



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session

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

Tuesday, May 25, 2021
Joint Meeting with AOT - 4:30 p.m.
Town Council Work Session 5:00 p.m.
Council's Chambers

4:30 p.m. Call to Order

1. **AGENDA ADOPTION**
2. **RECOGNITIONS AND PRESENTATIONS**
3. **CITIZEN'S TIME (Agenda Items Only)**

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

4. **ITEMS REFERRED FROM PREVIOUS MEETINGS**

A. Joint Meeting with Altavista On Track Board (Annual Agreement) (4:30 p.m.)

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

- A. **VISTA Theater RFP "Scope of Services"**
- B. **Economic Development Incentives (Steering Committee/AEDA)**
- C. **WTP Filter Replacement Project**
- D. **VDEM System Wide Generator Project Recommendation**
- E. **Water Account Write-offs**
- F. **Recreation Committee Recommendation - Trail Name**
- G. **Special Event Application**
- H. **Paving Bid Recommendation**
- I. **Frazier Road Drainage**
- J. **Creek bank erosion - YMCA Family Center**

6. **UPDATES/INFORMATIONAL ITEMS**

- A. **Melinda HPZ Project**
- B. **Dearing Ford Business and Manufacturing Center Update**
- C. **FY2022 Budget/FY2022-2026 Budget**

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

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

8. **MATTERS FROM COUNCIL**

9. **CLOSED SESSION (if needed)**

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

10. **ADJOURNMENT**

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 4A

Items Referred From Previous Meeting

Title: AOT/Council Joint Meeting

Staff Resource: Waverly Coggsdale, Town Manager
George Sandridge, Main Street Coordinator

Action(s):

- Meeting Overview:
 - 1) Welcome/Call to Order
 - 2) Review of Memorandum of Understanding (MOU)
 - 3) Review of Program Achievements/Accomplishments (January 2020 – May 2021)
 - 4) Review of FY22 Work Plan Goals
 - 5) Review of Board of Directors Roster
 - 6) Questions/Discussion from Town Council

Explanation:

- The current agreement between Altavista On Track and the Town of Altavista calls for an annual meeting to discuss the ongoing relationship between the Town and AOT, 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):

- The Town provides funding through the support of the Main Street Coordinator position (General Fund).

Attachment(s):

- Letter of Agreement Annual Review (Overview)
- Letter of Agreement
- 2020 AOT Annual Report:
 - 1) *What is AOT?*
 - 2) Program Achievements/Accomplishments (January 2020 – May 2021)
 - 3) 2020 Cumulative Program Statistics
 - 4) FY22 Work Plan Goals
 - 5) Board of Directors Roster

AOT/TOWN Letter of Agreement Annual Review (OVERVIEW)

TOWN

- ☐ Financial Partner
- ☐ Support grants
- ☐ Representation (Town Council member)
- ☐ Recognition of AOT (independent non-profit)
- ☐ Provide information for reporting/documentation (VMS)
- ☐ Provide office
- ☐ Provide storage space
- ☐ Assist in advertisements
- ☐ In-kind services
- ☐ Advance notice of CIP/Repairs/Street Closings in downtown
- ☐ Cooperate with AOT in meeting Main Street objectives

AOT

- ☐ Operate in accordance with Annual Letter of Agreement
- ☐ Continuation of Nation MSP goals and serve in an advisory capacity
- ☐ Annual Meeting with Town Council, Town Staff
- ☐ Work to promote downtown and increase businesses/activities
- ☐ Cooperate with Town's economic development goals
 - ☐ Manage economic development/design assistance
 - ☐ Partner to attract new businesses to district and maintain good relationships with existing businesses
- ☐ Maintain and leverage its 501(c)(3) status (donations/grants)
- ☐ Maintain financial records
- ☐ Attend all regular Town Council meetings
- ☐ Provide monthly report to Town (due first Wednesday of month)
- ☐ Make effort to increase AOT's base of support/financial support
- ☐ Continue internal/external communications.
- ☐ Serve as contact for public inquiries in the Main Street District
- ☐ Continue organization/funding/production and evaluation of events
- ☐ Maintain and coordinate a corps of volunteers
- ☐ Communicate with town manager or designee with respect to activities
- ☐ Provide advance notice to downtown business for CIP/repairs/street closures o, etc.
- ☐ Ensure the Main Street Program is carried out and thrives
- ☐ Abide by all federal, state and local laws regarding AOT activities.
- ☐ Provide budget request for Town Council's consideration.
- ☐ Establish annual metrics for AOT in conjunction with Town Council and AOT's vision, mission and goals
- ☐ Evaluate, semiannually, the performance and conduct of the Main Street Coordinator in conjunction with Town Manager or designee



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

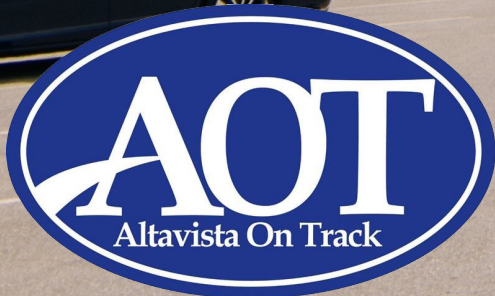
Signed: Waverly Coggsdale Date: 6/12/20
Waverly Coggsdale III, Town Manager

Altavista On Track

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

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ANNUAL REPORT





What is Altavista On Track and why is it important?

What does it mean to be an organization accredited by Main Street America?

Our accreditation signifies that Altavista On Track is a recognized leader among the national network of more than 1,200 Main Street America neighborhoods & communities across the country. What do we all share in common? A commitment to creating high-quality hometown locations & events, as well as building strong communities through preservation-based economic development. Accredited Main Street programs are required annually to meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

How many accredited Main Street programs are there in Virginia?

There are only 30 designated Virginia Main Street communities, each offering a unique historic commercial district worth visiting! Think of the Main Street Approach program guidelines like a tried-and-true family recipe... When each community follows it, adding & building in their own special ingredient flairs along the way... Viola! What emerges is a locally supported, economically sustainable, homegrown revitalization effort built to stimulate long-term economic growth and powerhouse pride right in the heart of our community —our downtown center.

What are some benefits of being a designated Main Street program?

The Virginia Department of Housing & Community Development (DHCD) offers financial resources, technical assistance & learning opportunities to help communities reinvest in their places, invigorate their local economies, and improve quality in the lives of their residents. Altavista On Track brings a unique value-add to the public-private partnership in that certain grants & financial resources become available to local government entities if, and only if, an active Main Street organization exists within the community. This type of organization along with the local government entities that support it show a baseline indication of commitment to economic vitality & historic preservation. Altavista On Track continues to bring targeted benefits into our local downtown economy by providing access to an extensive DHCD and National Main Street resource network, which remains focused on strengthening support for local small businesses and creating a vibrant downtown that attracts visitors & residents alike.

Tell us more about Altavista On Track!

Altavista On Track (AOT) is a 501(c)3 nonprofit organization and an affiliate of the National Main Street and Virginia Main Street programs. Among many principles, AOT believes in downtown revitalization, historic preservation, shopping local and supporting the small businesses that are the cornerstone of our community. Every day, we advocate on behalf of not only the downtown merchants, but the community as a whole to ensure our community's rich history is preserved and future generations are proud to call Altavista home. In this past year alone, AOT has generated thousands in grant funding - all of which will be used to advocate for, enhance, and preserve our downtown.

Are you ready to get involved?

Accomplishments and Achievements – CY2020

- Welcomed several new Board members: Dr. Scott Lowman, Robert Pate, Melinda Saunders, and Yolanda Stone
- Collaborated with the Town of Altavista in the procurement and installation of a LOVE sign at English Park
- Received a \$1,000 Downtown Investment Grant from DHCD to develop a new business/resident welcome packet
- Received a \$25,000 Financial Feasibility Study grant from DHCD to develop a feasibility study for the Spark Innovation Center
- Crafted and instituted a Memorandum of Understanding with the Town of Altavista
- Reallocated \$20,000 from AOT's façade loan program to fund \$500 COVID-19 relief grants to small businesses throughout the Town of Altavista
- Partnered with the Town of Altavista, Altavista Chamber of Commerce, and the Lynchburg Small Business Development Center to host a small business roundtable event with the goal of bringing local businesses together to brainstorm ways to support each other
- Reallocated \$10,000 from AOT's façade loan program to fund the Downtown Business Investment Grant program
- Hosted the annual Scarecrow Stroll for downtown businesses during the month of October
- Participated in the statewide Main Street Idea Pitch to discuss AOT's Pop-Up Program. The winner received a \$5,000 grant and technical assistance from DHCD. Altavista placed second in the competition.
- Continued the annual Gibley Jog during the Thanksgiving holiday, with the 2020 event being held virtually
- Partnered with the Town of Altavista and the Altavista Chamber of Commerce for the annual Small Business Saturday event that was hosted downtown
- Appointed a Board member to serve on the Town's Economic Development Steering Committee
- Converted the Pop-Up Program to the Downtown Business Investment Grant (DBIG) to provide rent and utility assistance to new businesses in the downtown district
- Marketed and sold decorative Christmas ornaments as an organizational fundraiser that featured the Staunton River Memorial Library
- Worked with the Town of Altavista to acquire façade renderings for several buildings in the downtown district, including the Spark Innovation Center and the Vista Theatre

- Participated in various news media interviews with local and regional news outlets, including Altavista Journal, WSET, WFXR, WDBJ, and WSLS.

January – May 2021

- Submitted a \$20,000 Downtown Investment Grant to DHCD to help fund AOT's Downtown Business Investment Grant program
- Submitted and received approval on the district boundary expansion, which will extend AOT's reach from Pittsylvania Avenue to Charlotte Avenue (+2 blocks)
- Provided Downtown Business Investment Grant funding to Bryan Perkins at Clipperz Kutz, who moved into the vacant building at 600 Broad Street
- Developed and promoted the mobile app Distrx to downtown businesses and town residents
- Assisted the Town of Altavista in crafting and populating a vacant building registry for the downtown district, which can be used to connect interested tenants with potential landlords
- Crafted and marketed a donation campaign to assist AOT in fundraising efforts
- Applied for a \$200,000 Rural Business Development Grant from USDA to purchase the vacant building located at 616 Broad Street. It is the intent of AOT to redevelop the property into several apartments and an eatery (restaurant/café)
- Developed a comprehensive work plan for FY22, which will be used to guide the organization's decisions over the coming fiscal year
- Worked with the Town of Altavista to convert the existing façade loan program to a matching grant program, which should incentivize more downtown businesses to take advantage of the program
- Began a comprehensive redesign of AOT's website and marketing/messaging strategies to better connect with visitors, residents, businesses, and various stakeholders
- Offered guidance and support to Kimberly Cottle in her purchase and planned redevelopment of 525 Main Street, which should be an operational restaurant by Spring 2022
- Began collaborating with Jeremy Funderburk on a BBQ/beer/bourbon festival, which is scheduled to occur in Fall 2021
- Continued to work with the Town of Altavista on the renovation and marketing of the upcoming Spark Innovation Center
- Provided Downtown Business Investment Grant funding to Allison Heyes at Heavenly Hair LLC., who moved into the vacant building at 517 Main Street

2020 Cumulative Program Statistics

Altavista



Altavista On Track

P.O. Box 283

510 7th Street

Altavista, VA 24517

(434) 369-5001

downtown@altavistaontrack.org

altavistaontrack.org

Main Street Coordinator

George Sandridge

Board President

Ed Soto



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Virginia Main Street

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ECONOMIC IMPACTS ON MAIN STREET

Created, Retained & Expanded



Businesses in 2020 (Net): 1

Businesses to date: 73

Jobs in 2020 (Net): 0

Jobs to date: 202

Five year cost per job: \$3,938

Physical Improvements (Private Investment)



Private investment in 2020: \$13,000

Cumulative investment to date: \$1,129,619*

Rehabilitation projects in 2020: 1

Cumulative rehabilitation projects: 49

Average investment: \$23,053*

Physical Improvements (Public Investment)



Public investment in 2020: \$0.00

Cumulative investment to date: \$2,021,509*

Public rehabilitation projects in 2020: 0

Cumulative rehabilitation projects: 24

Average investment: \$84,230*

PROGRAM FUNDING FOR MAIN STREET

Five Year Leveraging*



Ratio of budget to all investment: \$3.72

Ratio of budget to private investment: \$0.99

Ratio of budget to public investment: \$2.73

Value of Volunteers



Hours contributed in 2020: 600

Hours contributed since 2008: 27,265

Estimated market value of time: \$741,608**

Notes & Sources

All figures are from the Virginia Main Street Database except where noted.

*All monetary figures have been adjusted for inflation using the Consumer Price Index (CPI).

**Independent Sector, Giving and Volunteering in the United States, 2020



FY22 Work Plan Goals

- **Create a truly welcoming environment for residents and visitors alike**
 - 1) Improve the aesthetics of the downtown district
 - 2) Produce a diverse program of AOT events that attract visitors to downtown and engage downtown businesses
- **Establish the downtown district as an attractive option for new and existing businesses**
 - 1) Collaborate with stakeholders to attract new businesses and increase storefront occupancy
 - 2) Foster a thriving and encouraging storefront economy that supports existing businesses
 - 3) Ensure downtown businesses and property owners are educated on the latest design best practices and are aware of the VMS design services through Frazier Associates
- **Encourage downtown visitation through positive branding and marketing efforts**
 - 1) Market the downtown district to both residents and visitors
 - 2) Explore branding methods to draw attention to AOT and the downtown district
- **Increase AOT's organizational effectiveness and ability to deliver on its mission**
 - 1) Create an organizational culture that attracts and retains the best available talent on the AOT Board of Directors
 - 2) Continue to cultivate a healthy, supportive relationship with the Town of Altavista and the Altavista Town Council
 - 3) Evaluate potential expansion farther down Main Street
 - 4) Develop new and sustainable funding mechanisms
 - 5) Use available resources to help AOT grow
 - 6) Utilize data-driven campaigns to guide AOT in organizational decisions
 - 7) Ensure AOT looks forward outside the organization's immediate future, to establish priorities and reach long-term revitalization goals

Board of Directors Roster

<i>Position</i>	<i>Name & Organization</i>	<i>Term Ends</i>
President	Rev. Ed Soto* <i>Altavista Presbyterian Church</i>	10/2021
Vice-President	Regina Adams <i>Standard Insurance Company</i>	8/2021
Secretary	Katie Lane* <i>Campbell County Public Library</i>	3/2022
Treasurer	Yolanda Stone* <i>Proving What's Possible</i>	10/2023
Board Members	Jeremy Funderburk <i>Shade Sail Structures Inc.</i>	5/2024
	Dr. Scott Lowman <i>Institute for Advanced Learning & Research</i>	3/2023
	Robert Pate* <i>Cyclin' Nutz</i>	10/2023
	Melinda Saunders <i>Standard Insurance Company</i>	2/2023
Town Council Liasion	Reggie Bennett <i>Vice-Mayor, Town of Altavista</i>	
Town Staff Liaison	Sharon D. Williams, AICP <i>Community Development Director</i>	
Executive Director	George T. Sandridge <i>Main Street Coordinator</i>	

NOTE: All directors serve an initial 3-year term with the option to serve additional 3-year terms upon completion of the initial term.

An asterisk () denotes a downtown employee or business owner*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

Items for Discussion

Title: VISTA Theater – Feasibility Study “Scope of Services” (Draft)

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Input from Town Council on the draft Feasibility Study “Scope of Services” for redevelopment of the VISTA Theater.

Explanation:

- The Town Council, at their March 30th Retreat, requested that they be provide a “draft” scope of services for a Feasibility Study for the VISTA Theater by the May 2021 Work Session.
- In addition, Town Council decided that the entire council would serve as a “committee of the whole” on this project.
- Once a scope of services is decided upon, a Request for Qualifications will be issued and once the proposals are received, the Town Council will decide on a firm to work with on the Feasibility Study portion of this project.

Background:

- The Town purchased the property in early April 2021.

Funding Source(s):

- The Town Council has allocated \$1,000,000 in the draft FY2022 Budget for this project.

Attachment(s):

- *Draft “Scope of Services” for a Feasibility Study for the VISTA Theater*

VISTA THEATER – Feasibility Study Scope of Services (DRAFT)

◆ Phase I - Building evaluation, including *(Estimated Time: 30 - 60 days)*

- Site planning
 - Zoning
 - Use restrictions
 - Parking
 - Pedestrian circulation
 - Utility availability
 - Flood Zone
 - Historic District Status
- Building Condition:
 - Building Structure
 - Building Systems:
 - HVAC
 - Electrical
 - Plumbing
 - Fire Sprinkler
 - Fire Alarm
 - Building Skin and Roof
 - Interior Finishes
- Deliverables:
 - Facilities Report
 - Preliminary Building Code evaluation
 - Cost Estimate to repair/replace the building envelope and systems
 - Development Schedule

◆ Phase II - Programming *(Estimated Time: 60 - 90 days)*

- Conduct Programming Sessions with Community Stake-holders to determine potential uses:
 - Community charrettes and Town meetings
 - Surveys of community residents
 - Interviews with Town Council & Administration
- Determine activities list and build consensus with the community
- Present results at Town Council to confirm direction
- Update the project budget for the proposed uses
- Update the project schedule for the proposed uses
- Create a project committee comprised of community stakeholders and Town administration

◆ Phase III - Design *(Estimated Time: 6 months)*

- Design Firm Selection:
 - Issue an RFP to local design teams
 - Review proposals with the project committee and administration and recommend list of firms to be interviewed
 - Conduct interviews with selected firms with the project committee

VISTA THEATER – Feasibility Study Scope of Services (DRAFT)

- Confirm the selection with council and request permission to negotiate fees with the selected firm
- Notify the selected firm and negotiate the contract
- Schematic Design:
 - Manage schematic design with the design firm
 - Update the project budget
 - Update the project schedule
 - Present to the project committee
 - Incorporate comments
 - Present to the project committee
 - Present to the council for approval to proceed to fundraising and design development
- Fundraising and Grant solicitation with schematic design packages
 - Explore the creation of a private foundation to assist with the redevelopment for tax credits and private donations
 - Historic Tax Credits
 - Community Downtown Grants
 - Commonwealth of Virginia
 - Federal EDA Grants
 - Private Foundations and individuals
- Design Development: (subject to funding availability)
 - Manage schematic design with the design firm
 - Update the project budget
 - Update the project schedule
 - Present to the project committee
 - Incorporate comments
 - Present to the project committee
 - Present to the council for approval to proceed to fundraising and design development
- Construction Documents: (subject to funding availability)
 - Manage schematic design with the design firm
 - Update the project budget
 - Update the project schedule
 - Present to the project committee
 - Incorporate comments
 - Present to the project committee
 - Present to the council for approval to bid

◆ Phase IV - Permitting, Bidding & Contract Negotiation (*Estimated Time: 60 - 90 days*)

- Bidding
 - Issue an RFQ for Interested General Contractors
 - Review and create a pre-qualified list
 - Bid construction documents
 - Received bids and present to Council

VISTA THEATER – Feasibility Study Scope of Services (DRAFT)

- Finalize Contract Documents
- Permitting:
 - Submit for Site and Building Permits
 - Respond to code review comments
 - Finalize Site & Building Permits
 - Post Bonds and required documentation for contractor to apply for permit

◆ Phase V - Construction *(Estimated Time: 6 - 8 months)*

- Verify insurance requirements
- Create a health and safety plan with the contractor and verify the same
- Coordinate mobilization and utility connections
- Verify the contractor schedule
- Coordinate the billing and project accounting procedures on a monthly basis
- Manage the contractor with bi-weekly site meetings
- Coordinate the design team's construction administration procedures:
 - Shop drawings and submittals
 - Request for Information (RFI's)
 - PCO's/COR's
 - Site Inspections
- Coordinate special inspections
- Coordinate SWAM inspections
- Coordinate punch list inspections
- Coordinate tenant improvements for retail and housing if applicable
- Coordinate Substantial Completion documentation
- Coordinate Certificate of Occupancy

◆ Phase VI - Occupancy & Operations

- Coordinate with operator(s) move in
- Coordinate warranty issues repairs with contractors
- Coordinate one year warranty inspections



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5B

Items for Discussion

Title: Draft Economic Development Incentives Policy

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

- Initial presentation of proposed Economic Development Incentives policy for the Downtown Investment District

Explanation:

The Steering Committee developed the draft Economic Development Incentive Policy per direction of Town Council.

Background:

The Steering Committee was tasked to “develop incentives for projects that will enhance quality of place/life and the economic vitality of Altavista.” While this began as a larger scope to include the Town as a whole, it was determined that a more focused approach would better suit this task. The policy that is proposed is for the Downtown Investment District which covers the area between Bedford Avenue and Charlotte Avenue, including Main Street and Seventh Street, excluding the residential portions on the west side of Seventh Street, and to the railroad tracks on Pittsylvania Avenue.

The Steering Committee, Altavista Economic Development Authority and staff have reviewed the draft policy and present it for your review and comment.

Funding Source(s):

Funding sources vary for the different incentives, but would be allocated from the General Fund

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

- *Draft Economic Development Incentives Policy*
- *Draft Budget*

TOWN OF ALTAVISTA
Economic Development Incentive Policy
Downtown Investment District

POLICY STATEMENT:

It is the policy of the Town of Altavista to promote a strong business presence within its corporate limits. In the spirit of this policy, the Town Council may find it necessary to stimulate economic development by offering incentives to offset costs associated with business location, expansion of an existing business, and/or revitalization of vacant buildings.

It is the policy of the Town of Altavista, when funding is available and budgeted by the Town Council, to provide economic development grants for companies, industries, commercial/retail business owners, and new entrepreneurs seeking to start or relocate businesses to Altavista. The Economic Development Incentives Policy is designed to stimulate private sector investment, economic growth and job creation in Altavista by offering grants consistent with this policy and all applicable laws. Moreover, it establishes a consistent manner for the Town's participation in the development of business activity which will have a significant and positive effect on the economic health of the community now and in the future.

For purposes of this policy, the Downtown Incentive District (DID) refers to the area between Bedford Avenue and Charlotte Avenue, including Main Street and Seventh Street, excluding the residential portions on the west side of Seventh Street, and to the railroad tracks on Pittsylvania Avenue.

CRITERIA FOR INCENTIVE CONSIDERATION:

The size and scope of the potential incentives will be based on a number of factors, including the category of incentive requested; the location of the business; and potentially the number of employees and quality of jobs created. A major component of the incentive policy is to foster sustainable business and create quality of place that will in turn stimulate the economy and further economic development potential. There are specific criteria for each incentive listed in the policy and incentives may be combined to provide maximum benefit.

INCENTIVE OPTIONS:

Façade Improvement Grant (Non-Residential) – Downtown Incentive District

The architectural quality and vitality of Altavista's core downtown area is important to the entire Town, its history, image and economy. Proper improvements to the exterior appearances of individual buildings will help develop the appropriate image of inviting and welcoming, while fostering revitalization and the marketability of the Downtown. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed.

The Façade Improvement Grant has been established to provide economic incentives to those commercial building owners and/or business owners in the Downtown Incentive District. For the purpose of this grant a “façade” is defined as the face of a building; that is street and/or public parking area facing.

A. Purpose

The Town of Altavista is focused on preserving special characteristics of the DID by helping owners make quality building improvements that foster a sense of place and overall consistent image for the business community located within this district. The purpose of the Façade Improvement Grant is to provide an economic incentive to:

1. Complete renovation to building facades within the Town’s downtown business district;
2. Preserve the unique character of Altavista’s historic downtown business district;
3. Promote an attractive environment for new investment and business activity; and
4. Compliment other revitalization efforts undertaken by the Town of Altavista, such as streetscape projects, sidewalk and lighting projects, parks and recreation amenities and improvements, and landscaping improvements.

Grant reimbursements for a portion of exterior rehabilitation costs are available on a first-come, first-served basis for buildings located in the Town of Altavista Downtown Incentive District (DID) district. Funds are available once per façade every ten (10) years as grant funding is available.

B. Eligibility Requirements and Restrictions

1. Commercial building owners or business tenants in Altavista’s DID.
2. Building and commercial space must be used predominantly by and for a for-profit business.
3. Owner and tenants may request incentive grants separately; however, any tenant must have the owner’s written permission attached to the application along with a detailed drawing of what façade improvements are proposed. Only one (1) application per façade is eligible for approval.
4. “Use” of the building (whether current or future) must be a “Permitted Use” within the applicable zoning district and conform to all zoning requirements. Non-conforming uses or those which have been grandfathered are not eligible under this program unless work included within this project will bring the building and/or façade closer to conformity, unless approved by the Community Development Director.
5. Owners of vacant buildings shall be eligible if the owner’s purpose is to rehabilitate the structure/facade to attract eligible businesses. Expenses will be reimbursed only after proposed façade improvements have been completed and the building is identified and advertised as “For Lease”.
6. All town taxes for a building where grant funds are requested must be current and paid in full. For any building with delinquent town taxes for years prior to the grant cycle year, the owner(s) must attach a receipt to show all taxes are current.
7. All applications and design drawings must be submitted for approval prior to the beginning of construction.

8. All proposed rehabilitation work must comply with all code, ordinance and policy requirements of the Town of Altavista, Campbell County and the Commonwealth of Virginia including but not limited to:

- a. Building code requirements;
- b. Ordinances and other historic district guidelines (where applicable);
- c. Obtainment of necessary permits (proof of which may be required); and
- d. Established design standards for the designated area.

Eligible Projects may include:

1. Cleaning of brick stone fronts (chemical stripping, water wash, scraping);
2. Repair or replacement of façade materials;
3. The removal of false fronts (such as wood or metal panels);
4. Exterior painting (when part of a larger rehab effort);
5. Purchase and install of new and approved awnings;
6. Repair or replacement of windows, doors, and trim;
7. Authentic reconstruction and replacement of original exterior architectural details.

Examples of projects that cannot be funded, either in whole or part by this grant program:

1. Sandblasting of exterior bricks, which causes them to deteriorate;
2. Removal of historical features; and
3. Roof repairs.

C. Grant Award Amount

Based on the availability of funds, applications approved for a Façade Improvement Grant will be eligible to receive reimbursements of up to \$5,000 or 50% of exterior rehabilitation costs (whichever is less) after the project is completed and terms of the grant fund award are met. This is a 50/50 match grant.

*This grant may be paired with other grants provided that that total amount of funding does not exceed \$7,500 total for the business or property owner.

RENT SUBSIDY

A. Purpose

The Town of Altavista desires to attract and help to contribute to the success of businesses who choose to invest in the community. The purpose of the Rent Subsidy Program is to provide an economic incentive to:

1. Assist businesses to become established within the DID and Altavista; and
2. Encourage “pedestrian-oriented” businesses which generate foot traffic during regular business hours.

Rent Subsidies will be offered on a first-come, first-served basis for new businesses in the Town of Altavista Downtown Incentive District (DID) district. Funds are available once per business as funding is available.

B. Eligibility Requirements and Restrictions

1. This program is limited to businesses locating within the DID with a minimum 2-year lease required.
2. The proposed leased space may not be occupied by the business, with or without a lease, prior to approval under the program. The program is not available for existing signed leases.
3. Property owners are not eligible to lease space from themselves, relatives or related business entities.
4. All requests for rental assistance must be accompanied by a proposed lease agreement that defines the landlord-tenant relationship and includes the following:
 - a. a description of the space being rented
 - b. utilities included and not included
 - c. rental rate and deposits required, along with terms of lease and methodology for any rent increases
 - d. abilities to terminate and consequences of default
5. All town taxes for a building where grant funds are requested must be current and paid in full. For any building with delinquent town taxes for years prior to the rent subsidy cycle year, the owner(s) must attach a receipt to show ad valorem taxes are current.
6. The business must be in operation a minimum of 40 hours per week and open to the general public to qualify for the subsidy.
7. Rental subsidy will not be paid if tenant discontinues the business, moves the business, breaks any provisions of the lease agreement, or fails to comply with any and all building, fire, health or zoning codes or regulations applicable to the business.
8. The responsibility for all rental payments is between the contracted parties to the lease, the tenant and the landlord.
9. Businesses who would qualify for this incentive, include but may not be limited to:
 - a. Eating/Drinking Establishments (Restaurants, Cafes, etc.)
 - b. Artisan Shops (hand crafted durable and non-durable goods)
 - c. Clothing/Apparel Stores
 - d. Antique Stores
 - e. Music Stores
 - f. Pubs and Lounges
 - g. Beauty and Spa Services
 - h. Fitness Facilities
 - i. Art Galleries
 - j. Drug Stores/Sundries
 - k. Bookstores

C. Grant Award Amount

Rent subsidies up to 50% of rental rate (subsidy amount not to exceed \$500 per month) are paid quarterly during the first full year of operation. Subsidies will not accrue during renovations or construction. A business that receives rent subsidy funding during a fiscal year shall be prohibited from making subsequent applications for funding in following years. There is a maximum \$6,000 award per business and is a one-time offering.

Funds will be distributed to the business within thirty (30) days of receipt of a letter from the business requesting such payment and with acknowledgement from the landlord that all rents have been paid in accordance with the terms of the lease agreement.

*This grant may be paired with other grants provided that that total amount of funding does not exceed \$7,500 total for the business or property owner.

SIGN GRANT PROGRAM

A. Purpose

The Town of Altavista prides itself on its charm and appeal. This sign grant program provides an incentive that allows businesses to invest in quality, visually appealing signs and upgrade faded, old or outdated signage and enhance the aesthetic appeal of the area.

B. Eligibility Requirements and Restrictions

1. Prior to designing or purchasing a sign or sign structure, the business owner or tenant shall meet with the Community Development Director to discuss proposed signage requirements and restrictions including any need for permits.
2. Signs should be consistent with design guidelines, streetscapes and enhance the pedestrian experience.
3. The property owner and/or tenant will be responsible for the maintenance of the signage from the project completion or until such time as the building is sold or the tenant changes.
4. All town taxes for a building where grant funds are requested must be current and paid in full. For any building with delinquent town taxes for years prior to the grant cycle year, the owner(s) must attach a receipt to show all taxes are current.

C. Grant Award Amount

This grant program provides 50% of the sign cost up to \$500. Only after the proposed scope of work has been completed and reimbursement request information submitted will the Town of Altavista provide reimbursement for approved expenditures.

*This grant may be paired with other grants provided that that total amount of funding does not exceed \$7,500 total for the business or property owner.

DESIGN GRANTS

A. Purpose

This is an incentive to encourage professional design projects which capitalize on the rehabilitation of existing properties and/or the introduction of new building and/or façade design. This program is intended to encourage further private reinvestment in existing buildings and promotes appropriate and attractive design projects that preserve the architectural character of Altavista.

B. Eligibility Requirements and Restrictions

1. Available only to building owners or tenants (with building owner's written consent).
2. The building must be located within the DID.
3. Utilize the design service available through the Virginia Main Street Program which should be organized by the Main Street Coordinator.

Eligible expenditures include:

1. Measured drawings;
2. Schematic design;
3. Rendered sketches of interior and/or exterior;
4. Floor plans draw to scale;
5. Preliminary scope of work and cost estimates; and/or
6. Construction documents.

Ineligible expenditures include:

1. Construction costs

C. Grant Award Amount

This grant program provides 50% of the architectural or design costs not included in the design services provided by the Virginia Main Street Program up to \$500. Upon completion of professional architectural and/or design services, copies of paid statements for design work completed must be submitted to the Town of Altavista. Only after the proposed scope of work has been completed and reimbursement request information submitted will the Town of Altavista provide reimbursement for approved expenditures.

*This grant may be paired with other grants provided that that total amount of funding does not exceed \$7,500 total for the business or property owner.

OTHER POTENTIAL INCENTIVES

Granting of Various Fees including Utility (Water/Sewer) Connection Fees

Depending upon the business that may be locating to the DID, there could be a potential for fees and costs that were not considered in their business plan. For example: zoning approval, a special use permit or rezoning, sign permit, building upfit to properly meet building codes requiring multiple inspections and reviews, and utility (water/sewer) connection. There is a potential to grant a portion the cost of these smaller but still significant costs to the business owner.

Grant reimbursements for fees are available on a first-come, first-served basis for new businesses who are located in the Town of Altavista Downtown Incentive District (DID) district. The grant would be a one-time 50/50 reimbursable grant to a maximum of \$500.00.

*This grant may be paired with other grants provided that that total amount of funding does not exceed \$7,500 total for the business or property owner.

Partial exemption for certain rehabilitated real estate

The Town of Altavista Code Section 70.5 allows for the following:

(a) Real estate that is located wholly within the C-1 or C-2 zoning districts and which has been substantially rehabilitated or renovated for commercial or industrial use shall be partially exempted from town real estate taxes subject to the conditions and restrictions set forth in this section. For the purposes of this section, real estate shall be deemed to have been substantially rehabilitated or renovated when an existing structure thereon which is no less than 20 years old has been so improved as to increase the assessed value of the structure by no less than 40 percent without increasing the total square footage of such structure by more than 15 percent. Total replacement of a structure shall not qualify for an exemption.

(b) The tax exemption provided by this section shall be effective January 1 of the year following the date of completion of the substantial rehabilitation or renovation and shall run with the real estate for a period of five years.

(c) The partial tax exemption provided by this section shall be an amount equal to 100 percent of the increase in assessed base value resulting from the rehabilitation or renovation of the commercial or industrial structure as determined by the county real estate assessor. The base value of the structure is the assessed value of any structure covered by this section prior to the commencement of rehabilitation or renovation work, as determined by the county assessor upon receipt of an eligible application for a rehabilitated or renovated real estate tax exemption and after a physical inspection of the property by an appraiser from the county real estate office, employing usual and customary methods of assessing real estate. If any work has been started prior to the initial inspection, the base value shall include such work and will reflect the market value of the structure as of the date of the first inspection. Once the rehabilitation or renovation is complete, the owner of the property shall notify the county assessor in writing to request a second physical inspection of the property for determination of the amount of increase in value, if any. Prior to a determination that the structure qualifies for an exemption under the terms of this section, the owner of the property shall continue to be subject to taxation upon the full value

of the property. After the expiration of the said five-year period the town real estate tax shall be based on the full amount of the assessment then in effect.

(d) Any person seeking the tax exemption provided by this section shall file an application with the office of the county real estate assessor and pay such processing fee as is required by the assessor's office prior to beginning work on the project. All work must be completed within a period of two years from the date of filing of the application and no extensions will be granted. No property shall be eligible for such exemption unless the appropriate building permits have been acquired from the county building inspections office and the county real estate assessor has verified that the rehabilitation indicated on the application has been completed.

(e) The property must at all times be in compliance with all codes applicable to property in the county and the town including but not limited to zoning, building, and fire. Failure to correct any violation within the required time as provided by the appropriate county or town official will void the remainder of the exemption. If a structure is damaged or destroyed and found to be uninhabitable, the exemption will terminate. No exemption shall be granted if access to the entire property is denied to the representative of the county assessor's office. Only one exemption may be active for any one parcel at a given time.

***There is a separate program available through Campbell County; it is referenced in their code Section 9-14.3 and would require a separate application submitted directly to the County Assessor's office.**

APPLICATION PROCESS

The application process for all grants shall be as follows:

1. Applicant must complete the grant application including appropriate business, building/property owner's information.
2. Applications will be inspected by designated Town of Altavista personnel to ensure completeness. Next, the Grant Application Committee will meet and review submitted applications. At that time, a vote will be held to either approve or deny an application as submitted.

If a member of the Grant Application Committee has or may have a personal or financial interest in any grant application, the member will recuse him or herself from participating or voting on any application.

3. After a decision has been made the applicant will receive both a phone call and a notification letter concerning the approval or denial of the application. A contract form will be included with the approval letter. Applicants have thirty (30) days from the date of the contract to sign and return the contract and apply for a building permit or have a plan in the Site Plan Review process, if required, for the approved work.
4. Work must fully follow plans and renderings as approved by the Grant Application Committee and renovations must be completed within one hundred and eighty (180) days of the date of project approval.

APPEAL PROCESS

If an application is denied, the applicant may appeal the Grant Application Committee's decision within thirty (30) days from receipt of the denial, by appearing before the Altavista Town Council to request their review of the application. The decision of the Town Council will be considered final.

REIMBURSEMENT

Upon completion, copies of paid statements and/or canceled checks along with photos of the completed work must be submitted to the Town of Altavista (Grant Application Committee). Failure to submit a reimbursement request along with paid statements and/or canceled checks, etc., within three (3) months of the date of project completion may result in forfeiture of potential reimbursement funds.

EXTENSION

Applicants may be granted an extension, upon written request, if they have a compelling reason(s) based on extenuating circumstances for why they were unable to complete the work within the contracted period.

Adopted this the ____ day of _____, 2021.

TOWN OF ALTAVISTA

By: _____
MICHAEL E. MATTOX, Mayor

Town of Altavista Incentive Application

Personal Information:

Name: _____ Phone: _____

Address: _____ Email: _____

Business Information:

Name & Physical Address of Business: _____

Mailing Address (other than Physical Address): _____

Business Phone: _____ Business Email: _____ Tax ID # _____

Property Owner Information (if different from Applicant):

Name of Property Owner: _____

Mailing Address (other than Physical Address): _____

Owner Phone: _____ Owner Email: _____

Program(s) Being Requested - Please select those which apply:

Facade Improvement Grant

Rent Subsidy

Sign Grant

Other Incentive Grants

Design Grant

Grant - various permit fees

Grant - Utility (water/sewer) connection

Section 70.5 Exemption

IMPORTANT - READ BEFORE SIGNING

With your signature below, you certify that you have read and understand the policies and guidelines for each program you are applying for; you understand that your eligibility and participation in these programs is not guaranteed and is contingent upon compliance with all program policies and guidelines; you understand that additional information may be required to complete the review of this application, or to evaluate your eligibility in these programs in the future.

Signature: _____ Date: _____

APPROVALS (as required):

Town Treasurer: _____ Date: _____

Community Development Director _____ Date: _____

Main Street Coordinator: _____ Date: _____

Town Manager: _____ Date: _____

POTENTIAL BUDGET BASED ON INCENTIVE POLICY

- **Facade Grant (Town sponsored; not AOT)**
 - 50/50 Match
 - Maximum grant - \$5,000
 - Budget: \$30,000 (6 grants)
- **Rent Subsidies**
 - Up to 50% of the rent payment (Not to exceed \$500 per month) up to one year.
 - Specify “target businesses”; maybe “pedestrian-oriented” business that generate foot traffic during regular business hours.
 - Budget: \$36,000 (6 grants)
- **Sign Grant Program**
 - 50/50 Match
 - Maximum Grant - \$500
 - Budget: \$3,000 (6 grants)
- **Design Grants**
 - Use services provided through the Virginia Main Street program
 - Other services; 50/50 match up to \$500 for architectural work.
 - Budget: \$3,000 (6 grants)

OTHER PROGRAMS:

- **Wavier of fees**
 - Waive fees – zoning approval, special use permit, sign permit, inspections, utility connections
 - 50/50 match up to \$500
 - Budget: \$3,000 (6 grants)

Proposed incentive budget - \$75,000

*Budget amounts shown would be maximum award for each category; there is potential for additional grants to be awarded if there are savings due to projects being less than maximum grant award (i.e. a façade that is only \$6,000 would be awarded a maximum of \$3,000 resulting in a \$2,000 savings from budgeted).

Town Council Proposed Budget for Economic Development FY 2022 is \$100,000



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5C

Items for Discussion

Title: Consideration of WTP Filter Improvement Project

Staff Resource: Tom Fore, Utilities Director

Action(s):

- Approve Peed & Bortz advertising the Bid for the WTP Filter Improvement Project

Explanation:

Council approved for the design of this project and the funding was included in the General Obligations Bonds. The Health Department has approved the design and will be providing a certificate to construct. Staff is seeking approval to proceed to the bidding process; with approval at June 8, 2021 Council Regular Meeting the bids would be due in July 2021, with a tentative date of approval of August 10, 2021.

Background:

Peed & Bortz has completed the design to Improve the filter operations by removing old hydraulic operated valves and replacing with electric control valve actuators all filters will then be added to the SCADA system to improve backwash efficiency. The total project budget

Older gate valves and waste valves will be replaced or repaired during this project.

From the FAIP: The installation of control valves and flow meters on the filter-to-waste line will allow the operators to match the filter-to-waste flow rate to the production flow rate, which would improve filter performance, reduce waste, and prevent low pressures in filter underdrains.

The project budget includes \$56,000 for engineering/bidding/construction administration and \$870,000 for construction, which comes from the General Obligation Bonds.

Funding Source(s):

- General Obligation Bonds.

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

- *Engineer's Project Status Report (may 19, 2021)*

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

19 May 2021

Project Name: WTP Filter Rehabilitation
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 19-76

Recent Activities: Six firms submitted proposals for SCADA Term Services and Bid Project Prequalification. Recommendation was made and approved by the Town to award Term Services contracts to four firms and prequalify all 6 firms for Bid Projects. Draft Term Service Agreement was prepared and submitted to the Town. Town has sent agreements to the four integrator firms.

Revised plans emailed to VDH on 10 May.

Anticipated work over the next two weeks: Engineer to present project to Town Council at the 25 May meeting

Upcoming Tasks: Advertise for bids :13 June 2021
Pre-bid: 29 June 2021
Open Bids: 22 July 2021

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
Late August 2021 NTP

Schedule Constraints: Town staff may desire to schedule bidding/construction for a certain time of year

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$23,100

Balance to Complete: \$32,900

----- Town Input Required:

Issues Town Should Be Aware Of:



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5D

Items for Discussion

Title: Consideration of VDEM Emergency Generator Project

Staff Resource: Tom Fore, Utilities Director

Action(s):

- Award Bid to Anderson Construction, Inc. (Lynchburg) per Peed & Bortz's recommendation.

Explanation:

Council approved a rebid of this project after rejecting the first bids received in April. We received four bids on May 18th with the engineer's recommendation attached.

Background:

The generator project for the Staunton River Pump Station, Bedford Ave. Pump Station, McMinnis Spring and Reynolds Spring originally has been in the CIP without a funding source until VDEM provided a grant in the amount of \$523,005.00 to create design plans and install generators. The Council had previously approved \$65,000.00 in the 2020 CIP which has been reserved for this project.

After reviewing the bids, Anderson Construction's was the apparent low bid of **\$498,000**.

Council previously approved procurement cost for Fidelity (Kohler) Generators at \$141,011.87

This leaves a deficit of **(\$121,857.87)**, which would be needed to fully fund the project.

The Town staff has also contacted VDEM to see if they can increase their appropriation to cover the deficit, staff is awaiting a response. Should VDEM not provide additional funds, the deficit amount would need to be appropriated by the Town to fully fund the project.

Funding Source(s):

- VDEM Grant (\$523,005); CIP (\$65,000)
- Bid Summary

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

- Peed & Bortz Recommendation Letter
- Bid Summary

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

20 May 2021

Mr. Waverly Coggsdale, III
Town Manager - Altavista
P.O. Box 420
Altavista, Virginia 24517

Re: Water Supply System Wide Emergency Power Source
Recommendation to Award
JN 20-51

Dear Mr. Coggsdale,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced construction project to Anderson Construction, Inc. of Lynchburg, VA. Anderson Construction, Inc. was the low bidder based on their base bid total of \$498,500.00. Please note that the bid form included a math error that increased the total bid from the as-read bid amount of \$498,000.00 to \$498,500.00. The bid form and bid bond are included with this letter as well.

Peed & Bortz, LLC has completed a reference review of Anderson Construction and found the references confirmed that Anderson Construction has the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

In addition, Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced generator procurement contract to Fidelity Power Systems for their Sourcewell bids on the four generators and switchgear at \$136,796.93. While Fidelity provided lower bid prices for three of the four packages, Carter provided a bid price of \$136.59 less for the Staunton River package. However, the Carter package specifies a larger generator which would require a larger platform and thus increase the cost of the construction project. The increased platform cost would exceed the minor cost difference (\$136.59) between packages. Please see the attached procurement breakdown letter from Master Engineers.

Total project cost will be \$635,296.93 (\$498,500 + \$136,796.93) which exceeds the budgeted construction funds of \$479,405.00 by \$155,891.93. Funding for this project was partially provided through the Virginia Department of Emergency Management (VDEM). Mr. Tom Fore has contacted VDEM to inquire if additional funds may be provided for this project.

Please let me know if you have any questions or need any additional information.

Sincerely;

A handwritten signature in black ink, appearing to read "Scott Bortz", is positioned above the printed name.

Scott Bortz, P.E.
Project Engineer

Attachments

cc: Tom Fore, Town of Altavista Utility Director

Altavista Water Supply System Wide Emergency Power Source REBID

Town of Altavista

May 18, 2021

3:00 p.m.

BID TABULATION

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Base Bid</u>	<u>Notes</u>
Anderson Construction	X	X	\$ 498,500.00	1,2
English Construction	X	X	\$ 554,000.00	
Frizzell Construction	X	X	\$ 527,000.00	
Price Buildings	X	X	\$ 535,900.00	
Engineer's Estimate			\$ 309,000.00	

Notes:

1. Corrected for math error
2. Apparent low bidder

BID SUMMARY

Altavista Water Supply System Wide Emergency Power Source

REBID

May 18, 2021

Anderson Construction, Inc. English Construction Company, Inc. Frizzell Construction Company, Inc.

<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (Limit 5% base bid)	1	LS	\$ 10,500.00	\$ 10,500.00	\$ 27,500.00	\$ 27,500.00	\$ 25,000.00	\$ 25,000.00
Generator Installation at Reynolds	1	LS	\$ 85,500.00	\$ 85,500.00	\$ 82,700.00	\$ 82,700.00	\$ 95,000.00	\$ 95,000.00
Generator Installation at Bedford	1	LS	\$ 87,000.00	\$ 87,000.00	\$ 112,000.00	\$ 112,000.00	\$ 95,000.00	\$ 95,000.00
Generator Installation at McMinnis	1	LS	\$ 92,000.00	\$ 92,000.00	\$ 119,500.00	\$ 119,500.00	\$ 95,000.00	\$ 95,000.00
Generator Installation at Staunton River	1	LS	\$ 220,000.00	\$ 220,000.00	\$ 209,000.00	\$ 209,000.00	\$ 215,700.00	\$ 215,700.00
Undercut & VDOT #1 Stone Backfill	5	CY	\$ 340.00	\$ 1,700.00	\$ 300.00	\$ 1,500.00	\$ 100.00	\$ 500.00
Undercut & Flowable Fill Backfill	4	CY	\$ 450.00	\$ 1,800.00	\$ 450.00	\$ 1,800.00	\$ 200.00	\$ 800.00
Total				\$ 498,500.00		\$ 554,000.00		\$ 527,000.00

BID SUMMARY

Altavista Water Supply System Wide Emergency Power Sou

REBID

May 18, 2021

Price Building, Inc.

Engineer's Estimate

ITEM	ESTIMATED		UNIT	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE			
	QUANTITY									
Mobilization (Limit 5% base bid)	1	LS	\$	25,400.00	\$	25,400.00	\$	15,000	\$	15,000
Generator Installation at Reynolds	1	LS	\$	92,500.00	\$	92,500.00	\$	30,000	\$	30,000
Generator Installation at Bedford	1	LS	\$	74,000.00	\$	74,000.00	\$	30,000	\$	30,000
Generator Installation at McMinnis	1	LS	\$	99,400.00	\$	99,400.00	\$	30,000	\$	30,000
Generator Installation at Staunton River	1	LS	\$	242,000.00	\$	242,000.00	\$	200,000	\$	200,000
Undercut & VDOT #1 Stone Backfill	5	CY	\$	200.00	\$	1,000.00	\$	400	\$	2,000
Undercut & Flowable Fill Backfill	4	CY	\$	400.00	\$	1,600.00	\$	500	\$	2,000
Total						\$ 535,900.00			\$	309,000

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

19 May 2021

Project Name: VDEM Generator Installations
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, Master Engineers, ECS (Geotech)
P&B Job Number 20-51

Recent Activities: Engineer has sent rebid advertisement to newspaper.
Advertise for bids 17 April
Pre-bid 28 April at 1:00 PM
Open bids 18 May at 3:00
Engineer has sent draft letter of recommendation to Town staff for review and comment. Project budget exceeds current available funds. Town staff is looking into the potential for additional funding from VDEM.
Anticipated work over the next two weeks: Award Contract at Council meeting 25 May
Pre-construction meeting
Notice to Proceed

Upcoming Tasks:

Outstanding Issues: Review if potential to add SCADA to the generator projects with VDEM.

Design Schedule: September 2020 Geotech investigation and report
November 2020 (60 days) Preliminary plans to Town staff for review
April (Rebid) 2020 Advertise for Bids
May (Rebid) 2021 Open Bids
May (Rebid) 2021 Award Contract
June 2021 Notice to Proceed
November 2021 Substantial Completion

Schedule Constraints:

Projected Completion:

Approved Budget: \$43,600
Invoiced To Date: \$30,166
Balance to Complete: \$13,434

Town Input Required:

Issues Town Should Be Aware Of: Town staff will need to identify underground utilities within the Town land as Miss Utility will not locate on private land.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5E

Item For Discussion

Title: Delinquent Utility Account Write Offs

Staff Resource: Tobie Shelton, Finance Director/Treasurer

Action(s):

Authorize staff to write-off delinquent utility accounts totaling \$2,018.43. If Town Council reaches a consensus on this item, we would place it on the June Town Council Consent Agenda.

Explanation:

We are asking Town Council to consider adjusting our financial records by writing off nine (9) accounts over five years old totaling \$2,002.53, and one account for a deceased individual totaling \$15.90, as our efforts to collect have been unsuccessful. The total write-off request is \$2,018.43.

Background:

Annually staff presents to Town Council a request to write-off delinquent utility accounts that are five years old as well as accounts of deceased individuals.

Funding Source(s):

Amendments to the budget as noted.

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

- *Proposed Utility Account Write-Off Listing*

**PROPOSED WRITE OFF
DELINQUENT WATER & SEWER ACCOUNTS
May 14, 2021**

ACCOUNTS OVER FIVE YEARS OLD

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Eric Fletcher	10/1/2015	\$	43.93
Evelyn Wilson	2/10/2016	\$	495.19
Colleen Michele Hooper	11/9/2015	\$	509.90
Nadia Toews	11/5/2015	\$	446.43
H. David Ewing	11/13/2015	\$	203.34
Shameka Lasha Stone	8/31/2015	\$	173.27
Melissa Bolt	4/11/2016	\$	15.90
Victoria Ewing	5/25/2016	\$	29.30
Matthew William Rice	3/4/2016	\$	85.27
Sub-Total			\$2,002.53

DECEASED INDIVIDUAL(S)

<u>Name</u>	<u>Date Account Closed</u>		<u>Amount Past Due</u>
Christine C. Dudley	5/23/2018	\$	15.90
Sub-Total		\$	15.90
Total		\$	2,018.43



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5F

Item for Discussion

Title: Naming of Trail

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

Action(s):

- Request Council approval for naming of the passive trail as Jenks River Trail.

Explanation:

In an effort to properly identify trails for park signage, and to honor the Jenks family for their contributions to the parks and recreation of Altavista, it was suggested that the trail be named in their honor.

Background:

Funds from the Jenks family have been used to support parks and recreational opportunities in accordance with their wishes; such funding has assisted with improvements to the parks.

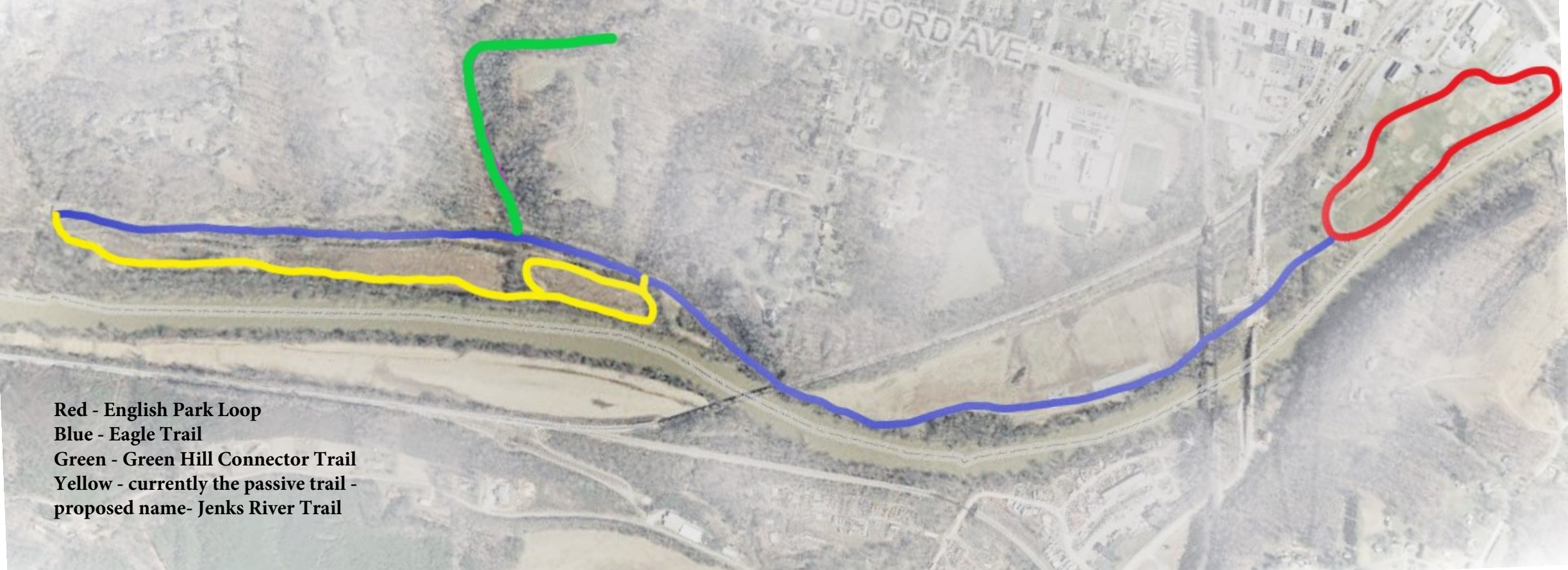
The Recreation Committee met on May 18th and made a motion to recommend to Town Council the naming of the passive (mowed/natural) trail as Jenks River Trail. The vote was unanimous in support of this recommendation.

Funding Source(s):

Funding – None

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

- *Map of existing trails*



Red - English Park Loop
Blue - Eagle Trail
Green - Green Hill Connector Trail
Yellow - currently the passive trail -
proposed name- Jenks River Trail



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5G

Item for Discussion

Title: Special Event – Bluegrass in the Park

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

- Request permission to hold a bluegrass festival on April 22 and 23, 2022
- Request waiver of fees for use of Booker Building and for special event permit

Explanation:

This is a fundraiser for the Children’s Miracle Network and an opportunity to kick off the festival season in 2022. This would be a two-day festival on stage at the Booker Building and using English Park featuring bluegrass performances and food vendors (limited to 4 to 5). There would not be alcohol at this event. The goal is to make this an annual event if this event is successful.

The estimated number of attendees is 500 and the reason for the request so early is to have time to book the entertainers. The group will be asking for local sponsorships to assist with costs. The estimated cost for tickets is \$25.00 to \$30.00 for entry.

Additional meetings will be held with the planning committee and town staff to determine logistics and any specific needs that may need to be met such as use of transit bus from designated parking areas to the park and security, if the event is approved.

The normal full day rental of the Booker Building for “fund raising” events is \$450 for a 12- hour period (per day).

The Planning Committee members will be in attendance to answer any questions.

Funding Source(s): N/A – this will be a fundraiser

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

- *Special Event Application* **(LINK)**



SPECIAL EVENT PERMIT APPLICATION

Town of Altavista, VA

OFFICE USE ONLY

APPLICATION #:

PERMIT #:

Thank you for your interest in hosting a special event in the Town of Altavista. Special events include outdoor gatherings or entertainment open to the public (or through donations or ticket sales) such as outdoor dances, concerts, festivals, fairs, carnivals, circuses, exhibitions, races, events, rides, shows, fund-raisers, parades, fireworks displays, block parties, rallies, etc. Events that take place under the jurisdiction of the Town of Altavista require a "Special Events Permit". This application is your first step in the process of obtaining your permit. Applications are due no later than 30 days prior to the planned event. A fee of \$25.00 per event is due at application. Additional fees may be required for the cost of Town Services needed for the event.

APPLICANT	APPLICANT NAME (INDIVIDUAL, COMPANY OR ORGANIZATION): <u>TONY CLIFTON</u>		APPLICANT PHONE #: <u>434-660-7101</u>	
	APPLICANT MAILING ADDRESS (STREET NUMBER & NAME): <u>P.O. Box 373</u>		APPLICANT FAX #:	
	CITY, STATE, ZIP <u>Appomattox VA. 24522</u>		APPLICANT EMAIL: <u>tclifton1@msn.com</u>	
	APPLICANT PHYSICAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS): <u>1899 REDFIELDS RD. Appomattox VA. 24522</u>			
	DO YOU REPRESENT A NON-PROFIT ORGANIZATION WITH 501(C)(3) STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, ATTACH A COPY OF THE 501(C)(3) CERTIFICATE OR PROVIDE IDENTIFICATION #: _____			
OWNER	PROPERTY OWNER'S NAME: <u>Town of ALTAVISTA / ENGLISH PARK</u>		OWNER'S OFFICE PHONE #:	
	PROPERTY OWNER'S EMAIL		OWNER'S CELL #:	
	PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT FROM EVENT ADDRESS):			
EVENT INFORMATION	EVENT NAME: <u>BLUEGRASS IN THE PARK</u>		EXPECTED TOTAL NUMBER OF EVENT ATTENDEES: <u>500 P/DAY</u>	
	PROPOSED EVENT ADDRESS: <u>330 3RD ST. ALTAVISTA VA.</u>			
	BUILDING/FACILITY NAME AND TENANT NAME (IF APPLICABLE): <u>BOOKER Building</u>			
	PRIMARY EVENT COORDINATOR NAME: <u>TONY CLIFTON</u>		COORDINATOR EMAIL: <u>tclifton1@msn.com</u>	
			COORDINATOR CELL #: <u>434-660-7101</u>	
	THE EVENT WILL OCCUR ON: <u>Friday + Saturday April 22 + 23 2022</u>		DATE: <u>12:00 PM</u>	
			BEGIN TIME: <u>9:00 PM</u>	
			END TIME:	
	DETAILED DESCRIPTION OF EVENT (USE ADDITIONAL SHEETS IF NECESSARY)			
	<u>2-DAY BLUEGRASS FESTIVAL ON STAGE AT BOOKER Building April 22 + 23 2022. This will feature Bluegrass Bands performing, Food Vendors, This will be a family event with proceeds after expenses going to The Children's Miracle Network.</u>			

PLEASE ATTACH COPIES OF ITEMS LISTED BELOW WHEN APPLICATION IS SUBMITTED. IF YOUR EVENT WILL NOT REQUIRE ANY OF THESE ITEMS, PLEASE ATTACH A BRIEF EXPLANATION FOR DEPARTMENTAL REVIEW:

ATTACHMENTS

- A list that includes the name, address, and phone number of each promoter of the event, each financial sponsor of the event and every person or group who will perform at the event.
- If applicable, a copy of the ticket or badge of admission to event, together with total number of tickets to be offered for sale and applicant's best estimate of persons expected to attend the event.
- A description of sanitation facilities and a plan for disposal of garbage, trash and sewage generated by the persons who will attend the event. Such plan shall include provisions for removal of garbage and trash at the end of the event and shall include the contact information of the persons responsible for the work. (i.e., dumpsters/receptacles provided, trash removal company hired, etc.)
- A description of hospitality and lodging plans (if applicable) for persons attending the event.
- A description of medical facilities to be available for persons who will attend the event. (i.e., first aid kits, trained medical professional present, etc.)
- A description of fire protection for the event. (i.e., fire extinguishers present, fire truck(s) present, etc.)
- A description of parking facilities and traffic control at and near the event area. The Altavista Chief of Police shall review such plan and shall be the sole judge of its adequacy.
- A description of security to prevent personal injury to event attendees and damage to property. Such plan shall specify the amounts and types of insurance and who will obtain insurance to insure against injury or damage. If the event will be held on public property, each insurance policy shall name the Town as co-insured and certificates of insurance shall be delivered to the Town Manager at least 14 days prior to the event.
 - **NOTE:** If you would like to request Town of Altavista Police officers for security and/or traffic control assistance, please contact the Altavista Police Department at (434) 369-7425.
- A description of the location of outdoor lights, and the location and types of equipment intended to shield the lights to prevent unreasonable impact beyond the property on which event will be located.
- A plan to ensure that the event will comply with the Town noise ordinance and to ensure that the special event will not constitute a nuisance to adjacent property owners.

APPLICANT AFFIDAVIT

By my signature below, the applicant and property owners authorize the Town and its lawful agents, employees, designees or law enforcement officers to enter the property upon which the event will be held at any time prior to or during the event for the purpose for determining compliance with the provisions of this article or any state and local statutes, ordinances and regulations. I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application, and for the specific date(s) and time(s) for which it is issued; and If approved to proceed, I acknowledge that a copy of this application and all its attachments will be available on-site during the date and times noted on this application, and constitute approval to proceed with the activity applied for. I attest the information provided is complete and accurate.

SIGNATURE OF APPLICANT:

DATE:



4/27/2021

OWNER

I am the owner of the property where the special event will take place and by signing below, I certify that I give permission for the company listed on this application to apply for a permit as described in the application.

SIGNATURE OF PROPERTY OWNER:

DATE:

OFFICE USE ONLY

APPLICATION #:	PERMIT FEE AMOUNT:	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT
DATE:	CHECK #:	



DO I NEED A PERMIT FOR MY EVENT?

A permit must be obtained prior to having a "Special Event" in Altavista. This form is designed to assist in determining if a particular event qualifies as a Special Event. The Town Code defines a Special Event as follows:

Special Event- a gathering of persons to be held in open space not within a permanently enclosed structure for the purpose of listening to or participating in music, or listening to or participating in entertainment that is open to the public or which results in revenue through donations or ticket sales. "**Entertainment**" includes but is not limited to fairs, carnivals, circuses, fund raisers, exhibitions, performances, rides, races, parades, marches, events, concerts, celebrations, tours, shows, outdoor dances and fireworks displays.

The following is a list of some events that are not considered Special Events and **DO NOT** require a permit:

Town, County or School sponsored events; yard sales; flea markets; family reunions; private parties; athletic tournaments; outdoor weddings/receptions; pep rallies; business grand openings; indoor events (in buildings designed for assembly purposes)

Please answer the following questions to determine if your event qualifies as a "Special Event":

1. Is the event held in open space (outdoors; not within a permanent enclosed structure)?
☒ YES or ☐ NO (If NO, the event does not require a permit) (If YES, continue to #2)
2. Does the event include "Music or Entertainment" (See above for examples of "Entertainment")?
☒ YES or ☐ NO (If NO, the event does not require a permit) (If YES, continue to #3 and #4)
3. Is the event open to the public?
☒ YES or ☐ NO
4. Will the event result in revenue through donations or ticket sales?
☒ YES or ☐ NO

If you answered YES to question #3 OR #4, your event is a "Special Event" and will require a permit. Please complete the "Town of Altavista Special Event Permit Application". Submit the application and payment for the \$25.00 permit fee to the Community Development Department at least 30 days prior to the event date.

A Special Event Permit (if requested) may be issued for up to three (consecutive) years for a recurring event so long as there are no material changes in the event.

The permit fee for a "Special Event Permit" is \$25.00 per event per year. Events for the purpose of raising funds to assist an Altavista or Campbell County charitable cause may qualify for a fee waiver at the discretion of the Altavista Town Council.

If you have questions related to Special Event requirements, please contact the Community Development Department at (434) 369-5001 or the Altavista Police Department at (434) 369-7425.



BOOKER BUILDING RESERVATION REQUEST

For Office Use Only:

Date Received: _____ Received By: _____

Section I - Fee Schedule

Fees for renting the Booker Building are as follows:

- Security Deposit: \$150.00 (\$250.00 if alcohol is served)
- Rental Fee: \$100 per 4 hours
- Utility Fee: \$25.00

Section II - Applicant and Event Information

Group or Individual Applicant Name: TONY CLIFTON Main Contact: TONY CLIFTON
 Address: P.O. Box 373 1899 Redfields RD. Appomattox VA 24522
 Email: tclifton1@msn.com
 Home Phone: NONE Work Phone: N/A Mobile Phone: 434-660-7101
 Event Description: BLUEGRASS FESTIVAL Number of Expected Guests: 500 P/DAY
 Event Start Date: April 22, 2022 Event End Date: April 23, 2022
 Event Repeats (i.e., first Monday of each month, etc.): _____
 Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____
 Alcohol Served? ☐ Yes ☒ No
 (review conditions below)

Conditions:

- Service Time 11 AM -- 10 PM
- Off-duty Altavista Police Officer or Campbell County Deputy hired
- No outside alcoholic beverages allowed
- ABC License required for sales
- All alcoholic beverages must be served from central bar or serving area inside building

If yes, then name of Police Officer/Sheriff's Deputy: _____

Section III - Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of the Booker Building. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the Town of Altavista, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto. The Lessee agrees to be held fully responsible for all damage to the premises during the planned event and to pay for damages in full immediately upon presentation of a bill from the Town of Altavista.

Applicant Signature: Tony Clifton Date: 4/27/2021

Application: ☐ Approved ☒ Denied

Calculation: First 4 Hours: \$ _____ Additional Hours: _____ X \$ _____ = \$ _____ Damage Deposit: \$ _____ Total Due: \$ _____

Workflow Approvals (Initial and Date): _____ / _____ / _____ / _____ / _____ / _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5H

Items for Discussion

Title: Milling and Paving Contract Award

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

Action(s):

- Review of bids and recommendation from Engineering Concepts for milling and paving contract award.

Explanation:

Having well-paved and well-maintained streets is imperative for the Town of Altavista. Utilizing a paving plan has assisted in making sure that we have a record for maintenance and allows for future planning to ensure that the Town is maintaining this important infrastructure on a continual basis.

Background:

The Spring Milling and Paving Bid documents were developed by Bobby Wampler from Engineering Concepts. Town Council approved the bid packet and schedule at the April 27th work session. Bids were opened on May 12, 2021.

There were three bids received: Adams Paving, Boxley Materials Company and Patterson Brothers Paving, Inc. The low bidder was Patterson Brothers Paving with a bid of \$750,206.70.

Funding Source(s):

Funding – Highway Fund for the streets; Water Fund for paving at springs, General Fund for alleys

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

- *Bid Tabulation*
- *Recommendation of Award*
- *Notice of Award*

Town of Altavista
Spring Milling & Paving Project
Bid-Tabulation

5/12/2021

			Patterson Brothers Paving, Inc.		Boxley Materials Company		Adams Paving	
Item	Units	Quantity	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
Milling	SY	53,500	\$1.38	\$73,830.00	\$2.30	\$123,050.00	\$1.75	\$93,625.00
SM-9.5A Surface Mix	TONS	7,110	\$93.97	\$668,126.70	\$102.50	\$728,775.00	\$96.80	\$688,248.00
Stone Shoulder	TONS	150	\$55.00	\$8,250.00	\$40.00	\$6,000.00	\$78.70	\$11,805.00
			Total Bid:	\$750,206.70	Total Bid:	\$857,825.00	Total Bid:	\$793,678.00



May 13, 2021

Mr. David Garrett
Public Works Director
Town of Altavista
via e-mail: dtgarrett@altavista.gov

Re: 2021 Spring Milling & Paving Project
Engineer's Recommendation of Award

Dear David:

Bids were opened on May 12, 2021 for the above referenced project. Patterson Brothers Paving, Inc. is the apparent low bidder. Review of the Contractor Qualification Statement provided by this contractor and reference checks indicate they should be capable of successfully completing this project for the Town of Altavista. Accordingly, Engineering Concepts, Inc. (ECI) recommends that the Town of Altavista formally accept the bid offered by Patterson Brothers Paving, Inc. for the 2021 Spring Milling & Paving Project for their bid with the following unit prices:

- Milling = \$1.38 per square yard
- SM-9.5A Surface Mix = \$93.97 per ton
- Stone Shoulder = \$55.00 per ton

The total bid reflected by the unit prices provided is \$750,206.70 and was used for evaluating the low bidder.

Following the Town of Altavista's acceptance of the bid, notice of award should be issued, followed by contract execution, and issuance of notice to proceed. If you have any questions, please contact me at 540.473.1253.

Sincerely,
Engineering Concepts, Inc.

A handwritten signature in purple ink that reads "Bobby Wampler".

Bobby Wampler, PE

Notice to Proceed

Date: _____

Project: Spring Milling & Paving Project

Owner: Town of Altavista

Owner's Contract No.: 21017

Contract: Spring Milling & Paving Project

Engineer's Project No.: 21017

Contractor: [Patterson Brothers Paving, Inc.](#)

Contractor's Address: [1011 Monroe Street](#)

[Bedford, VA 24523](#)

You are notified that the Contract Times under the above Contract will commence to run on _____. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement, the date of Substantial Completion is _____, and the date of readiness for final payment is _____.

Before you may start any Work at the Site, Paragraph 2.01.B of the General Conditions provides that you and Owner must each deliver to the other (with copies to Engineer and other identified additional insureds and loss payees) certificates of insurance which each is required to purchase and maintain in accordance with the Contract Documents.

Also, before you may start any Work at the Site, you must:

_____ *[add other requirements]*.

Owner: [Town of Altavista](#)

Given by:

Authorized Signature

Title

Date

Copy to Engineer

Notice of Award

Date: _____

Project: Spring Milling & Paving Project

Owner: Town of Altavista

Owner's Contract No.: 21017

Contract: Spring Milling & Paving Project

Engineer's Project No.: 21017

Bidder: Patterson Brothers Paving, Inc.

Bidder's Address: 1011 Monroe Street

Bedford, VA 24523

The unit prices for the contract are:

Milling = \$1.38/SY

SM-9.5A Surface Mix = \$93.97/Ton

Stone Shoulder = \$55.00/Ton

The Unit Bid Total Price of your Contract is Seven Hundred Fifty Thousand Two Hundred Six Dollars and Seventy Cents. (\$750,206.70)

1 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

1 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [3] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:
none

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Town of Altavista

Owner

By:

Authorized Signature

Title

Copy to Engineer



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5I

Item for Discussion

Title: Frazier Street Drainage Issues

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

Action(s):

- Request Council direction related to several drainage issues on Frazier Street

Explanation:

Stormwater runoff and improper drainage can lead to roadway and ground instability resulting in ponding of water, erosion and potentially sinkholes.

Background:

The Town was approached by the Baptist Church on Frazier Street related to sinkholes on their property that were believed to be caused by failing infrastructure. Following a site visit, there was a discovery of a failing pipe in numerous locations out in the field and also the pipe under Frazier Road. Public Works ran our camera in those pipes to explore and confirmed those pipes to be rusted out and need to be repaired to prevent future collapse. It was recommended that an engineer be consulted to look at this area due to the extreme amount of drainage that flows there. Peed and Bortz reviewed the information and provided a recommendation related to correction of the failing pipe, remedy of the sinkholes and other drainage issues.

Scott Bortz will provide an assessment of the area and his recommendation for Council consideration.

Funding Source(s):

Funding – Highway Fund (proposed)

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

- *Engineer's Proposal*
- *Project Drawing*
- *Engineer's Project Status Report*

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

May 21, 2021

Mr. David Garrett
Town of Altavista
Director of Public Works
P.O. Box 420
Altavista, Virginia 24517

Re: Frazier Road Drainage
Engineering Services Proposal
21-09

Dear Mr. Garrett:

Peed & Bortz is pleased to provide the Town with this proposal for professional engineering services for design options on the above referenced project. Peed & Bortz, LLC will be referred to as the Engineer and the Town of Altavista, Virginia will be referred to as the Owner for this proposal.

Engineer will design plans and specifications for the construction, repair, or replacement of failing drainage infrastructure along Frazier Road. This design will include storm calculations to verify adequacy of the proposed and existing storm systems to the discharge point on the downstream side of Frazier road. There are four sub-projects associated with this design broadly defined as follows.

Sub-project 1 – Repair or replacement of 54” pipe under Frazier Road including replacement of existing inlet.

Sub-project 2 – Replacement of existing drainage piping with an open ditch in the Altavista Baptist Tabernacle field upstream of Frazier Road

Sub-project 3 – Revise inlet and apron just south of Lynch Mill Road. Design ditch regrading along Frazier Road.

Sub-project 4 – Analysis of drainage area above Edgewood Avenue and design of associated ditch improvements tying into Frazier Road.

A. Scope of Services

Based on our present knowledge of the intention of the Owner, Peed & Bortz, LLC proposes the following services.

1. Visit the site and discuss the sub-projects with Town staff to confirm parameters and Town preferences.
2. Develop a conceptual designs to improve drainage in the project area. Provide opinion of probable construction cost for each sub-project. Meet w/ Town staff and meet w/ Town Council to discuss the concepts and provide information and recommendations.
3. Design drainage improvements for sub-projects. Provide construction level plans, specifications and contract documents to Town staff for review and comment. Revise per Town comments.
4. Assist Town staff with bidding, evaluation of bids, and award of Contract.
5. Assist Town staff with construction administration including payment application review, progress meetings, shop drawing review, site visits, assisting with answering issues as the work proceeds, and general administration of the contract. Assist Town staff with permitting.
6. Assist Town staff with post-construction administration and provide record drawings as marked up by the Contractor/Inspector.

B. Owner Responsibilities

The Owner will provide the following information and work items for this project:

1. Provide available “as-built” drawings for site area including utilities in and around the project area.
2. Review design plans and estimates and provide comments, as applicable.
3. Pay any permitting fees associated with the project.
4. Provide inspection during construction.
5. Pay any costs associated with advertising project for bid.
6. Pay any legal fees associated with easements.

C. Schedule

We anticipate completion of the preliminary conceptual designs for Town staff review within 21 days after notice to proceed. Design will proceed after Town staff comments and guidance regarding selected sub-projects.

D. Compensation

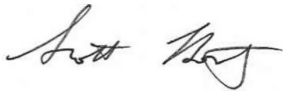
Our lump fee to provide the above services will be \$23,000.

Monthly invoicing will be based on the percentage of work completed to date.

E. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



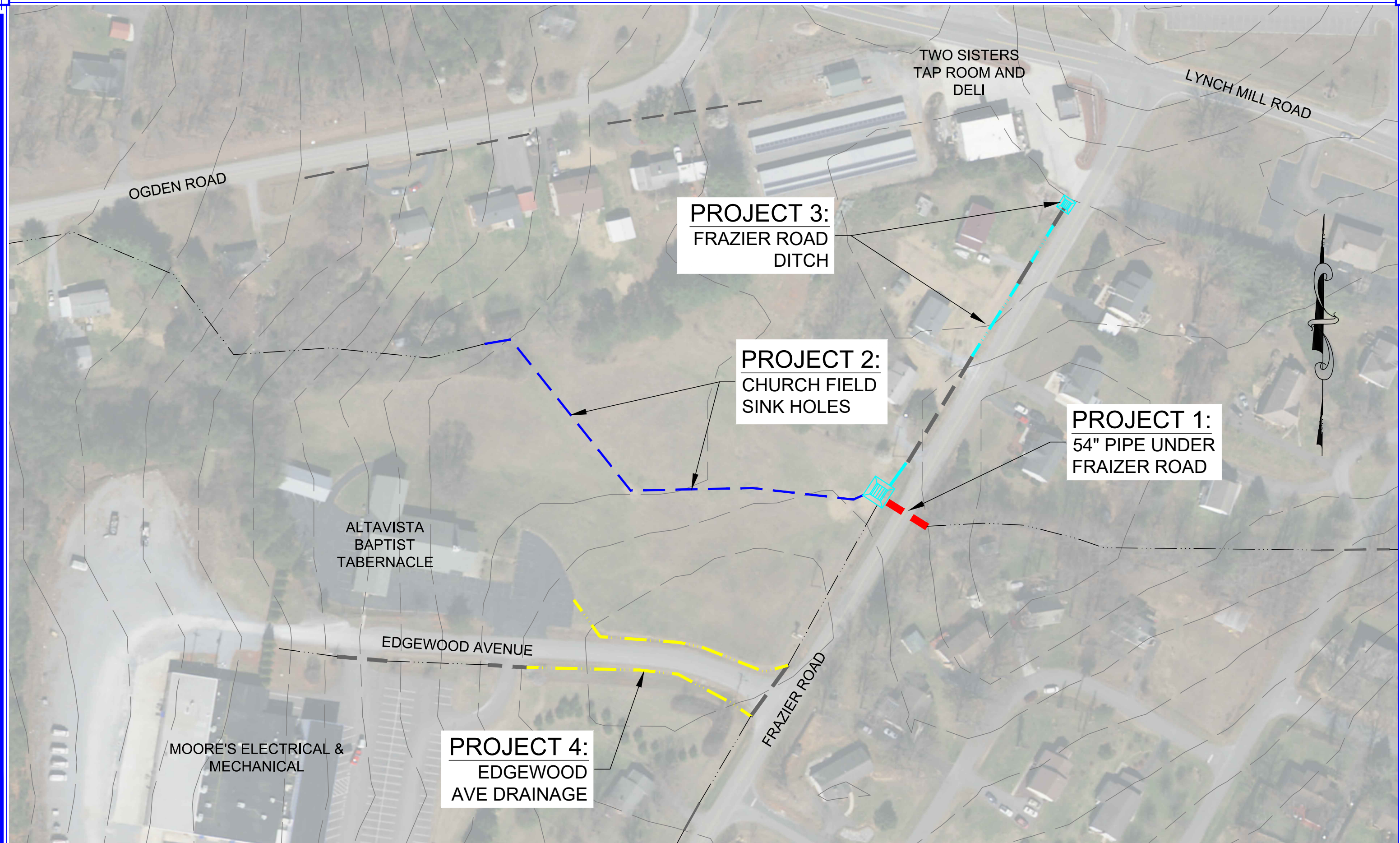
Scott Bortz, PE
Partner

Town of Altavista, Virginia

Accepted by: _____

Date: _____

Title: _____





PROJECT 1: 54" PIPE UNDER
FRAZIER ROAD

- RECOMMENDED OPTIONS
- RELINE PIPE
 - OPEN CUT AND REPLACE PIPE



PROJECT 2:
CHURCH FIELD
SINK HOLES,
DITCH

- RECOMMENDED OPTIONS
- RELINE PIPE, REPAIR SINKHOLES
 - OPEN CUT AND REPLACE WITH DITCH
 - OPTIONAL DITCH TREATMENT



PROJECT 3:
FRAZIER ROAD DITCH

- RECOMMENDED OPTIONS
- CHANNELIZE PARKING LOT FLOW
 - NEW INLET/TOP
 - REGRADE DITCHES



PROJECT 4:
EDGEWOOD AVE
OVERTOPPING ROAD

- RECOMMENDED OPTIONS
- ANALYZE FLOW QUANTITY & RECOMMEND DITCH IMPROVEMENTS

2019 CIP Town of Altavista Projects
Status Report - Peed & Bortz, LLC
19 May 2021

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-08

Recent Activities: Met w/ Town staff and Engineer will provided sketches to review with Town Council to determine a course of action.

Anticipated work over the next two weeks: Present to Town Council at 25 May meeting

Upcoming Tasks:

Outstanding Issues: Easements

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required: Town to provide pictures and/or video of the damaged pipe/inlet on Lynch Mill Road.

Issues Town Should Be Aware Of:



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5J

Item for Discussion

Title: YMCA Creek Erosion

Staff Resource: Steve Jester, Executive Director, YMCA
Robert Lee, English Construction, YMCA Board Member

Action(s):

- Request Council assistance for repairs

Explanation:

The creek that runs beside the YMCA Family Center has caused erosion that is damaging a concrete pad and risks the area where pool filtration system which is planned for installation in the fall of 2021.

Background:

There is an erosion problem that has taken place at the YMCA Family Center located on Franklin Street. Due to heavy rains, the creek that runs behind the facility has washed out a section of the bank and has undermined a concrete pad at the rear of the Family Center. Due to the nature of the repairs needed, the YMCA consulted an engineer in an attempt to find a permanent solution.

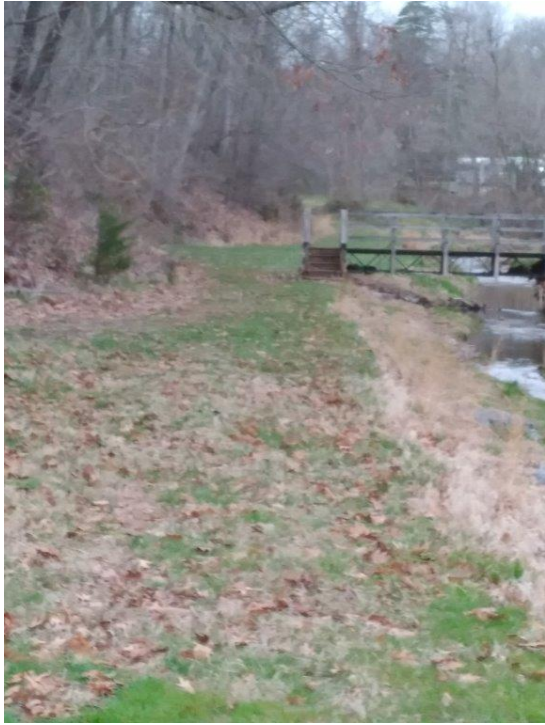
Robert Lee, English Construction, put together a scope of work as a basis of this project; however, there are no designs available for the project for permitting.

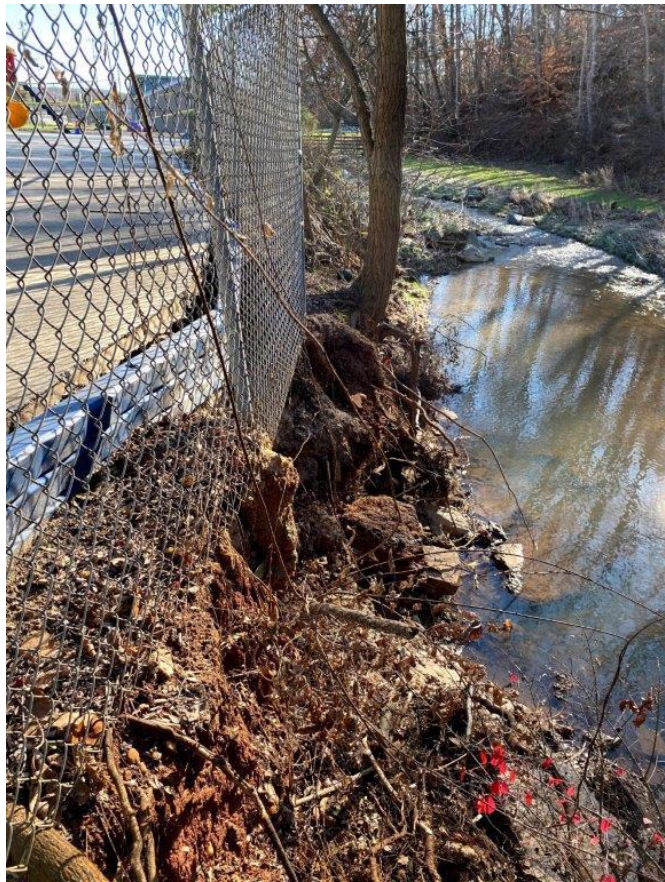
Funding Source(s):

Funding – there is currently no funding for this project in the budget.

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

- *Pictures of Erosion Area*















TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6

Updates/Informational Items

Below are items that staff will provide updates on, any action will be per discussion by Town Council.

- A: **Melinda High Pressure Zone (HPZ) Project (Tom Fore, Director of Utilities)**
- B: **Dearing Ford Business & Manufacturing Center (Waverly Coggsdale, Town Manager)**
- C. **FY2022 Budget/FY2022-2026 Capital Improvement Program (CIP)**
 - **Adoption of the FY2022 Budget and FY2022-2026 Capital Improvement Program (CIP) is scheduled for the Tuesday, June 8, 2021 Town Council Regular Meeting.**