



**Town of Altavista, Virginia**  
**Meeting Agenda**  
**Town Council Work Session**

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

**Tuesday, June 22, 2021**  
**Town Council Work Session 5:00 p.m.**  
**Council's Chambers**

**5:00 p.m. Call to Order**

1. **AGENDA ADOPTION**

2. **RECOGNITIONS AND PRESENTATIONS**

**A. Proclamation Honoring the Winston Family - Avoca**

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

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

4. **ITEMS REFERRED FROM PREVIOUS MEETINGS**

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

- A. FY2021 Budget Amendments/Departmental Transfers**
- B. Lynch Creek Erosion - YMCA Request Follow Up**
- C. Consideration of Resolution for Broadband Grant**

6. **UPDATES/INFORMATIONAL ITEMS**

- A. Water Treatment Plant - VDH "Gold Award"**
- B. Website Preview**

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**

*Section 2.2-3711 (A)(8) regarding consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.*

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.*

## **PROCLAMATION**

### **HONORING THE WINSTON FAMILY**

**WHEREAS**, The Town of Altavista wishes to recognize and express sincere gratitude to the Winston family for its integral role in establishing and supporting Avoca Museum and its charitable donation forty (40) years ago this year;

**WHEREAS**, Gladys Dearing Fauntleroy Winston, a direct descendant of Col. Lynch and the last resident of the current Avoca mansion, willed the property to her son, Dr. Lindley Murray Winston, Jr., upon her death in 1980;

**WHEREAS**, Dr. Lindley Murray Winston, Jr. and his wife, Mrs. Joyce Posson Winston benevolently deeded the property now known as Avoca Museum to the Town of Altavista on June 20, 1981 for the educational benefit and social enjoyment of the community's citizens and visitors;

**WHEREAS**, Dr. & Mrs. Winston astutely foresaw the need to organize an endowment to guarantee the future success of Avoca Museum;

**WHEREAS**, Dr. & Mrs. Winston invested heavily and wisely in the museum's endowment and that fund has grown substantially since 1992;

**WHEREAS**, Dr. & Mrs. Winston were generously supportive of Avoca Museum's fundraising efforts until Dr. Winston's death in 2005 and Mrs. Winston's death in 2020;

**WHEREAS**, Dr. & Mrs. Winston's sons – Daniel Clark Winston, Jay Sinclair Winston, and Thomas Dearing Winston – have consistently and liberally supported the mission of Avoca Museum in keeping with their parents' spirit of philanthropic giving;

**NOW THEREFORE, BE IT RESOLVED**, I, Michael E. Mattox, Mayor, on behalf of the Town Council and citizens of Altavista offer most profound thanks to the Winston family for their community spirit, dedication to the preservation of local historical resources, and improvement of our citizens' quality of life and sincerest appreciation for the donation of the Avoca property forty years ago.

**Presented this 22<sup>nd</sup> Day of June, 2021.**

**TOWN OF ALTAVISTA**

---

Michael E. Mattox, Mayor



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

## New Business

**Title:** FY 2021 Budget Amendments / Departmental Transfers

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

---

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

Council may do one of the following:

- By consensus place this item on the July 13<sup>th</sup> Regular Meeting Consent Agenda for approval.
- Provide alternative direction to staff, based on discussion.
- Take no action, at this time.

### **Explanation:**

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

### **Background:**

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

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

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

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

- *Memo-Budget Amendments / Departmental Transfers*



**DATE:** June 15, 2021

**TO:** Mayor Mattox and Members of Council

**FROM:** Tobie Shelton

**SUBJECT:** Budget Amendments / Departmental Transfers

---

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

- Allocation of CARES Funding \$ 456,850  
(Council Approval: October 13, 2020)
- Federal Forfeiture Account \$ 130  
(Revenue received through seizures)
- Firing Range Improvements \$ 4,720  
(Council Approval: October 13, 2020)
- Purchase of mini excavator using surplus proceeds \$ 45,980  
(Council Approval: April 13, 2021)
- Purchase of memorial signs: Mosley & Leonard Coleman Parks \$ 4,000  
(Council Approval: November 10, 2020)
- Dalton's Landing Canoe Launch: Construction \$ 419,250  
(Council Approval: July 14, 2020)
- Pavilion Structure at Mosley Park \$ 1,980  
(Council Approval: August 25, 2020)
- Professional Services: Brownfields Grant \$ 52,430  
(Council Approval: June 25, 2019)
- Mowing Contract: Avoca Museum \$ 4,000  
(Revenue received through reimbursement)
- Tank Maintenance \$ 22,750  
(Council Approval: October 13, 2020)
- McMinnis Spring Project \$ 502,620  
(Council Approval: March 24, 2020)

- VRA Borrowing: Bond Counsel \$ 18,750  
*(Council Approval: October 13, 2020)*
- Wastewater Electrical Project \$2,238,200  
*(Council Approval: October 13, 2020)*
- Lynch Creek & Riverview Sewer Line Projects \$ 210,410  
*(Council Approval: March 24, 2020)*
- Shade Structure: Mosley Park \$ 10,000  
*(Council Approval: August 25, 2020)*

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

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



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>        | <u>Expense</u> | <u>Revenue</u> |
|-----------------------|----------------|----------------|
| General Fund          |                |                |
| FEMA Grant Expenses   |                |                |
| 010-1001-400.50-99    | \$ 21,480.00   |                |
| 010-1101-401.50-99    | \$ 5,240.00    |                |
| 010-3101-501.50-99    | \$ 326,160.00  |                |
| 010-4101-601.50-99    | \$ 17,240.00   |                |
| 010-7201-408.50-99    | \$ 58,720.00   |                |
| 010-9105-801.50-99    | \$ 130.00      |                |
| 010-9102-802.70-09    | \$ 17,500.00   |                |
| General Fund          |                |                |
| Federal / CARES Money |                |                |
| 010-0000-343.09-00    |                | \$ 446,470.00  |
| Enterprise Fund       |                |                |
| FEMA Grant Expenses   |                |                |
| 050-5001-701.50-99    | \$ 4,730.00    |                |
| 050-5101-702.50-99    | \$ 5,650.00    |                |
| Enterprise Fund       |                |                |
| Federal / CARES Money |                |                |
| 050-0000-343.09-00    |                | \$ 10,380.00   |

#### Summary

To appropriate \$456,850 between the General Fund and Enterprise Fund to cover costs associated with the COVID-19 pandemic. At the October 13, 2020 regular meeting, Council approved to allocate CARES Funding as presented by staff. These items are listed in the attached minutes of the meeting.

#### Budget Impact

This will result in a net increase to the budget of \$456,850. There is an offsetting revenue to cover the expense.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                                 | <u>Expense</u> | <u>Revenue</u> |
|--|----------------|----------------|
| General Fund                                   |                |                |
| PD-Federal Forfeiture Account                  |                |                |
| 010-3101-501.50-79                             | \$ 130.00      |                |
| General Fund                                   |                |                |
| Miscellaneous Revenue - PD Forfeiture Accounts |                | \$ 130.00      |
| 010-0000-361.08-00                             |                |                |

#### Summary

To appropriate \$130 to cover costs associated with purchase of flares to be used in drug enforcement. Funds will be transferred in from the Federal Forfeiture Account.

#### Budget Impact

This will not impact the town's budget, as these funds will be transferred in from the Federal Forfeiture Account.

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

Adopted this 13th day of July 2021





## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>  | <u>Expense</u> | <u>Revenue</u> |
|---|----------------|----------------|
| Capital Outlay - Building<br>010-3101-501.81-18                         | \$ 2,900.00    |                |
| Capital Outlay - Improvements Other Than Building<br>010-3101-501.81-30 | \$ 1,820.00    |                |
| General Fund<br>Transfer In from Reserves<br>010-0000-361.01-00         |                | \$ 4,720.00    |

#### Summary

To appropriate \$4,720 for the erection of a carport, installation of a storage container, and portable toilet at the Police Department's Firing Range. This was a FY2020 CIP item that was approved by Council at the October 13, 2020 regular meeting, to carryover funding for. Funds are earmarked in reserves for this project.

#### Budget Impact

This will result in a net increase to the budget of \$4,720.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>  | <u>Expense</u> | <u>Revenue</u> |
|---|----------------|----------------|
| Capital Outlay - Building<br>010-4101-601.82-06                         | \$ 45,980.00   |                |
| Capital Outlay - Improvements Other Than Building<br>010-0000-351.01-00 |                | \$ 45,980.00   |

#### Summary

To appropriate \$45,980 for the purchase of a mini excavator to be funded with surplus equipment proceeds, as approved by Council at the April 13, 2021 regular meeting.

#### Budget Impact

This will result in a net increase to the budget of \$45,980.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                                 | <u>Expense</u> | <u>Revenue</u> |
|--|----------------|----------------|
| Materials & Supplies<br>010-4104-602.60-18     | \$ 4,000.00    |                |
| Transfer In from Reserves<br>010-000-361.01-00 |                | \$ 4,000.00    |

#### Summary

To appropriate \$4,000 to cover the purchase of memorial signs at Mosley Park as well as a Leonard Coleman Park, as approved by Council at the November 10, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget of \$4,000.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>   | <u>Expense</u> | <u>Revenue</u> |
|--|----------------|----------------|
| Capital Improvements - Dalton's Landing Canoe Launch<br>010-4104-602.81-30 | \$ 419,250.00  |                |
| Grants / Canoe Launch Project<br>010-0000-351.06-01                        |                | \$ 234,150.00  |
| Transfer in from Designated Reserves<br>010-0000-361.03-01                 |                | \$ 185,100.00  |

#### Summary

To appropriate \$419,250 for the construction of Dalton's Landing Canoe Launch, as approved by Council at the July 14, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget of \$419,250.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                           | <u>Expense</u> | <u>Revenue</u> |
|--|----------------|----------------|
| General Fund                             |                |                |
| Capital Outlay - Pavilion at Mosley Park |                |                |
| 010-4104-602.82-18                       | \$ 1,980.00    |                |
| General Fund                             |                |                |
| Transfer In from Reserves                |                |                |
| 010-000-361.01-00                        |                | \$ 1,980.00    |

#### Summary

To appropriate \$1,980 to cover the final costs associated with installing a pavilion structure at Mosley Park as well as a concrete pavilion floor, as approved by Council at the August 25, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$1,980.

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

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                            | <u>Expense</u> | <u>Revenue</u> |
|---|----------------|----------------|
| General Fund                              |                |                |
| Capital Outlay - Brownfield Grant Project |                |                |
| 010-9102-801.82-30                        | \$ 52,430.00   |                |
| General Fund                              |                |                |
| Transfer In from Reserves                 |                |                |
| 010-000-361.01-00                         |                | \$ 52,430.00   |

#### Summary

To appropriate \$52,430 for costs associated with the professional services related to the Brownfields Grant Process, as approved by Council at the June 25, 2019 Work Session.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$52,430.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>        | <u>Expense</u> | <u>Revenue</u> |
|-----------------------|----------------|----------------|
| General Fund          |                |                |
| Mowing Contract       |                |                |
| 010-9105-801.30-36    | \$ 3,640.00    |                |
| Repairs & Maintenance |                |                |
| 010-9105-801.60-04    | \$ 80.00       |                |
| Fuels & Lubricants    |                |                |
| 010-9105-801.60-06    | \$ 280.00      |                |
| General Fund          |                |                |
| Misc. Revenue         |                |                |
| 010-0000-351.04-00    |                | \$ 4,000.00    |

#### Summary

To appropriate \$4,000 for expenses associated with operations at Avoca. There is an offsetting revenue to cover the costs, as Avoca is billed for the mowing and costs associated with the museum's vehicle.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$4,000.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                       | <u>Expense</u> | <u>Revenue</u> |
|--------------------------------------|----------------|----------------|
| Enterprise Fund                      |                |                |
| Capital Outlay - Tank Maintenance    |                |                |
| 050-5010-701.81-06                   | \$ 22,750.00   |                |
| Transfer In From Designated Reserves |                |                |
| 050-0000-361.01-00                   |                | \$ 22,750.00   |

#### Summary

To appropriate \$22,750 to cover costs associated with tank maintenance. We did not receive the June bill in time to pay out of FY2020 Budget, so fund were carried over, as approved by Council at the October 13, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$22,750.

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

Adopted this 13th day of July 2021





## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                    | <u>Expense</u> | <u>Revenue</u> |
|-----------------------------------|----------------|----------------|
| Enterprise Fund                   |                |                |
| Capital Outlay - McMinnis Project |                |                |
| 050-5010-701.81-06                | \$ 502,620.00  |                |
| Transfer In From Bond Proceeds    |                |                |
| 050-0000-361.11-00                |                | \$ 502,620.00  |

#### Summary

To appropriate \$502,620 to cover costs associated with the McMinnis Spring Project. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$502,620.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                | <u>Expense</u> | <u>Revenue</u> |
|-------------------------------|----------------|----------------|
| Enterprise Fund               |                |                |
| Misc. & Professional Services |                |                |
| 050-5101-702.30-14            | \$ 18,750.00   |                |
| Transfer In From Reserves     |                |                |
| 050-0000-361.01-00            |                | \$ 18,750.00   |

#### Summary

To appropriate \$18,750 for Bond Counsel Fees associated with the VRA borrowing, as approved by Council at the October 13, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$18,750.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                              | <u>Expense</u>  | <u>Revenue</u>  |
|---|-----------------|-----------------|
| Enterprise Fund                             |                 |                 |
| Capital Improvement - WW Electrical Project |                 |                 |
| 050-5110-702.81-40                          | \$ 2,328,200.00 |                 |
| Transfer In From Bond Proceeds              |                 |                 |
| 050-0000-361.11-00                          |                 | \$ 2,328,200.00 |

#### Summary

To appropriate \$2,238,200 for costs associated with the WW Electrical Project. This project is funded through the VRA borrowing, as approved by Council at the October 13, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$2,238,200.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>                         | <u>Expense</u> | <u>Revenue</u> |
|--|----------------|----------------|
| Enterprise Fund                        |                |                |
| Capital Improvement - Lynch Creek Proj |                |                |
| 050-5110-702.81-20                     | \$ 30,400.00   |                |
| Capital Improvement - Riverview Proj   |                |                |
| 050-5110-702.81-20                     | \$ 188,010.00  |                |
| Transfer In From Bond Proceeds         |                |                |
| 050-0000-361.11-00                     |                | \$ 210,410.00  |

#### Summary

To appropriate \$210,410 for costs associated with the Lynch Creek and Riverview Sewer Line Projects. Both projects are funded through G.O. Bond proceeds, as approved by Council at the March 24, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$210,410.

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

Adopted this 13th day of July 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

| <u>Account</u>   | <u>Expense</u> | <u>Revenue</u> |
|--|----------------|----------------|
| Capital Improvements - Shade Structure-Mosley Park<br>010-4104-602.81-26 | \$ 10,000.00   |                |
| Transfer In from Reserves<br>010-000-361.01-00                           |                | \$ 10,000.00   |

#### Summary

To appropriate \$10,000 for a shade structure at Mosley Park, as approved by Council at the August 25, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget of \$10,000.

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

Adopted this 13th day of July 2021

**DEPARTMENTAL FUNDS TRANSFER**

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

Transfer Jnl ID#:

DT-7

**See Processing Instructions Below**Requester Tobie Shelton

Required

Department  
Name : Council

Required

Date of  
Request: 6/10/2021Fiscal Year: 2021Phone #: \_\_\_\_\_ Email Address: [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov)Reason for  
Transfer:

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

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

| Account Number     | Amount - Enter as<br>Positive ( + ) Incr<br>Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-1001-400.50-32 | \$60.00   | Misc. Retreat  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: \$60.00**CREDIT:**

| Account Number     | Amount - Enter as<br>Negative ( - ) Decr<br>Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-1001-400.50-26 | -\$60.00  | Conventions & Educations                                     |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: -\$60.00

Total Credits and Total Debits must be equal zero.

**Approvals Required:**Kayla Denigan06/15/21

Prepared By

Date

Phone

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

## DEPARTMENTAL FUNDS TRANSFER

### General Accounting

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

Transfer Jnl ID#:

DT-8

See Processing Instructions Below

Requester Tobie Shelton

Required

Department  
Name : Administration

Required

Date of  
Request: 6/10/2021

Fiscal Year: 2021

Phone #:

Email Address: [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov)

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

#### DEBIT: (Charge)

| Account Number     | Amount - Enter as<br>Positive ( + ) Incr<br>Amt | Description - REQUIRED FIELD (Limit to 30 Characters) | Reference |
|--------------------|---|---|-----------|
| 010-1101-401.30-26 | \$5,500.00                                      | IT Network / Website Support                          |           |
| 010-1101-401.50-32 | \$2,680.00                                      | Misc.   |           |
|                    |   |   |           |
|                    |   |   |           |
|                    |   |   |           |
|                    |   |   |           |
| Total Debits:      |   | \$8,180.00  |           |

#### CREDIT:

| Account Number     | Amount - Enter as<br>Negative ( - ) Decr<br>Amt | Description - REQUIRED FIELD (Limit to 30 Characters) | Reference |
|--------------------|---|---|-----------|
| 010-1101-401.30-14 | -\$8,180.00                                     | Misc. & Prof Svcs.                                    |           |
|                    |   |   |           |
|                    |   |   |           |
|                    |   |   |           |
|                    |   |   |           |
| Total Credits:     |   | -\$8,180.00   |           |

Total Credits and Total Debits must be equal zero.

#### Approvals Required:

*Kayla Denigan*

06/15/21

Prepared By

Date

Phone

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

**DEPARTMENTAL FUNDS TRANSFER**

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

Transfer Jnl ID#: **DT-9****See Processing Instructions Below**

Requester Chief Merricks Department Name: Public Safety Date of Request: 6/10/2021 Fiscal Year: 2021  
*Required* *Required*  
Phone #: \_\_\_\_\_ Email Address: [jemerricks@altavistava.gov](mailto:jemerricks@altavistava.gov)

Reason for Transfer:

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

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

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-3101-501.10-08 | \$5,610.00                                | PD Resid / Educ Stipend                                      |           |
| 010-3101-501.50-04 | \$460.00                                  | Heating Svcs   |           |
| 010-3101-501.50-79 | \$40.00                                   | Fed. Forfeiture Fund   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
| Total Debits:      |   | \$6,110.00   |           |

**CREDIT:**

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-3101-501.10-02 | -\$5,610.00                               | Salaries and Wages   |           |
| 010-3101-501.50-26 | -\$460.00                                 | Conventions and Education                                    |           |
| 010-3101-501.60-02 | -\$40.00                                  | Office Supplies  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
| Total Credits:     |   | -\$6,110.00  |           |

**Total Credits and Total Debits must be equal zero.****Approvals Required:**Kayla Denigan06/15/21

Prepared By

Date

Phone

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



## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: DT-10-A

See Processing Instructions Below

Requester David Garrett Required Department Name : Public Works Required Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <span style="color: red;">REQUIRED FIELD (Limit to 30 Characters)</span> | Reference |
|--------------------|---|--|-----------|
| 010-4101-601.10-04 | \$3,010.00                                | Overtime   |           |
| 010-4101-601.30-08 | \$2,850.00                                | Maint. Svc Contracts   |           |
| 010-4101-601.30-18 | \$460.00                                  | R&M Electronics  |           |
| 010-4101-601.60-05 | \$420.00                                  | Fuel Pumps   |           |
| 010-4101-601.60-08 | \$500.00                                  | Veh / Equip R&M  |           |
| 010-4101-601.60-11 | \$500.00                                  | Safety Equip & Prog  |           |
| 010-4101-601.60-22 | \$200.00                                  | Hwy, St., & Sidewalk   |           |
| 010-4101-601.60-30 | \$170.00                                  | Eng. R&M   |           |

Total Debits: \$8,110.00

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <span style="color: red;">REQUIRED FIELD (Limit to 30 Characters)</span> | Reference |
|--------------------|---|--|-----------|
| 010-4101-601.10-02 | -\$3,010.00                               | Salaries & Wages   |           |
| 010-4101-601.30-40 | -\$960.00                                 | Recurring Lease Agreement  |           |
| 010-4101-601.60-23 | -\$1,790.00                               | Equipment Rental   |           |
| 010-4101-601.30-38 | -\$2,350.00                               | Tub Grinding   |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: -\$8,110.00

Total Credits and Total Debits must be equal zero.

### Approvals Required:

*Kayla Donigan*

06/15/21

Prepared By

Date

Phone

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

## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-10-B**

**See Processing Instructions Below**

Requester David Garrett Department Name: Public Works Date of Request: 6/10/2021 Fiscal Year: 2021  
*Required* *Required*  
Phone #: \_\_\_\_\_ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

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

Excluding Salary/Wages Line Items

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-4101-601.60-34 | \$180.00                                  | Train Station Supplies                                       |           |
| 010-4103-601.60-18 | \$250.00                                  | B&G Supplies   |           |
| 010-4104-602.60-18 | \$5,200.00                                | P&R Supplies   |           |
| 010-4104-602.60-58 | \$730.00                                  | Special Events   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: \$6,360.00

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-4104-602.60-54 | -\$1,000.00                               | Playground Equipment   |           |
| 010-4104-602.50-02 | -\$500.00                                 | Electrical   |           |
| 010-4104-602.60-53 | -\$1,500.00                               | Mulch & Landscaping Stone                                    |           |
| 010-4101-601.60-06 | -\$2,630.00                               | Fuels & Lubricants   |           |
| 010-4101-601.60-44 | -\$730.00                                 |  |           |
|                    |   |  |           |

Total Credits: -\$6,360.00

**Total Credits and Total Debits must be equal zero.**

### Approvals Required:

Kayla Donigan

06/15/21

Prepared By

Date

Phone

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

## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-11**

**See Processing Instructions Below**

Requester Amie Owens **Required** Department Name : Transportation - ACTS **Required** Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: [awowens@altavistava.gov](mailto:awowens@altavistava.gov)

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-6101-403.30-16 | \$100.00                                  | Physicals  |           |
| 010-6101-403.60-08 | \$920.00                                  | Veh & Equip - R&M  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: **\$1,020.00**

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-6101-403.30-06 | \$100.00                                  | Advertising  |           |
| 010-6101-403.60-06 | \$920.00                                  | Fuels & Lubricants   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: **\$1,020.00** **DEBITS DO NOT EQUAL CREDITS - PLEASE CHECK ALLOCATION AMOUNT**  
Total Credits and Total Debits must be equal zero.

### Approvals Required:

Kayla Denigan 06/15/21  
Prepared By Date Phone

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

## DEPARTMENTAL FUNDS TRANSFER

### General Accounting

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

Transfer Jrnl ID#: **DT-12**

**See Processing Instructions Below**

Requester Sharon Williams **Required** Department Name : Community Development / PC **Required** Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: sdwilliams@altavistava.gov

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

#### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-7203-400.50-26 | \$100.00                                  | Conventions & Education                                      |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: \$100.00

#### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 010-7203-400.50-24 | -\$100.00                                 | Substance & Lodging  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: -\$100.00

**Total Credits and Total Debits must be equal zero.**

#### Approvals Required:

*Kayla Denigan*

06/15/21

Prepared By

Date

Phone

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

## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-13**

**See Processing Instructions Below**

Requester David Garrett **Required** Department Name : Highway Maintenance Fund **Required** Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 020-4101-606.60-46 | \$5,400.00                                | Other Traffic Svcs Roadside                                  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: \$5,400.00

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 020-4101-606.60-44 | -\$5,400.00                               | Snow & Ice Removal   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: -\$5,400.00

**Total Credits and Total Debits must be equal zero.**

### Approvals Required:

*Kayla Denigan*

06/15/21

Prepared By

Date

Phone

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

## DEPARTMENTAL FUNDS TRANSFER

### General Accounting

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

Transfer Jnl ID#:

DT-14

See Processing Instructions Below

Requester Tom Fore

Required

Department

Name : Water Treatment Plant

Required

Date of

Request: 6/10/2021

Fiscal Year: 2021

Phone #: \_\_\_\_\_ Email Address: [twfore@altavistava.gov](mailto:twfore@altavistava.gov)

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

#### DEBIT: (Charge)

| Account Number     | Amount - Enter as<br>Positive ( + ) Incr<br>Amt | Description - REQUIRED FIELD (Limit to 30 Characters) | Reference |
|--------------------|---|---|-----------|
| 050-5001-701.50-04 | \$460.00  | Heating Svcs.   |           |
| 050-5001-701.60-04 | \$24,780.00                                     | Repairs and Maintenance                               |           |
| 050-5001-701.60-14 | \$3,200.00                                      | Other Operating Supplies                              |           |
|                    |   |   |           |
|                    |   |   |           |
|                    |   |   |           |
|                    |   |   |           |

Total Debits: \$28,440.00

#### CREDIT:

| Account Number     | Amount - Enter as<br>Negative ( - ) Decr<br>Amt | Description - REQUIRED FIELD (Limit to 30 Characters) | Reference |
|--------------------|---|---|-----------|
| 050-5001-701.50-02 | -\$460.00                                       | Electrical Svcs.                                      |           |
| 050-5001-701.50-24 | -\$2,000.00                                     | Subsistence & Lodging                                 |           |
| 050-5001-701.50-26 | -\$3,000.00                                     | Conventions & Education                               |           |
| 050-5001-701.50-64 | -\$3,000.00                                     | Sample Testing  |           |
| 050-5001-701.60-15 | -\$900.00                                       | Lab. Test Chemicals                                   |           |
| 050-5001-701.30-20 | -\$19,080.00                                    | Water Purchase CC                                     |           |

Total Credits: -\$28,440.00

Total Credits and Total Debits must be equal zero.

#### Approvals Required:

Kayla Donigan 06/15/21  
Prepared By Date Phone

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

## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-15**

**See Processing Instructions Below**

Requester Tom Fore **Required** Department Name : Waste Water Treatment Plant **Required** Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: twfore@altavistava.gov

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 050-5101-702.10-04 | \$16,000.00                               | Overtime   |           |
| 050-5101-702.50-08 | \$1,200.00                                | Telecommunications   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: **\$17,200.00**

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 050-5101-702.10-02 | -\$16,000.00                              | Salaries and Wages   |           |
| 050-5101-702.50-26 | -\$1,200.00                               | Conventions & Educations                                     |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: **-\$17,200.00**

**Total Credits and Total Debits must be equal zero.**

### Approvals Required:

*Kayla Denigan*

06/15/21

Prepared By

Date

Phone

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

## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-16**

**See Processing Instructions Below**

Requester Tom Fore **Required** Department Name : Distribution and Collection **Required** Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: twfore@altavistava.gov

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 050-5201-711.50-99 | \$180.00                                  | Covid Expenses   |           |
| 050-5201-712.50-99 | \$180.00                                  | Covid Expenses   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: \$360.00

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 050-5201-711.50-26 | -\$180.00                                 | Conventions and Educations                                   |           |
| 050-5201-712.50-26 | -\$180.00                                 | Conventions and Educations                                   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: -\$360.00

**Total Credits and Total Debits must be equal zero.**

### Approvals Required:

*Kayla Denigan*

06/15/21

Prepared By

Date

Phone

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



## DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-17**

**See Processing Instructions Below**

Requester David Garrett **Required** Department Name: Cemetery **Required** Date of Request: 6/10/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

### DEBIT: (Charge)

| Account Number     | Amount - Enter as Positive ( + ) Incr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 090-0000-603.10-04 | \$200.00                                  | Overtime   |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Debits: \$200.00

### CREDIT:

| Account Number     | Amount - Enter as Negative ( - ) Decr Amt | Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b> | Reference |
|--------------------|---|--|-----------|
| 090-0000-603.60-04 | -\$200.00                                 | Repairs & Maintenance  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |
|                    |   |  |           |

Total Credits: -\$200.00

**Total Credits and Total Debits must be equal zero.**

### Approvals Required:

*Kayla Denigan*

06/15/21

Prepared By

Date

Phone

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5B

## Unfinished Business

**Title:** YMCA Creek Erosion  
**Staff Resource:** David Garrett, Public Works Director  
Amie Owens, Assistant Town Manager

---

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

- Await Town Council decision related to funding for creek erosion 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 will be installed.

### **Background:**

At the May 25, 2021 work session, Robert Lee, English Construction, and Steve Jester, Executive Director, YMCA explained about the erosion issue and the impact it is having for YMCA. An estimate of \$115,000 was received from a contractor based on Mr. Lee's scope of services.

At the direction of Town Council on June 8, representatives met once again on site to see if there could be changes made to the scope of the project for a more compact area for immediate mitigation. It was noted that the creek in its entirety was seeing similar erosion issues and that the creek restoration may be a future CIP project.

From the meeting on June 16, 2021, it was noted that the project scope could be more focused which would allow for an informal process to be used for the project and allow for a more expedient resolution. Robert Lee provided an updated scope of service which would minimize the project to approximately 100 feet. Quotes will be sought.

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

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

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

- Revised scope of services

## General Information

---

Provide an itemized pricing proposal for the emergency creek bank stabilization at the YMCA in Altavista VA. The process will start immediately after the contractor selection and contract agreement. Construction, administration, meetings, and travel shall be included in the pricing as well for the duration of the project. The price proposal is due as soon as possible.

The project involves the stabilization of the streambank behind the YMCA Family Center to prevent continued erosion and property damage. The work will start at the existing storm culvert at the SW corner of the building and continue for a minimum of 75' not to exceed 100' of the gabion basket retaining and rip rapping the bank in 50' increments not to exceed a total of 300'. The work cannot extend into the stream more than 1 cubic yard per foot of bank.

The Town of Altavista reserves the right to reject any or all proposals in whole or in part, to waive any informality and to base all conclusions, decisions, and actions upon accordance with the best interest of the Town of Altavista.

## RFP Overview

---

### RFP selection requirements

- Firm overview
- Similar Completed projects
- Project approach
- Anticipated project schedule
- Cost proposal

## Design scope of work overview

---

### Project Scope of work

- Stabilize the creek bank behind the YMCA Family Center
- Access will be by the YMCA parking lot and by way of the park. (Photo #1 and #2) This access must be restored after the project is complete.
- Work to start at the existing storm water culvert at the SW corner of the building (Photo #3)
- Clearing of Trees as require along the creek bank to preform work.
- The fencing will be taken down by the Y; the concrete slab will stay in place. (Photo #4)
- Installation of Gabion baskets. The base should consist of two(2) gabion baskets, DuraFlex 12 gauge with PVC coating for fresh water applications wide, (6' into the creek). The vertical Baskets should be DuraFlex 12 gauge with PVC coating for fresh water applications, or equal. The baskets should be installed per the manufactures requirements. The width of the basket will be a minimum of 3' and length of 6'. The baskets will be staggered and extend from culvert down the creek for 75' with an option to go to 100'.
- Upon completion of the basket installation, properly back fill any voids behind the baskets. Stone or crushed concrete may be used.
- Once the baskets are installed it will be the option of the Town of Altavista to extend the baskets to a total of 100' or transition to stabilization of the bank by grading the bank, placing chain link fence provided by the town and covering with rip rap or crushed concrete of equal size. This will be priced in 50' increments.
- All work must be done in a safe manner meeting all OSHA requirements.

- All steps must be taken by the contractor to assure that the work does not extend into the creek more than 1 - cubic yard per foot of bank and that the bank disturbed is less than 300 LF.
- All material and waste is to be properly disposed of by the contractor.
- Sediment control measures will need to be put in place as needed. Allow for 500 LF.
- There will be a standard agreement form for the contract.
- Billing will be done monthly, with payment within 30 days.
- There will be a 10% retainage on the project until the restoration of the site is acceptable by the Town of Altavista.

Additional photos are attached for you use.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5C

## **New Business**

**Title:** Tobacco Region Revitalization Commission Grant Resolution - Broadband

**Staff Resource:** Sharon D. Williams, AICP, Community Development Director

---

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

Consideration of a resolution in support of a grant application to the Virginia Tobacco Region Revitalization Commission (TRRC) for a broadband initiative.

### **Explanation:**

The town is aware that funding is available from the Virginia Tobacco Region Revitalization Commission to provide broadband in unserved/underserved areas in southern Virginia. The town desires to apply for the grant and a resolution of support is required from the locality as part of the application packet.

### **Background:**

Mayor Mattox has assembled a small working group to discuss broadband initiatives to provide service to underserved areas of Altavista. The members of the group, which consist of the Mayor, Councilman Dr. Scott Lowman, Assistant Town Manager Amie Owens, Walter Maddy, and the Community Development Director, have been researching programs and funding sources to address this need. This issue has been discussed by Town Council in the past and at the August 11, 2020 meeting Town Council discussed enhanced broadband for citizens.

The Virginia Tobacco Region Revitalization Commission (TRRC) is accepting applications for broadband projects that will provide wireless and fiber broadband service to unserved/underserved areas of the Tobacco Region. The goal is to provide access to broadband speeds of at least 25 Mbps download and 3 Mbps upload. Applications for funding to support broadband deployment will be accepted for up to 50% of the costs to design, construct, equip, and put into service broadband infrastructure that serves residential and commercial subscribers in project areas designated as unserved or underserved.

The grant requires that a public-private partnership be formed, and a qualified and experienced private provider must be included as a co-applicant. The working group recommends that River City Systems Inc., be approved as the co-applicant. The town has an established relationship with River City, as they assisted with the installation of broadband and selection of equipment for the Spark Innovation Center.

The working group is currently working on plans and cost estimates for the grant application, which are due no later than July 8, 2021.

**Funding Source(s):**

A 50% match is required for the grant. A funding source has not been identified. Potential funding sources may be reserved funds, other grants, or American Rescue Plan (ARP).

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

- Resolution. [\(LINK\)](#)
- Minutes from August 11, 2020 meeting



**RESOLUTION APPROVING AN APPLICATION TO THE TOBACCO REGION  
REVITALIZATION COMMISSION SOUTH ECONOMIC DEVELOPMENT PROGRAM  
FOR BROADBAND**

**WHEREAS**, the Tobacco Region Revitalization Commission's (TRRC) Southside Economic Development Program was created to promote economic growth and development in tobacco-dependent communities throughout the Southside region of the Commonwealth, in order to assist such communities in reducing their dependency on tobacco and tobacco-related business; and

**WHEREAS**, the TRRC provides support in the form of grants to governmental entities to assist in up to 50% of costs to implement projects that measurably provide broadband in unserved/underserved areas; and

**WHEREAS**, the Town seeks to pursue efforts to increase access to wireless and fiber broadband to assist its citizens and businesses; and

**WHEREAS**, the Town desires to apply for a TRRC Southside Economic Development Broadband Grant for the aforementioned project.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE TOWN OF ALTAVISTA, VIRGINIA, THAT:**

1. The submittal of an application to Tobacco Region Revitalization Commission by the Town for a Southside Economic Development Broadband Grant, is hereby authorized.
2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed TRRC Southside Economic Development Broadband Grant.

Adopted this 18<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Mike Mattox, Mayor

ATTEST: \_\_\_\_\_  
Waverly Coggsdale, III  
Clerk of Council

## August 11, 2020 Council Meeting

### 12. Matters from Council

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

- Mr. Bennett referenced the Town of Altavista's recent designation as a "Bronze SolSmart Community". He thanked Altavista's Town Manager, Waverly Coggsdale, Altavista's Community Development Director, Sharon Williams, and a previous Administrative Intern for the town, George Sandridge, for their efforts and hard work in making this project successful.

Mr. Bennett reminded Council of the town's moto, "Treasured Past / Innovative Future". He stated he felt the town should celebrate its recent SolSmart designation, because Altavista was the only locality in the surrounding area that had the bronze designation from the Virginia Department of Energy.

Mr. Bennett asked Council to consider allowing the town to place "signage" at multiple locations in town to notify town citizens and visitors of Altavista's SolSmart designation. He stated SolSmart signage was also a great way to advertise to potential new industries of the town's commitment to becoming a central point of technology in Campbell County.

Mr. Mitchell suggested Council consider including Mr. Bennett's suggested signage in the town's future marketing/promoting plans, as discussed by Council in their last meeting.

- Mrs. Dalton referenced her "physical" absence from that evening's meeting and other previous Council meetings. She shared her absence was her decision due to a family member being highly vulnerable to the effects of the COVID19 virus.

Mrs. Dalton stated she appreciated the accommodations that were done, so that she could be a part of Council meetings by phone.

Mrs. Dalton stated she missed being at the meetings in person. She encouraged everyone to be as safe as possible, to help combat the transmission of the COVID19 virus.

- Mr. Mitchell referenced the CARES Act (Coronavirus Aid, Relief, and Economic Security Act), established in March 2020, due to the COVID19 pandemic. He asked if the "emergency funds" available to Altavista through Campbell County were able to be used towards implementing Altavista's desired Broadband services.

Mr. Coggsdale reminded Council the funds obtained through the CARES Act have to be used by December 31, 2020.



Mr. Coggsdale informed Council that he and Sharon Williams, Altavista's Community Development Director, had reached out to Altavista's local internet provider (Comcast) in regard to their ability to enhance Altavista's internet service in the timeframe between then and December 31<sup>st</sup>, in order for Altavista to utilize CARES Act funds for this project.

Mr. Coggsdale stated, at that time, staff had not yet heard back from Comcast regarding their inquiry. He asked Council to let staff know if they wanted them to reach out to any other internet provider(s) for the same inquiry.

Mr. Mitchell referenced the new Innovative Center to be located in the old Altavista Fire Station building on 7<sup>th</sup> Street. He suggested placing a tower there as a "central point" for the Broadband project, as it would potentially reach most of the town from that location.

Mr. Bennett asked the Town Manager for an update on the town's previous investigation into the possibility of "wireless internet" for the Altavista community.

Mr. Coggsdale stated a report/study was given to the town when they originally investigated the possibility in 2016. He stated the issue at that point would be implementing the project before the December 31<sup>st</sup> deadline.

Mr. Coggsdale stated that was the reason Town Staff contacted Comcast for their services, because they already had the "infrastructure" needed to potentially enhance Broadband services to the Altavista community for "teleworking" and education purposes.

Mr. Coggsdale stated Town Staff would follow-up with Comcast before the next Council meeting, so they could give Council an update on this matter.

Mayor Mattox referenced the two existing towers in town, one located at the Altavista Combined School, and one located at the Altavista Elementary School. He stated neither of the two towers were currently being used and suggested Town Staff investigate the possibility of using the two existing towers for the town's desired Broadband project.

Mayor Mattox asked Ms. Williams to share with Council a brief overview of the progress staff has made pertaining to Comcast and the Broadband investigation.

Ms. Williams informed Council that Town Staff has sent Comcast a copy of the fore-mentioned 2016 Broadband Study. She stated Comcast was using the study to evaluate what, if anything, could potentially be accomplish before the December 2020 deadline.

Mayor Mattox thanked Ms. Williams for her report.



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

## OFFICE OF DRINKING WATER

Danville Field Office

M. Norman Oliver, MD, MA  
State Health Commissioner

211 Nor Dan Drive, Suite 1040  
Danville, VA 24540  
Phone: 434-836-8416  
Fax: 434-836-8424

May 27, 2021

Subject: Campbell County  
Town of Altavista  
PWSID No. 5031050

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


Dear Mr. Coggsdale:

**Congratulations!** The Virginia Department of Health, Office of Drinking Water (ODW) is pleased to present your waterworks with a 2020 Excellence in Waterworks Operations/Performance Award. For 2020, your operators achieved a Gold Level Award. The certificate is enclosed.

Your achievement is exceptional and highlights your dedication to providing customers with a safe and adequate supply of drinking water. We look forward to your continued attention to the Virginia Optimization Goals in 2021.

If you have any questions, please call me at 434-549-8315 (direct) or email [bernard.proctor@vdh.virginia.gov](mailto:bernard.proctor@vdh.virginia.gov).

Sincerely,

  
Bernard C. Proctor, PE  
District Engineer

JSW:edt  
Enclosure

cc: ✓ Bryan Mawyer, OIRC

Office of Drinking Water  
For Achieving Virginia's Optimization Program Goals

**Town of Altavista  
Water Treatment Plant**

Is Awarded the

**2020 Gold**

Water Treatment Plant Performance Award for  
Excellence in Clarification, Filtration, and Backwash

*Robert D. Edelman*

Robert D. Edelman, PE  
Director, Division of Technical Services



5031050



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6B

## Reports & Communications

**Title:** Website Redesign – Preview  
**Staff Resource:** Amie Owens, Assistant Town Manager

---

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

- Update to Council related to website redesign

### **Explanation:**

A professional website is necessary to present the right image to the public, allow access to online services, communicate with citizens and visitors, and meet the needs of businesses and industries within the town. It also provides a tool for those interested in visiting, relocating or starting a business in town.

### **Background:**

The website redesign was a CIP project for FY 2021. The website designer – Revize – was chosen following review of multiple vendors. Revize specializes in government websites. This is a system that will allow staff in house to update and change necessary information quickly and easily and at no additional charge to the town. There is a five-year agreement in place which allows for an additional redesign in year 5.

The site will go live on July 1, 2021.

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

Funding – General Fund – FY 2021 CIP – budgeted \$20,000

FY 2021 - \$12,500

Annual costs thereafter \$2,250; which includes support and hosting

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