was initially acquired, and if not, a raise would be given accordingly.

Mr. Coggsdale stated, although the plan was directed towards "new hires", he felt the town owed it to existing employees to do so.

Town Council was in consensus to leave the proposed wage increase plan for CDL License accomplishments in the FY2022 Draft Budget for potential approval.

- English Park Entrance Improvements

Town Manager Waverly Coggsdale referenced an item in the FY2022 Draft CIP related to the modification of English Park's entrance from Pittsylvania Avenue. He stated the item included extending the existing sidewalk to go under the railroad trestle to Third Street, potentially with a flashing light for pedestrians.

Mr. Coggsdale stated there was a similar CIP project listed in the draft, totaling \$60,000, for a walking/biking connection trail to Lane Access Road, crossing Pittsylvania Avenue, over to the English Park entrance. He stated the project could be modified to fit the town's needs.

Councilman George referenced the "connection trail" CIP project, stating the project was initially mentioned in Altavista's Parks and Recreation Master Plan by LPDA. He stated, with the \$600,000 English Park Entrance Improvement Project no longer in the FY2022 CIP Budget, he felt the town may want to consider this less costly item.

Mr. Coggsdale stated the project was intended to connect Third Street to Lane Access Road (where the existing sidewalk ends), so individuals could extend their bike ride.

Councilman Emerson stated he agreed the town did not need to spend \$600,000 for the fore-mentioned entrance improvement project. He stated, however, he did feel that entrance to the park needed to be cleaned up/improve). He shared his favor in the proposed Walk/bike Trail Extension CIP Project for that area.

Mr. Coggsdale stated, with a definitive plan, there was no assurance the \$60,000 would be enough to complete the project, but that amount was allocated in the draft budget for this project.

Mr. George referenced the English Park sign, across from the Booker Building. He stated he felt the sign and landscape around it also needed to be updated.

Mr. Coggsdale reminded Council there were no funds allocated in the draft budget for the suggested project.

Councilman Mitchell stated he did not feel the English Park sign/sign area was in that bad of shape. He suggested, since there were no funds currently allocated for the project, to postpone the sign improvement area until later.

Mr. Coggsdale stated there may be improvements that could be done through "maintenance" by the Public Works Department to improve the esthetics of the sign.

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Councilman Higginbotham suggested the sign improvement project be considered for a Boy Scout/Eagle Scout project.

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

Mr. Coggsdale reminded Council there was \$1.4 million currently in the town's Reserve Fund. He stated, if the FY2022 Draft Budget and CIP were approved as it was at that time, the town would need to transfer \$737,830 from the Reserve Fund to balance the proposed budget.

Mr. George asked if that figure included 500,000 for the theatre restoration project.

Mr. Coggsdale confirmed it did. He stated the draft budget at that time included every action taken by Council to that date.

Mayor Mattox asked for confirmation, if Council approved the draft budget to that point, there would be approximately \$700,000 remaining in the town's Reserve Fund.

Mr. Coggsdale confirmed the Mayor was correct.

- **English Park – Additional Restrooms**

Town Manager Waverly Coggsdale reminded Council this project was also in the FY2022 Draft Budget/CIP. He stated the restrooms were proposed for the newer section of English Park, beyond the Rt.29 Business Bridge.

Councilman Emerson stated, with the recent and ongoing improvements the town was making to that area of the park, he felt the restrooms would also be a nice addition.

Councilman George stated he felt the restrooms would be a “good fit” for that section of the park, as well as an asset for any future plans, such as relocating the practice fields from the front of English park to the back, newer section of the park.

Mayor Mattox asked for Council's input on whether or not to keep the proposed restrooms in the draft budget.

Councilman Mitchell referenced the \$124,000 estimated cost for the new restrooms. He stated he hoped the project would come in under that budget.

Councilman Higginbotham asked if there was electricity already available in the area proposed for the new restrooms.

Mr. George stated there was existing electricity and sewer availability, but no water.

Mr. Mitchell asked if the town had estimates for running water to the restrooms, to which Mr. Coggsdale stated they did.

All Council members were in consensus to leave the English Park Additional Restrooms Project in the FY2022 CIP Budget.

- **English Park Practice Fields Modification Project**

Town Manager Waverly Coggsdale referenced this CIP project and reminded Council there was \$25,000 in FY2022 allocated for the plan and design phase of the project; as well as, \$1.4 million allocated in FY2024 for implementing/completing it.

Mr. Coggsdale asked for Council's input and direction on whether the plan would stay the same and the project would remain in the draft budget, or if Council desired any changes to the proposed project.

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Councilman George informed Council, when the LPDA originally proposed the plan with the Parks and Recreation Master Plan, the project consisted of a “clover leaf” design for ball fields, with lights and tons of extra “bells and whistles”.

Mr. George stated he did not feel that Altavista had a need for such an elaborate plan. He informed Council the fields had already been graded and were “in good shape”. He stated drainage issues were corrected by the previous owners (Campbell County).

Mr. George stated any additional work that needed to be done to the fields, such as mowing the grass and adding dirt here and there, would be considerably less than the original budget of \$1.4 million.

Councilman Mitchell suggested removing the \$1.4 million from the FY2024 CIP Budget for this project. He also referenced the \$25,000, initially allocated for the plan and design of the project’s larger scope of work. He suggested utilizing the \$25,000 for completion of constructing the fields for use as “practice fields”.

Councilman Higginbotham shared his favor with both of Councilman Mitchell’s suggestions. He stated he felt the Altavista area was only in need of practice fields.

All Town Council members (present) were in unanimous consensus to remove the \$1.4 million, initially allocated in the FY2024 Draft CIP Budget for construction of baseball/softball fields in the back section of English Park.

Town Council was also in consensus to re-allocate the \$25,000 in the FY2022 CIP Budget, originally allocated for plan/design of the fore-mentioned project, or use on completing the construction of “practice fields” in the back section of English Park.

Mayor Mattox referenced the hour of evening being close to 9PM. He asked Council if they wished to continue, or come back and complete their budget discussion on another day.

Councilman Higginbotham asked how many more items were there to be discussed.

Mr. Coggsdale stated he only had one more item for consideration, unless Council had additional items they wished to discuss or address.

Council was in consensus to continue their budget discussion that evening.

- English Park – Dog Park Project Consideration

Town Manager Waverly Coggsdale referenced the Dog Park Project. He stated, with Council’s recent discussion of moving the project from FY2026 to FY2022 in the Draft CIP, he asked for clarification/confirmation on whether or not Council was definite on that decision.

Councilman Mitchell stated he did not feel the Town of Altavista needed a dog park. He suggested “tagging” certain areas in the park, allowing dogs not to require a leash.

Mr. Mitchell also referenced the \$70,000 estimated cost for the project. He stated he did not feel that a dog park should cost that amount of money.

Councilman Higginbotham referenced a dog park he was involved with building in Warrenton, VA. He stated the town spent \$65,000 completing an elaborate dog park.

Mr. Higginbotham stated he also agreed that amount of money was too much to spend on a dog park for such a small town as Altavista. He suggested the town consider a smaller version of the plan for the proposed dog park.

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Councilman George referenced the dog park located in Chatham, VA. He stated he did not ever see anyone using the dog park when he passed by.

Mayor Mattox stated he knew of someone that passed the Chatham Dog Park every day in traveling to and from work, and they also stated that dog park was barely used.

Vice Mayor Bennett stated the dog park in Chatham was near the highway, not near a neighborhood that may utilize the dog park. He stated he knew of other, well populated areas that have dog parks, and they were used regularly.

Mr. Bennett reminded Council the Town of Altavista had restrictions for dogs in the park where they were unable to “run free” and get adequate exercise. He stated he felt the restriction, and not having a dog park, may deter citizens from visiting the park.

Mr. Bennett stated he did agree the estimated (\$70,000) cost for the dog park was too much. He suggested the town get quotes for a “chain-linked fence” that may cost less.

Town Manager Waverly Coggsdale reminded Council that he lives inside town limits. He informed Council that he had to build a fenced-in area in his own backyard so his dog would have somewhere to run and get the exercise he needed.

Mayor Mattox asked Council for their decision on whether or not to leave or remove the dog park from the proposed CIP.

Mr. Coggsdale reminded Council the 4’tall by 20’length chain-linked fence installed on a recent town project cost the town \$5,500.

Councilman George stated, as a member of Altavista’s Parks & Recreation Committee, he would discuss the project with the committee, and gather additional information for where the dog park may be placed and determine a more detailed cost estimate for Council’s consideration.

Mr. Coggsdale suggested Council remove the dog park project from the current draft CIP (FY2022), in order to allow Town Staff to investigate if there may be a grant available to help fund the project.

Town Council was in consensus to remove the English Park Dog Park Project from FY2022’s CIP Draft Budget; and place the item in the FY2023 CIP.

There was also a consensus of Council to allow Town Staff to investigate if there were grants available to help fund the English Park Dog Park Project.

- Councilman Higginbotham referenced the Vista Theatre Revitalization Project, listed in the FY2022 Draft CIP. He suggested Council consider raising the funds allocated for this project in the FY2022 Draft Budget, from \$500,000 to \$1 million.

Town Manager Waverly Coggsdale stated, whether the amount was raised this year, or the amount was separated over a couple of years, the funds would still come from the town’s Reserve Fund.

Councilman Mitchell agreed the cost to renovate the old theatre would cost more than \$500,000. He suggested allocating \$500,000 in FY2022’s budget, and subsequently in FY2023, FY2024, and FY2025, making it a four year project.

Mayor Mattox reminded Council that any grant approval consideration was dependent upon the town’s ability to show they had the funds to “match” the grant. He stated this was the reason the initial \$200,000 budget was raised to the current \$500,000.

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Councilman Emerson stated he was not in favor of this project being deferred over four years.

Mr. Coggsdale reminded Council of another town project. He stated, if a grant was received for that project, the town would need to have \$400,000 available as a match.

Mr. Coggsdale stated, at that time, Town Council needed to take into consideration all of the current projects being proposed and “prioritize” which projects they wished to move forward for the FY2022 Draft Budget and CIP.

Vice Mayor Bennett referenced the Academy of Fine Arts in Lynchburg, VA. He stated the revitalization project relied heavily on “private funding”. He stated the town may have to consider doing the same for the Vista Theatre Revitalization Project.

Mr. Coggsdale stated the town may need to get creative with funding this project, such as considering the possibility of borrowing funds to complete the project.

Mr. Coggsdale reminded Council there was also the possibility of the town’s 2021 fiscal year ending with a surplus of funds. He stated the amount would not be clear until the end of the fiscal year (June 30th).

Town Council was in consensus to raise the allocated funds in the FY2022 CIP Budget from \$500,000 to \$1 million.

There were no additional comments from Council at that time in regard to the FY2022 Draft Budget and FY2022-2026 Draft CIP.

Town Manager Waverly Coggsdale stated, at that time, Town Staff was requesting authorization from Council to schedule public hearings, in regard to the draft budget, draft CIP, and utility rate increase for FY2022.

Councilman Higginbotham made a motion, seconded by Councilman George, to approve Town Staff’s request and authorize the Town Manager to schedule the necessary public hearings during Council’s next regular meeting, Tuesday, May 11th, in regard to the FY2022 Budget, the FY2022-2026 Capital Improvement Plan (CIP), and the FY2022 Utility Rate Change/Increase.

The Town Manager asked for Council’s input on whether to keep the public hearing’s starting time at 6PM, or change the starting time to 6:30PM. He stated public hearings have previously been advertised for six o’clock, but due to agenda protocol, they rarely start at six o’clock.

All Council members were in consensus to change public hearing starting times to 6:30PM.

Councilman Higginbotham amended his motion to include changing the start time for future Town of Altavista Public Hearings to 6:30PM, during Regular Council Meetings.

Motion carried.

VOTE:

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Vice Mayor Reggie Bennett	Yes
Mr. Tracy Emerson	Yes
Mr. Wayne Mitchell	Yes

Town Council Regular Meeting April 13, 2021

9. Reports and Communication

- A. Town Manager's Report
- B. Departmental Reports
- C. Council Monthly Calendars

Town Manager Waverly Coggsdale stated the Town Manager Report, Departmental Reports, and Council Calendars were delivered to Town Council at an earlier date with their April Council Meeting Pre-Packet.

Mr. Coggsdale stated he and Town Staff would be happy to answer any questions Council may have in regard to the monthly reports, to which there were none.

10. Matters from Council

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

- Vice Mayor Bennett asked if Council needed to return on the upcoming Thursday to continue the budget discussion.

Mayor Mattox stated all matters had been discussed; and with Council's last "motion" to authorize the necessary public hearings, indicated Council agreed to move forward. He stated Council did not have to return for discussion until the next scheduled meeting on May 11th.

11. Closed Session

This item was conducted earlier in the 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 9:05PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session April 27, 2021

The Altavista Town Council’s April 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on April 27th, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Council members

Present: Mayor Michael Mattox
Vice Mayor Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham (entered at 5:05pm)
Mr. Wayne Mitchell

Absent: Dr. Scott Lowman

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

1. Agenda Adoption

Mayor Mattox informed Council of an amendment to the April Work Session Meeting Agenda.

- Section #9 Closed Section

Mayor Mattox asked if Town Council had any questions, comments, or concerns regarding the proposed April 27th, 2021 Council Work Session Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Councilman Higginbotham entered the meeting at this time, 5:05 PM.

2. Recognitions and Presentations

There were no recognitions or presentations on this date.

At this time, Mayor Mattox requested that Council members ask to be recognized when they had a comment or question in regard to an agenda item. He stated this would keep from having multiple people talking at the same time; and would also help keep the meeting moving forward in a timely manner.

All Council members agreed to do so.

Council Work Session April 27, 2021

3. Citizen's Time – Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

4. Items Referred from Previous Meetings

There were no items from previous meetings scheduled for discussion at this work session.

5. Items for Discussion (New and Unfinished)

A. Altavista Community Transit System (ACTS) – Transit Bus Wrap Representative: Assistant Town Manager Amie Owens

Background:

The last Altavista transit bus purchased was “wrapped”, which included over the windows, and highlighted various town landmarks. The bus wrap was provided by Creative Edge Design and was approximately \$4,000. The transit bus that is being replaced is white with blue lettering and no wrap over the windows. It will be retired from the fleet and will be sold as surplus. A new transit vehicle was included in the town's FY2021 Budget and is being ordered to replace the older transit bus.

Assistant Town Manager Amie Owens informed Town Council the new transit bus would be ready for town use in two and a half to three months, but would then need to be wrapped before put into service. She reminded Council that Creative Edge already had the current design, but they could update the design if Council desired.

Ms. Owens stated, at that time, Town Staff was seeking direction from Town Council as to which graphic they would like on the new vehicle. She asked, if keeping the photo theme, did Council wish to use the same photos, or to highlight other landmarks in town.

Mayor Mattox asked Council if they had any questions or input on this matter.

Councilman Mitchell shared his favor with the “photo” wrap design over the white bus with blue lettering wrap. He stated he also liked the town photos used for that design.

Vice Mayor Bennett stated he liked the photo wrap design for the new transit bus, however, he suggested Council consider updating the photos with newer places in town, such as the new splash pad in English Park and the new Dalton's Landing Canoe Launch.

Councilman Emerson shared his favor with the photo wrap design for the new bus. He stated he felt having photos of newer places would help “jazz up” the bus design.

Councilman George asked how long it would take Creative Edge to redesign the photo wrap; and how much would cost to do so.

Ms. Owens stated the town had a timeframe of approximately two months before needing the new wrap, and she felt Creative Edge could have the design ready by the time the new bus arrived, if Council was able to make a decision that evening.

Ms. Owens stated there was a cost of \$4,000 to wrap the transit bus, with an additional \$1,000 to \$1,500, if the graphics needed to be redesigned.

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Mr. George shared his favor with adding new items/places to the photo wrap design. He suggested, instead of Dalton's Landing itself, having a photo of a kayaker on the river.

Ms. Owens stated there was already a photo of a kayaker in the design that could be reused.

Mayor Mattox stated there were a lot of new changes/additions to the Town of Altavista recently, and he felt those things should be highlighted as much as possible.

Councilman Emerson suggested allowing Town Staff to work with Creative Edge Design for an updated version of the photo wrap design for the town's new transit bus.

All Council members were in consensus to do so.

B. FY2021-2022 Town Paving Plans

Representative: Bobby Wampler, Engineer Concepts and Altavista Public Works
Director David Garrett

Explanation:

The Town of Altavista feels that having well-paved and well-maintained streets is imperative for the community. Utilizing a "paving plan" has assisted the town in making sure they have a record of maintenance; and also allows for future planning, to ensure the town is maintaining this important infrastructure on a continual basis.

Background:

The Altavista Spring Milling and Paving CIP Project's Bid documents were developed by Bobby Wampler from Engineering Concepts.

Currently there is \$450,000 allocated in the FY2021 Budget, and another \$450,000 proposed in the FY2022 Draft Budget, along with \$35,000 (in Water CIP) for driveway improvements. If approved, this would provide a total of \$935,000 for the paving project. Based on the engineer's estimate, there is a need to utilize an additional \$245,374 (which includes \$15,000 for engineering services), from Highway Fund Reserves, to equal the engineer's estimate of \$1,165,374. There is currently \$958,815.18 available for use in the Highway Fund Reserves.

Altavista Public Works Director David Garrett stated that Bobby Wampler would be sharing a brief overview of the town's proposed FY2021/2022 Milling and Paving Plan.

Mr. Wampler stated the proposed plan addressed fifteen locations, which included streets, alleys, and also the access roads to the McMinnis and Reynolds Springs.

Mr. Wampler referenced the project's engineer cost estimate. He informed Council the estimate was calculated using "unit pricing". He stated the unit costs for this year's plan were slightly higher than the bids received for last year's plan.

Mayor Mattox asked if Council had any questions for Mr. Wampler or Mr. Garrett in regard to this item.

Councilman George asked if a contractor had been "picked" for this project.

Mr. Wampler stated, if the proposed plan was approved by Council that evening, the request for bids (RFPs) would be sent to the newspapers the following day. He stated he anticipated the request for "bid award" to occur at Council's June 8th regular meeting.

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

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to authorize Town Staff and Engineer Concepts, to move forward with the bid process and advertise for RFPs in regard to the FY2021/FY2022 Milling and Paving Project Plan as presented.

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Motion carried:

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

At this time, Altavista Assistant Town Manager Amie Owens addressed Town Council in regard to the FY2021 and FY2022 Paving Plans.

Ms. Owens informed Council the town would be combining both plans and conduct all paving simultaneously, in order to save the town time and the costs associated with “mobilization” for the paving projects.

Ms. Owens stated, moving forward, it was the town’s intent to only pave every two years.

Ms. Owens referenced the FY2021/2022 Paving Plan. She stated Town Staff was seeking Council’s approval to utilize funds from the town’s Highway Fund Reserves to complete the budget needed for the paving plans.

Ms. Owens stated, after recalculating the project’s budget with the estimated cost savings, the town would only need an additional \$180,374, as opposed to the initially estimated \$245,374 from reserves.

Councilman Higginbotham asked if the roads to McMinnis Spring and Reynolds Spring were already paved.

Altavista Public Works Director David Garrett stated they were, however, the tar and gravel was starting to break apart.

Councilman George asked for confirmation that the town would be doing two fiscal years’ worth of paving in one season, in calendar year 2021.

Mr. Garrett and Ms. Owens both confirmed Mr. George was correct.

Mr. Garrett asked Council to keep in mind the proposed costs were merely estimates until the paving project went out to bid. He stated, at that point, the numbers could be fine-tuned for Council to know just how much was needed to be transferred from the Highway Fund.

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

Mayor Mattox asked the Town Manager if a vote was needed in order to move forward.

Town Manager Waverly Coggsdale stated the vote to proceed with the bid process was the only vote needed that evening. He stated the paving project’s costs would be more definitive after bids had been received. He stated, at that point, a vote would be needed in order to authorize staff to transfer the necessary funds from the Highway Fund Reserves.

There were no further questions or comments in regard to this item.

C. Altavista On Track (AOT) – Request to Convert Façade Loan into Grant Program
Representative: AOT Main Street Coordinator George Sandridge

Background:

As a designated Main Street Community, Downtown Altavista businesses have access to a Façade Loan Program, designed to assist with permanent improvements to the exterior of non-governmental buildings within the downtown district.

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Eligible improvements include: painting (including murals and restoration of historic murals), awnings, masonry repair/cleaning, storefront replacement/restoration, exterior lighting, window repair, cornice repair/replacement, roofing (such as standing seam metal, terra cotta tile, and shingle [slate, wood, asphalt]) that is readily visible from an adjacent public street or alley and is an integral part of the aesthetic design of the building, and restoration of historic and permanent landscaping (hardscape). Pursuant to CDBG Program Guidelines, major alterations to the program must be presented to the AOT Board and Town Council for their consideration and potential adoption approval. No additional funds are required as \$20,000 is currently earmarked in reserves for the program.

AOT Main Street Coordinator George Sandridge shared with Council a brief overview of their request. He stated Altavista On Track was seeking to modify the town's Downtown District Façade Program, by converting it from a loan program to an available grant.

Mr. Sandridge reminded Council the Façade Loan Program was initially funded in 2009 using \$50,000 in Community Development Block Grant (CDBG) funding. He stated the program was currently considered a "matching loan" that must be paid back within 60 months (5 years) of receiving the loan.

Mr. Sandridge stated, by converting the loan and making it available as a grant, AOT felt it may incentivize more businesses to take advantage of the program. He stated, at their April 11th meeting, the AOT Board of Directors voted to recommend modification of the loan program to a grant program for Town Council's consideration.

Mr. Sandridge stated he would be happy to answer any questions Town Council may have in regard to AOT's request.

Councilman Mitchell asked Mr. Sandridge if the change was acceptable through the Main Street Program that AOT and the Town of Altavista was associated with.

Mr. Sandridge confirmed he spoke with the DHCD (Virginia Department of Housing and Community Development) and they stated, since the program had been closed in 2011, the modification was acceptable and could be restarted as a grant program.

Councilman Higginbotham questioned the regulations for the program, which stated the loan could be applied for "per person", rather than per building.

Mr. Sandridge stated the program and its regulations had been around for a long time. He stated, if approved, AOT would revisit the program's guidelines and regulations for any necessary updates and/or revisions.

Councilman Mitchell asked if the AOT Board would be the responsible party for reviewing and approving/denying the submitted applications for the program.

Mr. Sandridge confirmed they would.

Councilman Higginbotham asked if funding was allocated in the budget for this program.

Mr. Sandridge informed Council there was still \$20,000 remaining in the program from its previous funding source. He stated, in the event the program's funds were depleted, AOT would seek to replenish funding through state and federal grants, fundraising activities, or town contributions.

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

Town Council was in consensus to place this item on the May 11th Council Meeting Consent Agenda for approval.

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D. Altavista Parks and Recreation Committee – Recommendation of Shade Sails Representative: Assistant Town Manager Amie Owens

Background:

At the March 16, 2021 Parks and Recreation Committee Meeting, Jeremy Funderburk, Shade Sail Structures, Inc., presented information, along with a scaled model of the rotating shade sail structure. He noted the product is a self-supporting, adjustable, cantilevered shade sail structure designed to shade outside areas from the sun. The shade sails are 18'x18'x18' commercial grade triangular mesh fabric. The framework design consists of a structural aluminum and steel column and custom machined bearing allowing the upper portion of the structure's 360 degrees pivotal movement. The structure rotates in a circular manner with a handle that allows movement to the desired position and locks it in place.

Altavista Assistant Town Manager Amie Owens addressed Town Council in regard to this item. She informed Council, at their April 20, 2021 Meeting, the Parks and Recreation Committee voted to recommend to Town Council the purchase and installation of a shade sails for both the Bedford Avenue Park and the Leonard Coleman Memorial Park.

Ms. Owens reminded Council that neither of the two fore-mentioned parks currently had a pavilion nor any type of shade structure.

Ms. Owens stated there were no funds allocated in the current nor the next fiscal year's budget for this project. She stated there was an estimated cost of \$10,000 for the fabrication and installation of both shade sails.

Ms. Owens stated she would be happy to answer any questions Council may have.

Councilman George stated he felt the shade sails were "reasonably priced". He stated he also liked the fact that the manufacturer of the shade sails was a local business.

Councilman Mitchell stated, since the item had not been previously discussed or approved for the budget, he suggested the proposed project be postponed until it could be investigated further, and considered for the list of future potential CIP projects.

Mayor Mattox stated he felt that Council should be given time to consider a proposed project before being expected to vote on the project. He stated Council was responsible for "prioritizing" potential CIP projects and needed time to evaluate each one.

Councilman George asked how much money the Recreation Committee recently "trimmed" off of the FY2022 Draft CIP Budget by postponing certain projects.

Ms. Owens stated the Parks and Recreation CIP Budget was decreased from \$1.4 million to \$390,000 by postponing or removing potential projects.

Mayor Mattox reminded Council there needed to be a consensus for this project to move forward. He asked for direction from Council.

Councilman George stated he was in favor of the project moving forward.

Councilman Higginbotham stated he would abstain from voting on this project.

Mayor Mattox stated all potential CIP projects needed to "go out for bid", not just given to one particular contractor, in order for the town to compare and have cost options.

Vice Mayor Bennett stated, although he liked the idea of adding a shade structure to both parks mentioned, he felt the project should be placed on the list of potential CIP items for future consideration.

Councilman Emerson shared his favor with moving the proposed project forward.

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Councilman Mitchell stated he also favored the proposed project, but would like to see the item placed on a future CIP for further consideration.

There was a consensus of Council to deny the proposed Shade Sail Project at this time.

E. Altavista Police Department (APD) - Request Regarding DCJS Grant
Representative: APD Chief Tommy Merricks

Background:
The Altavista Police Department applied for a grant with the Virginia Department of Criminal Justice Services (DCJS) to assist with the on-going costs associated with the Axom Body-Worn Cameras that were approved and purchased as a FY2021 CIP item. The Town paid a lump sum (\$25,250) in FY2021 and was scheduled to pay \$9,240 per year for the next four fiscal years (2022–2025). If received, the grant would provide \$18,480 towards the remaining payments.

Chief Merricks stated he was pleased to announce, on April 12th, the Altavista Police Department was informed they had been awarded a \$36,960 DCJS Grant through the Body Worn Camera Grant Program. He stated, included in the FY2022 Draft Budget was \$9,240 (previously allocated as an installment payment. He stated, with that amount, it would only leave another \$9,240 to meet the town’s required \$18,480 match to accept the grant.

Chief Merricks stated, with the grant, the town would no longer need to include a \$9,240 payment in FY2023, 2024 and 2025, which would free up said revenue for other uses.

Chief Merricks stated, overall the DCJS Grant results in an \$18,480 savings to the town, however, to accept the grant, the town would need to pay the remaining balance of \$18,480.

Mayor Mattox stated he appreciated Chief Merricks’ due diligence in acquiring this grant, for a savings of \$18,480 for the Town of Altavista.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept the Altavista Police Department’s request and authorize the Town Manager to execute the Statement of Grant Award/Acceptance for the DCJS Body Camera Grant.

Motion carried:		
VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

F. Procurement – Contractor Prequalification Policy for Future Town CIP Projects

Background:
Recently Town Council requested that contractors for the new Spark Innovation Center Renovation Project be “prequalified”. Section 2-215 of Altavista’s Town Code establishes the town’s authority to prequalify contractors, pursuant to the Code of Virginia §2.2-4317.

Town Manager Waverly Coggsdale informed Town Council, upon further review, the Town Code indicates that a prequalification process for construction projects adopted by Council must be in place.

Mr. Coggsdale stated, based on this requirement, Town Staff, with assistance from the Town Attorney, has created a prequalification process for Council’s consideration.

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Mr. Coggsdale stated, at that time, staff was requesting Council's approval of the prequalification process as presented; and authorize staff to create a prequalification application and any document(s) needed to implement the process per state and local code.

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

Vice Mayor Bennett asked if this action was needed due to a "new" law or code.

Mr. Coggsdale stated the provision for prequalifying contractors was already in Altavista's Town Code, but the process had not been utilized for projects in at least twenty years. He stated the proposed approval would allow staff to update the Town Code accordingly.

Mayor Mattox stated implementing prequalification would streamline the bid process.

Mr. Coggsdale stated the background check and bonding ability of potential contractors would already be taken care of through this process.

Councilman Mitchell asked if the prequalifying process was intended for contractors only, and not the engineers for town projects.

Mr. Coggsdale confirmed that was correct.

(The town already has prequalified engineers "on-call" they can choose from)

Town Attorney John Eller informed Town Council the prequalification process would be used "per project", not one process for all future town projects.

Councilman Mitchell asked if there would be additional cost for a project by implementing a prequalification process.

Mr. Coggsdale stated there would not.

Mayor Mattox asked, since the proposed process would be modifying Town Policy, would the action need a consensus or a vote if approved.

Mr. Eller informed Council that adopting and implementing a prequalification process would require Town Council to have a vote on the adoption approval.

Councilman George asked what the town would gain by implementing such a process.

Mr. Coggsdale stated he was not very well-versed with prequalification. He reminded Council the item had been previously requested for further consideration by Town Council.

Councilman Emerson stated he felt the process would save the town time during the bid process of future CIP projects.

Councilman Higginbotham stated the process would also assure the town would be receiving bids from "quality" contractors.

Mr. Coggsdale referenced the town's previous desire to have at least three bids to consider for each project. He stated, with a prequalification process, having three bidders may not always be possible.

Mr. Higginbotham stated, with the Town of Altavista's location so near to Lynchburg and Danville, he felt confident the town would be able to find qualified contractors in the local and/or surrounding areas.

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Councilman Higginbotham made a motion, seconded by Vice Mayor Bennett, to approve the adoption of the prequalification process as presented for the Town of Altavista; and to authorize Town Staff to create an application and any other document(s) needed to implement the prequalification process, per State and Town Code.

Motion carried:

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

G. Strategic Planning Retreat Follow-up – Work Plan Consideration

Background:

The Altavista Town Council held its Strategic Planning Retreat on Tuesday, March 30th. Mr. Kim Payne, of the Berkley Group, facilitated the retreat. Mr. Payne created a summary document of the retreat’s discussion, which included a Draft Work Plan (page 9 of the document) based on Council’s discussion regarding procedure/protocol for Town Council and Council Meetings. Mr. Payne also provided several procedural samples from other communities. The summary and meeting procedure samples were provided to Town Council in early April.

Town Manager Waverly Coggsdale stated Mr. Payne’s notes would be used to create “minutes” of the retreat. He stated there were a few corrections Mr. Payne needed to make to the notes, such as name corrections, before converting them into the meeting’s minutes.

Mr. Coggsdale stated Town Staff was seeking to assist Town Council in moving forward with their goals and objectives established during the Strategic Planning Retreat.

Mr. Coggsdale referenced the draft work plan that Mr. Payne created for the Town of Altavista in regard to discussion at the retreat. He stated Town Council would need to review the draft plan and determine if the plan included everything the town was trying to accomplish; and at some point, Council would need to consider adoption of the work plan.

Vice Mayor Bennett referenced the “procedures” mentioned in the retreat notes. He asked for Town Staff’s input, or any suggestions for improvement to Town Council Meetings.

Mayor Mattox stated it was Town Council’s responsibility to govern themselves and conduct Council meetings in an orderly fashion. He stated he felt the procedures would help Council better understand what is expected of them, of the Mayor, of the Vice Mayor, and of what Council also expects from Town Staff.

Mayor Mattox suggested Town Council set aside additional time to further review and consider the potential adoption of the policies and procedures. He stated he felt, by doing so, it would help Council become “more efficient”.

Town Manager Waverly Coggsdale stated policies and procedures were intended to help maintain consistency from one meeting/ or action/ to another.

Councilman Mitchell stated he felt having policies and procedures would help new members as well, by having a guideline to follow.

Mayor Mattox stated, allowing each Council member to have input in the policies and procedures process, would help Council feel that they had an important part in how decisions were made by Council.

Mr. Coggsdale stated, if Council desired, staff would place this item (policy and procedure) on a future, “post budget process”, work session for further discussion by Council.

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Town Council was in consensus to do so.

Councilman Mitchell referenced the draft work plan. He reminded Council there were a few items on the list that were “time-sensitive”.

Mayor Mattox suggested placing the adoption approval of the work plan on the May 11th Regular Council Meeting Consent Agenda.

There was a consensus of Town Council to do so.

H. Reserve Fund Policy and Pending/Future Town Project Funding

Town Manager Waverly Coggsdale stated, during the recent Town Council Strategic Retreat and the FY2022 Budget process, the matter of the town’s General Fund Reserves and its policy came up several times. He reminded Council that several large projects/purchases have also been recently discussed, such as the Vista Theatre, which may require funding, in addition to any already allocated funds.

Mr. Coggsdale referenced the General Fund Reserves. He stated at the previous Council meeting staff had indicated the reserve totaled \$1.4 million in “undesignated” funds. He informed Council, during staff’s end-of-the-fiscal-year process, they found there was a potential for the town to add another \$1.4 million to the General Fund Reserves, bringing the total of undesignated funds to approximately \$2.8 million.

Councilman Emerson asked if this would happen at the end of the fiscal or calendar year.

Mr. Coggsdale stated the additional funds would be available at the end of the current fiscal year, which was July 1st, 2021.

Mr. Coggsdale stated the additional funds were a result of a process the town’s Finance Director, Tobie Shelton, conducts at the end of each fiscal year. He stated sometimes funds are left over from projects that come in under the budgeted amount, therefore leaving the additional funds to be reallocated to the General Fund Reserves as undesignated.

Mr. Coggsdale reminded Council that receiving grant funds after a project has been budgeted can also “free up” some of the funds initially allocated for that project.

Mr. Coggsdale also referenced the town’s “policy” in regard to the General Fund Reserves. He stated the current policy requires the town to hold enough money in its reserves to cover 100% of the town’s operating expenses, which was currently \$6.1 million.

Mr. Coggsdale stated it was not uncommon for a locality to only reserve 50% of those expenses. He stated this was another option available for Council’s consideration that would free-up an additional \$3 million to undesignated reserves the town could utilize for future CIP projects.

Mayor Mattox stated, if Council decided to move forward with amending the General Fund Reserve policy and reallocate the fore-mentioned \$3 million to undesignated reserves, he would like staff to create a “separate” fund within reserves that would be utilized only for projects that were considered to be an investment in, or for betterment of, the community.

Mayor Mattox asked for Town Council’s input in this matter.

Councilman George stated the reserve funds were not currently drawing that much interest and he felt there were valuable projects that could be considered with the additional funds.

Councilman Higginbotham stated he was not against amending the reserve policy to free up additional funding for CIP projects, as long as the town held enough funds in reserves to “survive” if they were to ever lose another major industry considered a revenue resource.

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Vice Mayor Bennett stated he realized it was important to have a “nest egg” to survive off of during hard times, but he would like to see some projects completed sooner rather than later, such as revitalization of the Vista Theatre.

Mr. Bennett stated the town’s reserve funds were from tax payers and he would like to see the reserve funds allocated for projects that tax payers could benefit from, such as the new Spark Innovation Center, the Vista Theatre, and improvements to the town’s parks.

Mr. Bennett shared his favor with amending the reserve policy in order to gain the additional funds and stated he considered it to be an investment in the future of the Town of Altavista, its citizens, and its community.

Councilman Emerson stated he appreciated all the wonderful projects the Town of Altavista accomplished the past few years, such as the splash pad and Dalton’s Landing.

Mr. Emerson stated he felt the next big project for the town to complete would be the revitalization of the Vista Theatre. He stated the community was anxious to see the project completed and he felt they would appreciate it being done sooner rather than later.

Councilman Mitchell stated most localities only had 30-35% allocated in reserves as a backup for expenses, so he felt Altavista having 50% allocated as such would be an adequate amount.

Mr. Mitchell stated he was proud to be a part of a fairly progressive Town Council that was willing to invest in its community.

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

Town Manager Waverly Coggsdale stated, if there was a desire of Council to free up any additional funds from the General Fund Reserves, they would have to vote to amend the town policy as such.

Mayor Mattox suggested placing this item on the May 11th Regular Agenda for further discussion/consideration by Council, in order to give staff further direction on the matter.

All Town Council members were in consensus to do so.

6. Updates and Informational Items

A. Altavista Police Department (APD) National Night Out (NNO) Event Representative: APD Chief Tommy Merricks

Chief Merricks referenced the APD’s Annual National Night Out Event. He reminded Council, due to the COVID-19 pandemic, the event was canceled in calendar year 2020.

Chief Merricks informed Council the Governor of Virginia, Ralph Northam, had recently decreased the restrictions and regulations for outdoor venues. He stated outdoor events were currently limited to 30% capacity, but he felt, even at that number, that English Park would be able to sustain with social distancing guidelines for the event.

Chief Merricks stated, if Council approved the event for this year, and keeping COVID guidelines in mind, the APD would not allow any business or organization tents/booths at the 2021 event, as were in previous years.

Chief Merricks recognized Pat DeBernard (recently deceased) as the main sponsor and server for the free food given out at the previous NNO Event. He stated Mr. DeBernard always wanted to be anonymous with his contributions, but it was greatly appreciated by the community and the APD.

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Chief Merricks stated, for this year's event, the APD would inquire if food trucks would be interested in attending the event. He stated this would take food serving out of the APD's hands and leave it to the "professionals", which would be considered more sanitary under the COVID guidelines.

Chief Merricks stated he was looking forward to another NNO Event and he felt the community would appreciate the town/APD being able to offer the event again this year.

Chief Merricks stated he would be happy to answer any question Town Council may have, and also take any suggestions for the proposed event.

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

Vice Mayor Bennett suggested the APD inquire with local groups or organizations to help pay for, and potentially serve, the food for the NNO Event.

Chief Merricks informed Council that someone came forward and offered to pay for and serve food at this year's event. He stated, however, under the Health Department guidelines for COVID regulations, an individual would not be able to do so. He stated a food truck was already licensed and "regulated" under the Health Department for food service.

Councilman Mitchell thanked the APD and Chief Merricks for planning the NNO Event and for offering the community an event to look forward to this summer.

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

There was a unanimous consensus of Town Council to allow Chief Merricks and the Altavista Police Department to move forward with planning the 2021 National Night Out Event as presented, and to be hosted by the APD at English Park in Altavista.

B. Dalton's Landing Canoe Launch

Representative: Assistant Town Manager Amie Owens

Status Summary:

Dalton's Landing Canoe Launch has progressed well during March and April. The launch itself has been completed, with the exception of the safety railing on the launch stairs. The parking lot has been paved; there are some modifications required to meet ADA standards related to the handicapped parking grade. Berms, wooden guardrails around the parking lot perimeter closest to the river, permanent signage, and safety fencing in one area where there is a steep drop off, are not completed (as of 04-20-2021), therefore, the final inspection by Campbell County has not yet been scheduled. It is estimated the remaining items should be completed by early May, with an opening during the same month.

Assistant Town Manager Amie Owens informed Town Council that she would be visiting the canoe launch site the following day (April 28th) to determine the final "punch list" for project. She stated, as far as she knew, there was only one item remaining that would prevent the canoe launch site from opening soon, which was the addition of safety hand rails to the launch itself.

Ms. Owens stated the contractor indicated the handrails were currently being fabricated. She stated, hopefully during her meeting the next day, the contractor would have a definitive answer as to when the handrails would be completely installed.

Councilman Emerson asked Ms. Owens if there was an estimated completion date.

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Mr. Owens stated the contractor relayed the project may not be completed until mid-May, however, she reminded Council the project's contract indicates a "substantial completion date" of May 4th.

Ms. Owens stated, since the status report offered in Council's meeting packer, the berms had been installed. She stated, after the recent heavy rainfall, the berm/site work was reviewed and everything seemed to be holding as intended.

Ms. Owens stated Town Staff anticipated this project would be completed by mid to late May. She stated she would be happy to answer any questions Council may have.

Councilman George asked if the handrails would have pickets.

Ms. Owen stated they would not. She stated the handrails for the canoe launch itself were standard metal safety rails. She stated, for safety reasons, there was a picketed fence placed to one side, at the top of the canoe launch, due to the steep drop off to the river in that location.

Ms. Owens referenced Larry Dalton, a neighbor adjacent to the canoe launch site. She informed Council that Mr. Dalton had offered to enter into a contract with the Town of Altavista for the amount of \$100 per week, in regard to mowing grass at the site, and opening and closing the gate for operational hours.

Mayor Mattox suggested, if Council agreed with the proposed contract/agreement, to place the item on the May 11th Regular Meeting Consent Agenda for an official approval.

All Town Council members were in consensus to do so.

C. Altavista Community Development – DHCD Program Representative: Community Development Director Sharon D. Williams

Background:

Town Council has recently made "quality housing" a top priority for the Town of Altavista. The Virginia Department of Housing and Community Development (DHCD) is currently accepting applications for "housing rehabilitation and construction" funding through its Acquire, Renovate, and Sell (ARS) Program through July 25, 2021. Under the program guidelines, ARS providers, through their own capacity or through that of their partners, will develop a means to acquire, renovate, and resell undervalued homes to low-moderate income (LMI), first-time homebuyers.

Community Development Director Sharon D. Williams stated, under the direction of Town Council, and through the guidance of the Town Manager, Town Staff has been exploring options for how the town could create new housing units and/or improve existing housing units, in order to expand its housing options for existing, and potentially new, citizens of the Town of Altavista.

Ms. Williams referenced the ARS Program through the DHCD. She stated, in order for a locality to apply for funding through the ARS Program, they have to be able to demonstrate their capacity to either obtain two land lots, or have a \$200,000 line of credit.

Ms. Williams stated, if the town's application were approved, the DHCD would give the town a maximum of \$45,000 in ARS funds, awarded per project, for either construction or renovation of homes. She stated the \$45,000 would include \$2,000 for performance deliverables (acquisition: \$500, renovation: \$1,000, resale: \$500) incurred by the provider and \$2,500 for the rehab specialist/project manager. The remaining \$40,500 would be available for renovation draws and contingencies.

Ms. Williams stated, in addition to the ARS Program, there were other programs available, such as the Community Development Block Grant and the Neighborhood Stabilization Program (NSP) as options to help localities deal with blight and a lack of quality housing.

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Ms. Williams stated, normally, such programs were not offered to a locality unless they were considered a “non-entitlement” locality, which Altavista was not. She stated, if approved, the DHCD would help Altavista establish priorities, using the neighborhood stabilization model created by HUD (Housing and Urban Development).

Ms. Williams informed Council that \$5 million dollars was allocated in the state’s budget for the ARS Program, but currently only \$900,000 had been spent/awarded for such.

Ms. Williams stated the ARS Program was intended to attract first-time home buyers. She stated, if Altavista was accepted into the program, the town would be required to market/advertise the new or renovated homes to individuals with low to moderate income.

Ms. Williams reminded Council the Town of Altavista was considered a part of the Lynchburg metropolitan statistical area, therefore, almost every renovation project in the Altavista area would qualify as low to moderate under the comparable statistics of The City of Lynchburg.

Ms. Williams stated, after sixty days, if the home had not sold to a low to moderate income first-time homebuyer, the town could then advertise the home to anyone. She stated the Virginia Housing Program, formally VHDA (Virginia Housing Development Authority) offers first-time home buyers funding assistance to purchase their first home.

Ms. Williams stated, before Town Staff investigated this option further, they were requesting Council’s consideration for whether or not staff should move forward with developing an application with the DHCD to submit for acceptance into the ARS Program.

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

Councilman Mitchell asked, if the town were accepted into the program, but was unable to find a suitable piece of land to develop or home to renovate, would the town be liable to accept the \$45,000 without having a plan to use it.

Ms. Williams stated they would not. She stated the town did not have to have a property in mind in order to submit an application for the program. She stated, however, the DCHD would only be accepting applications for this year through July 1st, 2021.

Ms. Williams also informed Council, in order to be accepted into the ARS Program, the town would have to commit to renovating at least two homes. She stated, after that, they could apply for the \$45,000 funding (per project) and renovate as many as they choose.

Councilman Higginbotham asked if a contractor was able to apply for the \$45,000 loan.

Ms. Williams stated they could not. She stated the ARS Program was only for localities.

Ms. Williams informed Council that she discussed the opportunity with the local chapter of Habitat for Humanity and the Claire Park Foundation. She stated the Claire Parker Foundation liked their current model for buying, renovating, and selling homes, and was not interested in having “government interference” with their renovation projects; and the Habitat for Humanity organization informed her that they “hold” the loans to the homes they sell for 30yrs, so they were unable to take advantage of the opportunity with the town.

Vice Mayor Bennett stated he felt staff’s request was only to submit an application at this point, to see if the Town of Altavista would qualify for the ARS Program.

Ms. Williams confirmed that was correct.

Mr. Bennett shared his favor with allowing Town Staff to do so.

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Mr. Bennett stated, as a young husband, his first home was acquired through FFA (the Farmers Home Administration), which was similar to the Virginia Housing Program for first-time home owners. He stated, without the program, he would not have been able to purchase his first home.

Mr. Bennett stated he felt the Town of Altavista was currently “lacking” inventory options for “first-time home owner” opportunities, but felt this program could help with that issue.

Councilman George asked if the program was also for new builds or only home renovation.

Ms. Williams stated the option would be for either, and would be up to the town to decide.

Councilman Mitchell shared his favor with the Town of Altavista being part of the ARS Program. He stated the program was in line with an opportunity the Tobacco Region Commission offers high school seniors and recent graduates to stay in or move back to their home towns (\$10,000 to renovate their new home).

Mr. Mitchell informed Council of a discussion recently had between the AEDA (Altavista Economic Development Authority) and a local organization. He stated the group brought forth a plan similar to the one that was being presented by Ms. Williams.

Mr. Mitchell stated the group had the “skilled labor” Altavista would need to implement the ARS Program. He stated there may be an opportunity for the town to collaborate with the group on the ARS projects.

Councilman Emerson stated he felt it was an exciting opportunity for the town to be able to offer an individual the chance to become a homeowner, that otherwise would not be able to do so.

Ms. Williams informed Town Council, after the sale of a home, the town would have to pay the ARS Program back the \$40,500. She stated anything above that amount belonged to the town to use any way they choose.

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

Town Council was in consensus to allow Town Staff to move forward with applying for acceptance into the ARS Program with DCHD.

Mayor Mattox thanked Ms. Williams for hard work on this project and her due diligence in finding this program opportunity for the town.

Mayor Mattox stated he felt the ARS Program would be an asset for the Town of Altavista, and there would be a lot of citizens that would appreciate the town offering this opportunity.

D. Dearing Ford Business and Manufacturing Center

Town Manager Waverly Coggsdale addressed Town Council in regard to this item. He updated Council on a couple of items related to the Dearing Ford Road property.

Mr. Coggsdale referenced the Gas Line Extension Project. He reminded Council that Meagan Lucas, Lynchburg Regional Business Alliance, applied for a grant from the GO VA Group for an \$800,000 Grant, which would require a \$400,000 match from the town.

Mr. Coggsdale informed Council that Town Staff had an initial meeting with GO VA. He stated they needed additional information from the town, which staff was working on.

Mr. Coggsdale stated, if GO VA concurs with the town’s submission, the application would then go to the state level for approval. He stated it would possibly be July before the town was informed of the results of the application.

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- Mr. Coggsdale then referenced the AEDA (Altavista Economic Development Authority). He informed Town Council the possibility of conveyance of the Dearing Ford Road property to the AEDA was discussed at their monthly meeting that morning.

Mr. Coggsdale stated, if Council desired, staff would place the item on May 11th Regular Council Meeting Agenda for further discussion and consideration.

Mr. Coggsdale reminded Council, to move the conveyance forward, required a public hearing on the matter. He stated, depending on the discussion in May, a public hearing could potentially be placed on the June meeting agenda.

Mayor Mattox asked Council if they had any questions, to which there were none.

There was a consensus of Town Council to place this item on the May 11th regular agenda for further discussion and consideration.

E. FY2022 Draft Budget and FY2022-2026 Draft CIP

Town Manager Waverly Coggsdale stated this item was placed on the agenda for “reminder” purposes only.

Mr. Coggsdale reminded Council of the public hearing scheduled during their May 11th Council Meeting, in regard to the FY2022 Draft Budget, FY2022-2026 Draft CIP, and 2022 Utility Rate Increases. He stated the public hearing was scheduled for 6:30PM.

Mr. Coggsdale stated Town Staff would be advertising the public hearing in the Altavista Journal newspaper, and the town’s website and social media page. He stated citizens would be informed, if they did not wish to attend a meeting or public hearing, they could submit their comments or questions online or to the Town Hall office before that date.

Mayor Mattox asked Council if they had any questions, to which there were none.

Mayor Mattox thanked the Town Manager and Public Works Director David Garrett for their due diligence in regard to fixing the town’s Street Sweeper piece of equipment, instead of retiring it, which would require the town to purchase a new one.

Mayor Mattox stated he felt the savings from not having to purchase a new one at \$200,000 would be helpful towards other potential CIP projects.

Mr. Coggsdale stated the town already budgeted and accumulated the funds for the FY2022 Draft CIP item, which would stay in reserves allocated for the project. He the town could consider utilizing a portion of those funds to complete the repairs necessary for the sweeper to last a few more years.

Councilman Higginbotham referenced the town’s motor grader that Council recently opted to also remove from the FY2022 Draft CIP. He asked for an update on the item.

Altavista Public Works Director David Garrett informed Town Council that staff was able to find a mechanic to work and fix the motor grader. He stated the piece of equipment had been used since being fixed and it was “working fine”

Councilman Mitchell stated he saw where the town used the motor grader on Eagle Trail in English Park. He stated he felt the town has done a great job in that area of the park.

Mr. Garrett also referenced the three wooden bridges located on the Connection Trail between Green Hill Cemetery and English Park. He informed Council that Public Works would be installing “textured paint” to all three bridges that week as an additional safety measure, in order to ensure better traction for pedestrians using the bridges.

Mayor Mattox thanked Public Works for their good work.

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Councilman Higginbotham referenced the excavator recently listed as town surplus and approved to sell on GOV Deals. He asked Mr. Garrett if the excavator had been advertised.

Mr. Garrett informed Council there was a previous issue with uploading the item's video to the GOV Deals site, but the issue had been corrected and the item was now being advertised.

There were no additional questions or comments from Council in regard to the FY2022 Draft Budget, FY2022-2026 Draft CIP, or the 2022 Utility Rate Increase.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the April 27th, 2021 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

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

- Councilman Tim George referenced the town's Jenks Fund (an account with funds from the Jenks' estate, allocated to only be used for projects related to the newest park of English Park).

Mr. George asked Town Staff for the fund amount received for that account in 2021.

Altavista Town Attorney John Eller, confirmed by Finance Director Tobie Shelton, stated the town recently received a lump sum of \$25,000. He also informed Council the town would be receiving an annuity payment of \$500 per month for the next five years.

Mr. George suggested using those funds to continue removing dead Ash Trees from English Park, specifically in the back section where the Jenks funds were designated for.

Mayor Mattox asked Attorney Eller if the Jenks Fund could be utilized for this project.

Mr. Eller confirmed the funds could be used for the proposed "tree removal" project. He reminded Council the funds could be utilized for any project related to the new/back section of English Park.

Town Manager Waverly Coggsdale stated, if Council desired, Town Staff would be happy to bring Council a plan for the proposed Ash Tree Removal Project.

All Council members were in consensus for Town Staff to do so.

- Mayor Mike Mattox referenced Pat DeBernard (recently deceased). He asked for Council's consideration of the town writing a "letter of appreciation" to Mr. DeBernard's family, mentioning the good works he did for the Altavista community for many years.

Vice Mayor Bennett suggested the letter be a "proclamation" for the DeBernard family.

Councilman Emerson referenced the park benches in the town's parks that were available, with a \$900 donation, to be in honor or memory of someone. He suggested, with the permission of his family, the town place a bench in English Park in his honor.

Mayor Mattox shared his favor in Mr. Emerson's suggestion, along with the proclamation.

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Mr. Emerson reminded Council of the new picnic tables and chairs being added to the Eagle Trail Overlook in English Park. He stated the town could consider placing a plaque on one of those items, instead of the fore-mentioned park bench, in his honor.

Vice Mayor Bennett stated he felt naming the overlook in honor of Mr. DeBernard would be appropriate, considering all of the good works he did for the community.

There was a unanimous consensus of Council to dedicate the Eagle Trail Overlook in memory of Mr. Pat DeBernard, in honor of the good works he did for the Town of Altavista and its community.

Councilman George suggested someone check with the family before do so.

Councilman Emerson stated he would be happy to consult with Mr. DeBernard's family in regard to the town's intentions.

Mayor Mattox stated, if the family concurs, the proclamation would be read and presented to the family during the overlook dedication ceremony.

Mayor Mattox shared his appreciation with Council's "team effort" in this matter. He stated he wanted the Mr. DeBernard's family to know how greatly he would be missed.

- Vice Mayor Reggie Bennett referenced the new Dalton's Landing Canoe Launch. He suggested the town establish the site's rules and regulations to be posted and very visible to patrons of the river and access site.

Mr. Bennett stated the hours of operation for the park, and therefore the hours the entry gate would be open and closed, should be very visible.

Mr. Bennett also suggested the town consider and establish how those rules would be enforced.

Councilman Emerson stated there may be times when a individual did not allow enough time to complete their float before Dalton's Landing closing hours. He stated there to be town staff members assigned to the task of taking the phone call to unlock the gate and letting those individuals out.

Vice Mayor Bennett suggested the town charge a fee for such instances.

Councilman Mitchell stated these types of issues needed to be addressed before Dalton's Landing was open to the public.

Town Manager Waverly Coggsdale stated, if there were no consequences, patrons of the site may not obey the posted regulations or the sites hours of operation.

Mr. Coggsdale stated this was a "policy issue" that Town Council would need to decide.

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

- Councilman Tracy Emerson referenced the update given that evening by Assistant Town Manager Amie Owens in regard to the Dalton's Landing Canoe Launch. He stated, in reference to her mention of having a meeting the next day with the contractor of the project, he asked Ms. Owens to inform Council with the results of that meeting.

Ms. Owens agreed to do so.

- Councilman Mitchell referenced the town's parks, streets and yards. He commended Town Staff for their continued efforts and great work they put into making the Town of Altavista a beautiful place to live.

There were no additional comments or questions from Town Council.

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At this time, Town Manager Waverly Coggsdale updated Council in regard to an item not on the agenda, the English Park Splash Pad.

Mr. Coggsdale informed Council the Governor of Virginia recently reduced restrictions to outdoor water facilities, such as swimming pools and splash pads.

Mr. Coggsdale stated Town Staff was currently in the process of deciphering which regulations applied specifically to splash pad attractions.

Mr. Coggsdale referenced 2020’s intended opening of early May. He stated, since staff was still working through the new regulations, there had not been a definitive opening date scheduled for 2021. He stated it could possibly be late May before the town was ready to do reopen the attraction.

Mr. Coggsdale also referenced the town’s intent last year to present Town Council with a plaque in honor of their efforts and achievement in developing the splash pad facility for the Town of Altavista and its community. He stated staff would coordinate a day to recognize Town Council with this accomplishment.

There were no additional comments from the Town Manager.

At this time, before closed session, Councilman Higginbotham excused himself from the Council Meeting, not to return.

9. Closed Session

Date: Tuesday April 27th, 2021

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

A motion was made by Vice Mayor Bennett, and seconded by Councilman Emerson.

Motion carried.

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Town Council went into Closed Session at 6:35PM.

Notice was given that Council was back in regular session at 6:56PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED, Town Council hereby certifies, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

VOTE:	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Notice was given, there were no official actions taken by Council during this Closed Session.

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 6:58PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41612	6	ALTAVISTA AREA YMCA	04/01/2021	25,000.00		00	OUTSTANDING	
41613	303	ALTAVISTA CHAMBER OF COMMERCE	04/01/2021	5,000.00		00	OUTSTANDING	
41614	170	ALTAVISTA ON TRACK	04/01/2021	1,250.00		00	OUTSTANDING	
41615	886	AT&T MOBILITY	04/01/2021	357.88		00	OUTSTANDING	
41616	103	BEACON CREDIT UNION	04/01/2021	305.00		00	OUTSTANDING	
41617	4	BOXLEY AGGREGATES	04/01/2021	846.81		00	OUTSTANDING	
41618	12	BRENNTAG MID-SOUTH INC	04/01/2021	6,062.23		00	OUTSTANDING	
41619	145	CHANDLER CONCRETE CO INC	04/01/2021	1,069.25		00	OUTSTANDING	
41620	28	COLUMBIA GAS	04/01/2021	1,832.56		00	OUTSTANDING	
41621	32	CONTROL EQUIPMENT CO INC	04/01/2021	10,235.84		00	OUTSTANDING	
41622	1	DAKOTA ASHBY	04/01/2021	100.00		00	OUTSTANDING	
41623	283	EEOC	04/01/2021	242.00		00	OUTSTANDING	
41624	122	FEREBEE-JOHNSON COMPANY INC	04/01/2021	52.32		00	OUTSTANDING	
41625	119	FOSTER ELECTRIC CO INC	04/01/2021	225.20		00	OUTSTANDING	
41626	639	GAY AND NEEL INC	04/01/2021	350.00		00	OUTSTANDING	
41627	1	GEORGE W NOLLEY	04/01/2021	120.00		00	OUTSTANDING	
41628	50	GRETNA TIRE INC	04/01/2021	462.95		00	OUTSTANDING	
41629	57	ICMA RETIREMENT TRUST-457 #304	04/01/2021	295.00		00	OUTSTANDING	
41630	386	IDS SECURITY	04/01/2021	72.00		00	OUTSTANDING	
41631	820	MASON'S TREE SERVICE	04/01/2021	1,100.00		00	OUTSTANDING	
41632	218	MINNESOTA LIFE	04/01/2021	119.12		00	OUTSTANDING	
41633	121	MULTI BUSINESS FORMS INC	04/01/2021	256.00		00	OUTSTANDING	
41634	734	PEARSON EQUIPMENT CO INC	04/01/2021	140.00		00	OUTSTANDING	
41635	358	PHILLIPS EQUIPMENT CORPORATION	04/01/2021	665.85		00	OUTSTANDING	
41636	843	BETTY PICKERAL	04/01/2021	1,150.00		00	OUTSTANDING	
41637	317	POWELL'S TRUCK & EQUIPMENT INC	04/01/2021	95.00		00	OUTSTANDING	
41638	628	TENCARVA MACHINERY CO	04/01/2021	5,563.00		00	OUTSTANDING	
41639	872	TIAA COMMERCIAL FINANCE INC	04/01/2021	153.00		00	OUTSTANDING	
41640	85	TREASURER OF VA /CHILD SUPPORT	04/01/2021	253.15		00	OUTSTANDING	
41641	1	J JOHNSON ELLER JR FIDUCIARY A	04/01/2021	212,027.00		00	OUTSTANDING	
41642	84	ALTAVISTA JOURNAL	04/16/2021	1,597.27		00	OUTSTANDING	
41643	103	BEACON CREDIT UNION	04/16/2021	305.00		00	OUTSTANDING	
41644	978	REGINALD C BENNETT	04/16/2021	50.00		00	OUTSTANDING	
41645	4	BOXLEY AGGREGATES	04/16/2021	1,281.97		00	OUTSTANDING	
41646	12	BRENNTAG MID-SOUTH INC	04/16/2021	1,915.15		00	OUTSTANDING	
41647	294	BUSINESS CARD	04/16/2021	18,379.21		00	OUTSTANDING	
41648	16	CAMPBELL COUNTY UTILITIES & SE	04/16/2021	571.32		00	OUTSTANDING	
41649	967	CARDNO INC	04/16/2021	19,642.20		00	OUTSTANDING	
41650	9999997	CARPER, CHRISTEN JANINA	04/16/2021	38.88		00	OUTSTANDING	
41651	699	CLEARWATER INC	04/16/2021	8,454.61		00	OUTSTANDING	
41652	874	CORPORATE MEDICAL SERVICES	04/16/2021	48.00		00	OUTSTANDING	
41653	9999997	COX, TRAVIS CODY	04/16/2021	32.22		00	OUTSTANDING	
41654	125	CVCJA	04/16/2021	450.00		00	OUTSTANDING	
41655	164	DMV	04/16/2021	975.00		00	OUTSTANDING	
41656	36	DOMINION VIRGINIA POWER	04/16/2021	49,243.56		00	OUTSTANDING	
41657	283	EEOC	04/16/2021	86.68		00	OUTSTANDING	
41658	1	ELIZA PUCKETTE	04/16/2021	105.20		00	OUTSTANDING	
41659	20	J JOHNSON ELLER JR	04/16/2021	2,000.00		00	OUTSTANDING	
41660	1	EMILY THURMAN	04/16/2021	49.47		00	OUTSTANDING	
41661	930	ENGLISH AUTO ALIGNMENT LLC	04/16/2021	96.00		00	OUTSTANDING	
41662	191	EVOQUA WATER TECHNOLOGIES LLC	04/16/2021	8,980.90		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41663	40	FEDERAL EXPRESS CORPORATION	04/16/2021	31.01		00	OUTSTANDING	
41664	639	GAY AND NEEL INC	04/16/2021	350.00		00	OUTSTANDING	
41665	916	GRANITE TELECOMMUNICATIONS	04/16/2021	705.37		00	OUTSTANDING	
41666	9999999	HARRIS WILLIAM VERNON	04/16/2021	132.25		00	OUTSTANDING	
41667	804	RAYMOND HENSLEY	04/16/2021	950.00		00	OUTSTANDING	
41668	9999997	HUBBARD, MOLLY & ANTWAIN	04/16/2021	30.95		00	OUTSTANDING	
41669	332	HURT & PROFFITT INC	04/16/2021	9,600.08		00	OUTSTANDING	
41670	57	ICMA RETIREMENT TRUST-457 #304	04/16/2021	295.00		00	OUTSTANDING	
41671	58	INSTRUMENTATION SERVICES INC	04/16/2021	708.00		00	OUTSTANDING	
41672	566	INTEGRATED TECHNOLOGY GROUP IN	04/16/2021	5,683.70		00	OUTSTANDING	
41673	892	J & J PORTAPOTTY INC	04/16/2021	85.00		00	OUTSTANDING	
41674	1	JOHN HENDERSON JR	04/16/2021	14.97		00	OUTSTANDING	
41675	564	JOHN JORDAN	04/16/2021	75.00		00	OUTSTANDING	
41676	829	MARIE MITCHELL	04/16/2021	50.00		00	OUTSTANDING	
41677	954	JENNIFER MORTON	04/16/2021	50.00		00	OUTSTANDING	
41678	300	NAPA AUTO PARTS	04/16/2021	1,945.41		00	OUTSTANDING	
41679	9999999	NICKERSON KAYLA SKYE	04/16/2021	48.76		00	OUTSTANDING	
41680	67	ORKIN PEST CONTROL LLC	04/16/2021	328.00		00	OUTSTANDING	
41681	816	PACE ANAYLTICAL SERVICES LLC	04/16/2021	688.64		00	OUTSTANDING	
41682	72	PHYSICIANS TREATMENT CENTER	04/16/2021	90.00		00	OUTSTANDING	
41683	9999997	PUGH, LAURA C.	04/16/2021	83.77		00	OUTSTANDING	
41684	884	RESERVE ACCOUNT	04/16/2021	2,000.00		00	OUTSTANDING	
41685	510	RIVER VALLEY RESOURCES LLC	04/16/2021	1,421.00		00	OUTSTANDING	
41686	857	RIVERSTREET NETWORKS	04/16/2021	370.57		00	OUTSTANDING	
41687	939	SECURITY LOCK AND KEY	04/16/2021	295.00		00	OUTSTANDING	
41688	665	SELECT AIR MECHANICAL ELECTRIC	04/16/2021	290.00		00	OUTSTANDING	
41689	186	THE NEWS & ADVANCE	04/16/2021	598.00		00	OUTSTANDING	
41690	85	TREASURER OF VA /CHILD SUPPORT	04/16/2021	253.15		00	OUTSTANDING	
41691	35	TREASURER OF VA/VITA	04/16/2021	6.17		00	OUTSTANDING	
41692	92	UNIFIRST CORP	04/16/2021	2,282.81		00	OUTSTANDING	
41693	95	UNITED WAY OF CENTRAL VA	04/16/2021	156.00		00	OUTSTANDING	
41694	900	US BANK EQUIPMENT FINANCE	04/16/2021	232.66		00	OUTSTANDING	
41695	601	VACORP	04/16/2021	329.27		00	OUTSTANDING	
41696	110	VUPS INC	04/16/2021	51.45		00	OUTSTANDING	
41697	756	WAGeworks INC	04/16/2021	129.49		00	OUTSTANDING	
41698	128	ADAMS CONSTRUCTION CO	04/30/2021	13,394.50		00	OUTSTANDING	
41699	9	AFLAC	04/30/2021	3,051.99		00	OUTSTANDING	
41700	91	ANTHEM BLUE CROSS/BLUE SHIELD	04/30/2021	40,486.00		00	OUTSTANDING	
41701	886	AT&T MOBILITY	04/30/2021	344.16		00	OUTSTANDING	
41702	103	BEACON CREDIT UNION	04/30/2021	305.00		00	OUTSTANDING	
41703	4	BOXLEY AGGREGATES	04/30/2021	2,585.67		00	OUTSTANDING	
41704	12	BRENNTAG MID-SOUTH INC	04/30/2021	1,877.60		00	OUTSTANDING	
41705	583	CAMPBELL COUNTY PUBLIC LIBRARY	04/30/2021	946.20		00	OUTSTANDING	
41706	967	CARDNO INC	04/30/2021	495.00		00	OUTSTANDING	
41707	427	CENTURYLINK	04/30/2021	610.51		00	OUTSTANDING	
41708	419	CREATIVE EDGE DESIGN INC	04/30/2021	157.95		00	OUTSTANDING	
41709	569	DIAMOND PAPER CO INC	04/30/2021	794.00		00	OUTSTANDING	
41710	924	ENGINEERING CONCEPTS INC	04/30/2021	4,375.00		00	OUTSTANDING	
41711	301	ENGLISH'S LLC	04/30/2021	2,026.09		00	OUTSTANDING	
41712	118	FERGUSON ENTERPRISES LLC	04/30/2021	4,120.38		00	OUTSTANDING	
41713	988	FIRST FOUR PETROLEUM GRP LLC	04/30/2021	1,923.30		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41714	41	FISHER SCIENTIFIC	04/30/2021	1,862.56		00	OUTSTANDING	
41715	50	GRETNA TIRE INC	04/30/2021	1,883.00		00	OUTSTANDING	
41716	52	HACH COMPANY	04/30/2021	3,947.34		00	OUTSTANDING	
41717	57	ICMA RETIREMENT TRUST-457 #304	04/30/2021	295.00		00	OUTSTANDING	
41718	440	INDIAN RIVER EQUIPMENT COMPANY	04/30/2021	142.27		00	OUTSTANDING	
41719	1	JASON ROBERTS	04/30/2021	24.18		00	OUTSTANDING	
41720	433	KONECRANES INC	04/30/2021	750.00		00	OUTSTANDING	
41721	531	MAGIC CITY SPRINKLER INC	04/30/2021	600.00		00	OUTSTANDING	
41722	989	MARTIN MONUMENT CO INC	04/30/2021	4,000.00		00	OUTSTANDING	
41723	218	MINNESOTA LIFE	04/30/2021	119.12		00	OUTSTANDING	
41724	212	MOORES ELECTRICAL & MECHANICAL	04/30/2021	308.00		00	OUTSTANDING	
41725	843	BETTY PICKERAL	04/30/2021	1,150.00		00	OUTSTANDING	
41726	588	PITNEY BOWES	04/30/2021	1,020.90		00	OUTSTANDING	
41727	317	POWELL'S TRUCK & EQUIPMENT INC	04/30/2021	6,317.68		00	OUTSTANDING	
41728	476	SHARP BUSINESS SYSTEMS	04/30/2021	81.20		00	OUTSTANDING	
41729	80	SOUTHSIDE ELECTRIC COOP	04/30/2021	976.12		00	OUTSTANDING	
41730	778	SPRINT	04/30/2021	1,158.26		00	OUTSTANDING	
41731	533	STIMULUS, LLC	04/30/2021	337.50		00	OUTSTANDING	
41732	872	TIAA COMMERCIAL FINANCE INC	04/30/2021	153.00		00	OUTSTANDING	
41733	85	TREASURER OF VA /CHILD SUPPORT	04/30/2021	385.13		00	OUTSTANDING	
41734	985	VA CORRECTIONAL ENTERPRISES	04/30/2021	9,903.10		00	OUTSTANDING	
41735	101	VIRGINIA EMPLOYMENT COMMISSION	04/30/2021	296.75		00	OUTSTANDING	
41736	793	XEROX FINANCIAL SERVICES	04/30/2021	415.78		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	125	CHECKS OUTSTANDING	533,685.52 ***	
OUTSTANDING CHECKS:	125	RECONCILED CHECKS:	VOID CHECKS:	
	533,685.52	.00	.00	.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	125	TOTAL CHECKS	533,685.52	***				
OUTSTANDING CHECKS:	125	RECONCILED CHECKS:						
	533,685.52		.00	.00				.00

Town of Altavista
FY 2021 Revenue Report
83% of Year Lapsed

General Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	210,000	210,000	732	0	214,146	102	210,000
Public Service - Real & Personal	98,700	98,700	0	0	91,317	93	98,700
Personal Property	260,000	260,000	1,602	1	168,335	65	260,000
Personal Property - PPTRA	100,000	100,000	-40	0	89,183	89	100,000
Machinery & Tools	1,844,000	1,844,000	0	0	2,037,282	110	1,844,000
Mobile Homes - Current	150	150	0	0	143	95	150
Penalties - All Taxes	4,500	4,500	344	8	9,538	212	4,500
Interest - All Taxes	3,500	3,500	215	6	3,998	114	3,500
Local Sales & Use Taxes	165,000	165,000	15,004	9	133,911	81	165,000
Local Electric and Gas Taxes	114,000	114,000	1,100	1	72,742	64	114,000
Local Motor Vehicle License Tax	46,000	46,000	1,038	2	46,736	102	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	3,593	2	159,000
Local Hotel & Motel Taxes	80,000	80,000	9,543	12	81,966	102	80,000
Local Meal Taxes	973,000	973,000	107,320	11	797,746	82	973,000
Container Rental Fees	1,300	1,300	-100	-8	1,733	133	1,300
Communications Tax	34,000	34,000	2,499	7	20,285	60	34,000
Transit Passenger Revenue	5,000	5,000	558	11	1,553	31	5,000
Local Cigarette Tax	130,000	130,000	7,500	6	86,488	67	130,000
Mobile Restaurant Permit	150	150	25	0	25	0	150
Business License Fees/Contractors	4,500	4,500	183	4	4,508	100	4,500
Business License Fees/Retail Services	58,000	58,000	38,277	66	51,198	88	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	2,202	52	3,587	85	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	7,442	74	8,443	84	10,000
Business Licenses Fees/Wholesale Businesses	450	450	92	21	252	56	450
Business License Fees/Utilities	2,700	2,700	0	0	228	0	2,700

Town of Altavista
FY 2021 Revenue Report
83% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	528	62	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	200	18	1,568	143	1,100
Fines & Forfeitures - Court	15,000	15,000	427	3	4,620	31	15,000
Parking Fines	300	300	50	17	100	33	300
Interest and Interest Income	190,000	190,000	1,039	1	47,518	25	190,000
Rents - Rental of General Property	1,000	1,000	175	18	1,050	105	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	4,810	6	78,638	98	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	0	0	77,598	87	89,100
State Rental Taxes	1,000	1,000	45	5	558	56	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	15,000	0	0	15,000	100	12,600
State/VDOT Contract Services	3,000	3,000	0	0	18,933	631	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	630	13	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	6,192	0	17,568	0	0
VRA	0	0	0	0	34,404	0	0
Litter Grant	1,900	1,900	0	0	1,779	94	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	688	3	5,839	25	23,000
VDOT TEA 21 Grant	0	51,000	0	0	3,895	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	8,145	6	87,964	69	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
83% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Misc. - Sale of Supplies & Materials	7,500	7,500	9,501	127	13,309	177	7,500
Misc. - Cash Discounts	100	100	2	2	10	10	100
Miscellaneous	25,000	46,640	5,382	12	311,656	668	25,000
Estate of Roberta F. Jenks			788		2,335		
Misc / Canoe Launch Project	0	0	0	0	129,037	0	0
Reimbursement of Insurance Claim	0	7,200	0	0	7,203	0	0
Misc. - State Forfeiture Fund	0	0	0	0	2,141	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding			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	2,196
Transfer In from General Fund Design. Reserves	0	460,310	0	0	0	0	
Transfer In Designated	176,290	208,020	0	0	0	0	176,290
Transfer In PD Forf Account	0	4,600	0	0	0	0	0
	<u>5,111,710</u>	<u>5,690,590</u>	<u>232,980</u>	<u>4</u>	<u>5,411,083</u>	<u>95</u>	<u>5,705,227</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
83% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,503,750	7,574,110	579,612	8	5,244,286	69	7,503,750
Debt Service	806,850	806,850	0	0	758,761	0	806,850
CIP	1,683,510	2,192,530	245,683	11	3,704,025	169	1,683,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	4,500	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	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,084,110</u>	<u>10,667,990</u>	<u>825,294</u>	<u>8</u>	<u>9,707,210</u>	<u>91</u>	<u>10,084,110</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
83% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	2,570	7	49,500	126	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	5,000	0	0	3,300	0	0
Administration - TOTAL:	<u>39,400</u>	<u>44,400</u>	<u>2,570</u>	<u>6</u>	<u>52,800</u>	<u>119</u>	<u>39,400</u>
Administration							
Operations	906,610	912,610	68,878	8	700,474	77	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	424,190	212,096	50	405,924	96	41,000
Administration - TOTAL:	<u>947,610</u>	<u>1,336,800</u>	<u>280,973</u>	<u>21</u>	<u>1,106,399</u>	<u>83</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	501,900	20,786	4	187,809	37	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	-4,500	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>378,100</u>	<u>20,786</u>	<u>5</u>	<u>187,809</u>	<u>50</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>378,100</u>	<u>20,786</u>	<u>5</u>	<u>187,809</u>	<u>50</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,071,390	107,506	10	911,540	85	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	84,350	1,864	2	87,384	104	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,155,740</u>	<u>109,370</u>	<u>9</u>	<u>998,925</u>	<u>86</u>	<u>1,196,040</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
83% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,046,160	1,107,280	89,176	8	773,148	70	1,046,160
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	654,300	765,250	13,010	2	580,350	76	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,892,940</u>	<u>102,187</u>	<u>5</u>	<u>1,371,897</u>	<u>72</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	0	0	3,228	6	50,100
CIP	200,000	200,000	2,632	0	17,426	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>2,632</u>	<u>1</u>	<u>20,654</u>	<u>8</u>	<u>250,100</u>
Community Development							
Operations	157,100	159,850	13,316	8	156,273	98	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>159,850</u>	<u>13,316</u>	<u>8</u>	<u>156,273</u>	<u>98</u>	<u>157,100</u>
Transit System							
Operations	129,130	134,680	10,318	8	92,989	69	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	110,580	0	0	781	1	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>245,260</u>	<u>10,318</u>	<u>4</u>	<u>93,770</u>	<u>38</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	73,650	6,957	9	59,841	81	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>78,650</u>	<u>6,957</u>	<u>9</u>	<u>59,841</u>	<u>76</u>	<u>73,350</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
83% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
GENERAL FUND (FUND 10)							
GENERAL FUND TOTALS							
Operations	3,881,650	3,927,060	319,508	8	2,934,803	75	3,881,650
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	1,085,350	1,594,370	229,602	14	1,095,166	69	1,085,350
GENERAL FUND - GRAND TOTAL:	<u>4,987,410</u>	<u>5,541,840</u>	<u>549,109</u>	<u>10</u>	<u>4,048,368</u>	<u>73</u>	<u>4,987,410</u>

Town of Altavista
Council / Planning Commission
FY 2021 Expenditure Report
83% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,332	8	23,324	83	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	238	4	26,175	409	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	5,000	0	0	3,300	0	0
Total Expenditures	39,400	44,400	2,570	6	52,800	119	39,400

Town of Altavista
Administration
FY 2021 Expenditure Report
83% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	519,100	519,100	49,136	9	390,556	75	519,100
Other Employee Benefits	36,060	36,060	626	2	13,906	39	36,060
Services	234,700	234,700	9,626	4	183,637	78	234,700
Other Charges	74,750	80,750	5,491	7	76,452	95	74,750
Materials & Supplies	42,000	42,000	3,998	10	35,923	86	42,000
Capital Outlay	41,000	424,190	212,096	50	405,924	96	41,000
Total Expenditures	947,610	1,336,800	280,973	21	1,106,399	83	947,610

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
83% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	56,260	56,260	0	0	29,610	53	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	1,000	100	1,000
Economic Development Incentives	166,150	166,150	0	0	15,500	9	166,150
Contribution - YMCA Recreation Program	100,000	100,000	0	25	100,000	100	100,000
Contribution - Altavista Fire Co.	12,600	15,000	0	0	15,000	100	12,600
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	4,500	90	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	341,010	343,410	0	0	165,610	48	341,010
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	11,690	0	0	11,691	0	0
Fuel - Fire Company	23,000	23,000	648	3	6,009	26	23,000
NON-DEPARTMENT - ND - TOTAL	23,000	34,690	648	2	17,699	51	23,000
NON-DEPARTMENTAL - SUBTOTAL	364,010	378,100	648	0	183,309	48	364,010
TRANSFER OUT							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
83% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
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	4,500	0	0	4,500	0	0
TRANSFER OUT - TOTAL	119,300	123,800	0	0	4,500	4	119,300
CAPITAL OUTLAY - NEW							
Improvements Other than Building / Cardno	0	0	20,137	0	33,871	0	0
CAPITAL OUTLAY - NEW - TOTAL	0	0	20,137	0	33,871	0	0
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	483,310	501,900	648	0	187,809	37	483,310
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,010	378,100	20,786	5	183,309	48	364,010

Town of Altavista
Public Safety
FY 2021 Expenditure Report
83% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	959,000	902,000	103,301	11	778,445	86	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	1,765	5	23,327	68	34,340
Other Charges	54,550	62,150	1,432	2	60,831	98	54,550
Materials & Supplies	72,900	72,900	1,007	1	48,937	67	72,900
Capital Outlay	75,250	84,350	1,864	2	87,384	104	75,250
Total Expenditures	1,196,040	1,155,740	109,370	9	998,925	86	1,196,040

Town of Altavista
Public Works
FY 2021 Expenditure Report
83% of Year Lapsed

PUBLIC WORKS - FUND 10	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	652,950	652,950	59,788	9	457,024	70	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	93,430	2,439	3	66,298	71	57,260
Other Charges	46,180	71,130	2,499	4	80,998	114	46,180
Materials & Supplies	289,770	289,770	24,451	8	168,828	58	289,770
Debt Service	20,410	20,410	0	0	18,399	90	20,410
Capital Outlay	654,300	765,250	13,010	2	580,350	76	654,300
Total Expenditures	1,720,870	1,892,940	102,187	5	1,371,897	72	1,720,870

Town of Altavista
Economic Development
FY 2021 Expenditure Report
83% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
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	1,247	42	3,000
Capital Outlay	200,000	200,000	2,632	0	17,426	0	200,000
Total Expenditures	250,100	250,100	2,632	1	20,654	8	250,100

Town of Altavista
Transit System
FY 2021 Expenditure Report
83% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	103,470	103,470	9,270	9	72,758	70	103,470
Services	2,050	2,050	45	2	591	29	2,050
Other Charges	4,010	9,560	0	0	7,150	75	4,010
Materials & Supplies	19,600	19,600	1,003	5	12,489	64	19,600
Capital Outlay	109,800	110,580	0	0	781	1	109,800
Total Expenditures	238,930	245,260	10,318	4	93,770	38	238,930

Town of Altavista
Community Development
FY 2021 Expenditure Report
83% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	127,600	127,600	12,573	10	86,429	68	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	406	4	2,014	20	10,000
Other Charges	15,150	17,900	337	2	67,050	375	15,150
Materials & Supplies	4,350	4,350	0	0	781	18	4,350
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	157,100	159,850	13,316	8	156,273	98	157,100

Town of Altavista
Avoca Museum
FY 2021 Expenditure Report
83% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	67,900	67,900	6,922	10	53,744	79	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	5,750	35	1	5,787	101	450
Materials & Supplies	0	0	0	0	311	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	73,350	78,650	6,957	9	59,841	76	73,350

Town of Altavista
FY 2021 Revenue Report
83% 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	88	1	15,124	189	8,000
Water Charges - Industrial	1,283,320	1,283,320	139,793	11	1,049,602	82	1,283,320
Water Charges - Business/Residential	280,000	280,000	7,113	3	196,835	70	280,000
Water Charges - Outside Community	173,000	173,000	9,966	6	120,605	70	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	7,650	510	1,500
Bulk Water Purchase	2,000	2,000	6,032	0	20,107	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	147,760	9	1,194,496	77	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	6,748	3	179,165	72	248,000
Sewer Charges - Outside Community	2,600	2,600	801	31	1,574	61	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	2,000	33	6,600	110	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	20,598	14	70,785	50	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	4,326	9	37,351	75	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	-39	0	108,740	78	140,000
Misc. Cash Discounts	0	0	0	0	17	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,100	4	10,085	40	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	0	0	1,537,500	0	0
Cares Money			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
ENTERPRISE FUND - REVENUE:	<u>4,014,340</u>	<u>4,014,340</u>	<u>346,286</u>	<u>9</u>	<u>4,556,236</u>	<u>113</u>	<u>4,014,340</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
83% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,376,490	1,388,540	104,088	7	967,815	70	1,376,490
Debt Service	604,090	604,090	0	0	601,286	0	604,090
CIP	229,650	229,650	7,100	3	218,292	95	229,650
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,222,280</u>	<u>111,188</u>	<u>5</u>	<u>1,787,393</u>	<u>80</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,502,960	123,429	8	1,129,381	75	1,490,060
Debt Service	182,350	182,350	0	0	139,076	0	182,350
CIP	131,700	131,700	8,981	7	2,315,638	<u>1,758</u>	131,700
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,817,010</u>	<u>132,410</u>	<u>7</u>	<u>3,584,096</u>	<u>197</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,891,500	227,517	8	2,097,196	73	2,866,550
Debt Service	786,440	786,440	0	0	740,362	0	786,440
CIP	361,350	361,350	16,081	<u>4</u>	2,533,931	<u>701</u>	361,350
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,014,340</u>	<u>4,039,290</u>	<u>243,598</u>	<u>6</u>	<u>5,371,489</u>	<u>133</u>	<u>4,014,340</u>

Town of Altavista
Water Department
FY 2021 Expenditure Report
83% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	688,690	688,690	71,224	10	530,372	77	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	6,085	4	49,629	34	147,100
Other Charges	242,450	254,500	12,965	5	167,367	66	242,450
Materials & Supplies	298,250	298,250	13,814	5	220,447	74	298,250
Debt Service	604,090	604,090	0	0	601,286	0	604,090
Capital Outlay	229,650	229,650	7,100	3	218,292	95	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
Total Expenditures	2,210,230	2,222,280	111,188	5	1,787,393	80	2,210,230

Town of Altavista
Wastewater Department
FY 2021 Expenditure Report
83% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	809,710	809,710	74,924	9	630,434	78	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	136	0	28,373	65	43,800
Other Charges	396,350	409,250	32,147	8	319,480	78	396,350
Materials & Supplies	240,200	240,200	16,223	7	151,094	63	240,200
Debt Service	182,350	182,350	0	0	139,076	76	182,350
Capital Outlay	131,700	131,700	8,981	7	2,315,638	1,758	131,700
Transfer Out	0	0	0		0		0
Total Expenditures	1,804,110	1,817,010	132,410	7	3,584,096	197	1,804,110

Town of Altavista
Fund Expenditure Totals
FY 2021
83% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	705,000	705,000	31,689	4	192,946	27	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>0</u>	<u>0</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>31,689</u>	<u>3</u>	<u>267,874</u>	<u>29</u>	<u>936,810</u>

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	898	2	19,341	38	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>898</u>	<u>1</u>	<u>19,341</u>	<u>26</u>	<u>75,550</u>

Town of Altavista
FY 2021 State/Highway Fund
83% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 MTD	MTD % of <u>Budget</u>	FY 2021 YTD	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway/Interest Income	0	0	74	0	1,428	0	0
Street & Highway Maintenance	730,000	730,000	0	0	566,371	78	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	2	0	6	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>76</u>	<u>0</u>	<u>567,806</u>	<u>61</u>	<u>936,810</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,164	2	14,628	30	48,200
Maintenance - Pavement	400,000	400,000	17,080	4	25,211	6	400,000
Maintenance - Traffic Control Devices	56,800	56,800	5,974	11	51,932	91	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	383	4	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	613	1	27,119	45	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,977	10	51,453	103	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,844	2	22,220	28	80,000
State/Highway Reimb. Fund - Subtotal:	<u>705,000</u>	<u>705,000</u>	<u>31,689</u>	<u>4</u>	<u>192,946</u>	<u>27</u>	<u>705,000</u>
Motor Vehicles- Replc.	90,560	90,560	0	0	29,950	33	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	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	0	0	11,612	14	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>231,810</u>	<u>231,810</u>	<u>0</u>	<u>0</u>	<u>74,928</u>	<u>32</u>	<u>231,810</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>31,689</u>	<u>3</u>	<u>267,874</u>	<u>29</u>	<u>936,810</u>

Town of Altavista
FY 2021 Cemetery Fund
83% 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
REVENUE							
Permits/Burials	17,250	17,250	750	4	23,000	133	17,250
Interest/Interest Income	0	0	356	0	9,050	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	7,100	178	4,000
Miscellaneous/Misc.	0	0	25	0	75	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
Cemetery Fund - GRAND TOTAL:	75,550	75,550	1,131	1	39,225	52	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	595	6	8,140	84	9,700
Salaries and Wages/Overtime	1,000	1,000	100	10	1,153	115	1,000
Benefits/FICA	800	800	47	6	658	82	800
Benefits/VRS	1,000	1,000	11	1	176	18	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	95	6	1,159	75	1,550
Benefits/Group Life	200	200	7	4	112	56	200
VRS Hybrid Employer Contr.	0	0	37	0	564	0	0
ICMA Hybrid Employer Contr.	0	0	5	0	81	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	853	9	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	0	0	5,445	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	898	1	19,341	26	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of
April 30, 2021



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	3,802,988.66	
Certificate of Deposit	2,926,394.54	
LGIP	7,644,714.94	
Sub-Total		\$ 14,374,098.14

Enterprise Fund Reserves

Money Market Account	229,899.60	
Certificate of Deposit		
LGIP	556,896.78	
Sub-Total		\$ 786,796.38

Total Undesignated \$ 15,160,894.52

DESIGNATED BALANCES

Highway Fund

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,006,039.28	
Sub-Total		\$ 1,063,389.28

Green Hill Cemetery

Money Market Account	50,461.63	
Certificate of Deposit	624,053.53	
LGIP	77,209.26	
Sub-Total		\$ 751,724.42

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,673.59	
Sub-Total		\$ 270,673.59

Federal Forfeiture Account \$128.13

State Forfeiture Account \$10,423.31

Operating Cash Account \$ 2,189,276.17

Total Designated \$ 4,285,614.90

Grand Total Investments and Deposits \$ 19,446,509.42

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 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	637,135.31
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	229,600.00
Park Improvements as designated by Roberta F. Jenks' Estate	162,563.81
Park Improvements	11,300.00
AVOCA Maintenance Funds	230,348.59
Main St Sidewalk Extension Match (VDOT)	187,158.00
Operating Acct over recommended balance (taxes)	1,500,000.00
Proceeds from sale of Armory	212,826.00

Balance Remaining of Undesignated Funds \$ 2,733,543.12

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