



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

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

**Tuesday, July 13, 2021**  
**6:00 p.m. – Council's Chambers**

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

**1. AGENDA ADOPTION**

**2. RECOGNITIONS AND PRESENTATIONS**

- **Personnel Changes**

**3. CITIZEN'S TIME (Non-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. PARTNER UPDATES**

- **Chamber of Commerce**
- **Altavista On Track**

**5. CONSENT AGENDA**

- A:    Approve the minutes of the June 8<sup>th</sup> Regular Meeting and the June 22<sup>nd</sup> Work Session**
- B:    Acceptance of Monthly Financial Reports**
- C:    Approve the FY2021 Budget Amendments**

**6. PUBLIC HEARING(S)**

- A. Central Business District Definition (#OA-21-07)**
- B. Central Business District Parking (#OA-21-05)**
- C. Downtown Revitalization Overlay District Materials Usage (#OA-21-06)**

**7. UNFINISHED BUSINESS**

- A.    Town Council Procedures Discussion**
- B.    National Night Out Update (Police Department)**

**8. NEW BUSINESS**

- A.    Assistant Town Manager Job Description Review**
- B.    Urban Archery Season/Bow Hunting On Town Owned Land**



- C. **USDA Rural (RISE) Grant Resolution**
- D. **Paving Contract Amendment**
- E. **Food trucks/vending on public property**

9. **REPORTS AND COMMUNICATIONS**

- A. **Town Manager's Report**
- B. **Departmental Reports**
- C. **Calendars**
- D. **Informational Items**

10. **MATTERS FROM COUNCIL**

11. **CLOSED SESSION**

*Section 2.2.-3711 (A) (1) regarding discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.*

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

12. **ADJOURNMENT**

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





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 2

## **Recognitions and Presentations**

**Title:** Personnel Milestones/Changes

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

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## **PERSONNEL UPDATES**

### **Milestones**

None

### **New Hires**

Logan Anthony	Police	Trainee	6/01/2021
David Scruggs	Transit	Bus Drive (P/T)	6/28/2021

### **Departures**

None





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5C

## **Consent Agenda**

**Title:** Approve the FY2021 Budget Amendments

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

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

Approve the FY2021 Budget Amendments

### **Explanation:**

- Staff presented Budget Amendments (FY2021) to Town Council at the June 22<sup>nd</sup> Work Session for their consideration.
- It was the consensus for Council to place this item on the July 13, 2021 Regular Meeting Consent Agenda.

### **Background:**

- This is an annual process at the end of each fiscal year to formally approve changes to the budget that have occurred during the year. The attached information details the nature of the budget amendments, 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):**

Per the individual budget amendments

1. Memo – Budget Amendments/Departmental Transfers





**DATE:** June 15, 2021  
**TO:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments / Departmental Transfers

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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 TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

## **Consent Agenda**

**Title:** Approve minutes of the June 8<sup>th</sup> Regular Meeting and June 22<sup>nd</sup> Work Session

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

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

Approve the minutes of the Council's Retreat held on June 8<sup>th</sup> Regular Meeting and the June 22<sup>nd</sup> Work Session.

### **Explanation:**

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

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

### **Background:**

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

N/A

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

1. 6.08.21 minutes – draft **(LINK)**
2. 6.22.21 minutes – draft **(LINK)**





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5B

## Consent Agenda

**Title:** Acceptance of Monthly Financial Reports

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

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### Action(s):

Accept the Monthly Financial Reports.

### Explanation:

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

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

### Background:

### Funding Source(s):

N/A

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

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





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5C

## **Consent Agenda**

**Title:** Approve the FY2021 Budget Amendments

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

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

Approve the FY2021 Budget Amendments

### **Explanation:**

- Staff presented Budget Amendments (FY2021) to Town Council at the June 22<sup>nd</sup> Work Session for their consideration.
- It was the consensus for Council to place this item on the July 13, 2021 Regular Meeting Consent Agenda.

### **Background:**

- This is an annual process at the end of each fiscal year to formally approve changes to the budget that have occurred during the year. The attached information details the nature of the budget amendments, 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):**

Per the individual budget amendments

1. Memo – Budget Amendments/Departmental Transfers





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# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6A

## **Public Hearing(s)**

**Title:** Zoning Ordinance Text Amendment – Definition of Central Business District

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

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## **Action(s):**

Public Hearing to amend the Zoning Ordinance

## **Explanation:**

Staff is requesting to amend Sec. 86-22 of the Zoning Ordinance to define the Central Business District.

## **Background:**

The Community Development Director has discovered that the code section which exempt downtown business from being required to provide off street parking was omitted during the 2021 update. Staff is requesting to reinstate this provision in the area formerly known as the Central Business District. The first step is to define this area in the Zoning Ordinance.

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

N/A

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

- Staff Report. [\(LINK\)](#)
- Draft Text Amendment #OA-21-07 – Definition of the Central Business District (CBD). [\(LINK\)](#)
- Central Business District Map. [\(LINK\)](#)



**Town Council Staff Report  
Ordinance Amendment #OA-21-07 Definition of the Central Business District  
Public Hearing July 13, 2021**

**Request**

To amend Sec. 86-22 – *Definitions* of the Zoning Ordinance to define the Central Business District (CBD).

**Summary**

Staff recently discovered that during the last Zoning Ordinance update a provision which exempted certain commercial uses from having to provide off-street parking was eliminated. Previously, parking was not required in the Central Business District (CBD) for commercial uses located within 200' of a town owned public parking lot.

It is this opinion of staff that it was never the town's intent to require parking in and around downtown and the elimination of this provision was done in error. Staff has operated under the assumption that the parking exemptions existed until a recent review of the ordinance revealed the omission.

At its April 5, 2021, and May 3, 2021, meeting the Planning Commission discussed whether parking should be required in the Downtown Revitalization Overlay District (DRO). That discussion included consideration on if parking should be required in what was formerly known as the Central Business District (CBD), which extended from Franklin Avenue to Bedford Avenue.

The Planning Commission believed the parking exemption should be reinstated to encompass the area known as the Central Business District (CBD) due to the number of available town public parking lots.

**Public Input**

As of the writing of this report staff has received no comments in favor of or in opposition to this request.

**Staff Recommendation:**

Staff recommends that the ordinance be adopted as presented.

**Planning Commission Recommendation**

At its June 7, 2021, meeting, the Planning Commission held a public hearing and voted 5-0 to recommend Town Council amend Section 86-22 *Definitions, general terms* of the Zoning Ordinance to define the Central Business District (CBD).



An Ordinance to repeal, amend and re-ordain Section 86-22 of the Code of the Town of Altavista, 1968, relating to definitions, general terms (Zoning Ordinance).

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

1. That Section 86-22 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-22. Definitions, general terms.**

The words and terms listed below shall have the following meanings:

*Abutting* means contiguous or adjoining; having property or zoning district lines in common, or separated by a right-of-way.

*Access* means of approach, to provide vehicular or pedestrian physical entrance to a property.

*Accessory building or structure* means a building or structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use. Where an accessory building or structure is attached to the principal building in a substantial manner, as a covered structure made of materials complementary to the principal structure, such accessory building shall be considered a part of the principal building. A walkway alone shall not be considered a substantial connection for the purposes of this chapter. For purposes of this chapter, any swimming pool in a residential district shall be considered an accessory structure.

*Accessory use* means a use of land, or a building or structure or portion thereof, customarily incidental and subordinate to the principal use of the land or building or structure and located on the same lot with such principal use.

*Acreage* means a parcel of land, regardless of area, described by metes and bounds and not as a lot shown on any recorded subdivision plat.

*Addition* means any construction that increases the gross floor area of a building or structure, or results in an expanded footprint of a building or structure on the ground.

*Alley* means a right-of-way that provides secondary vehicle and service access to abutting properties that have frontage on one or more streets.

*Alteration* means any change or rearrangement in the supporting members of an existing building, such as bearing walls, columns, beams, girders or interior partitions, or any enlargement or reduction of a building or structure, whether horizontally or vertically, or the moving of a building or a structure from one location to another.



*Amendment* means a modification to this chapter, including the text or associated maps that has been approved by the town council.

*Antenna* means a communication device that transmits or receives electromagnetic signals. Antennas may be directional, including panels and microwave dishes, or omnidirectional including satellite dishes, whips, dipoles, and parabolic types. An antenna does not include the tower or other supporting structure to which it is attached. For purposes of this chapter, an "antenna" does not include a satellite dish antenna, which is otherwise defined.

*Base flood* means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of being equaled or exceeded in any given year). Areas including the base flood are depicted as zone A, AE, AH, AO, AR, A99, V and VE on the Altavista flood insurance rate map (FIRM).

*Base flood elevation (BFE)* means the water surface elevation which occurs in a 100-year flood as designated by the Federal Emergency Management Agency.

*Basement* means that portion of a building that is partly or completely below grade plane. A basement shall be considered a story above grade where the finished surface of the floor above the basement is (i) more than six feet above grade, (ii) more than six feet above grade for more than 50 percent of the total building perimeter, or (iii) more than 12 feet above the finished ground at any point.

*Berm* means a landscaped earthen mound, incorporated as part of a site design, and intended to enhance the compatibility of abutting or nearby properties through the mitigation of sound, the screening of views, and/or the visual enhancement of a property's landscaped character.

*Best management practices (BMP)* means a practice, or combination of practices as determined by the appropriate state and/or local agencies to be the most effective, practical means of preventing or reducing the amount of pollution generated by non-point sources to a level compatible with the water quality goals of the Town of Altavista and/or the Commonwealth of Virginia.

*Board of zoning appeals* means the Town of Altavista Board of Zoning Appeals, also referred to in this chapter as the BZA.

*Buffer yard* means a yard improved with screening and/or landscaping materials required between abutting zoning districts of differing intensities or between adjoining land uses for the purpose of decreasing the adverse impact of differing uses and districts.

*Building* means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of any individual, animal, activity, process, equipment, goods or materials of any kind.



*Building, coverage* means that portion of a lot, which when viewed from directly above, would be covered by any building or structure. For the purposes of this definition, lot shall include contiguous lots of the same ownership within a single zoning district which are to be used, developed or built upon as a unit.

*Building, height* means the vertical distance measured from the average adjoining grade on all sides of a building or structure to the highest point of a flat roof, the deck line of a mansard roof or in the case of a pitched, gambrel or hip roof, the mean level between the eaves and the highest point of the roof.

*Building wall, front* means, when viewed from above, the wall, parallel to the street right-of-way, that passes through the point of the principal building nearest the street right-of-way.

*Building wall, rear* means, when viewed from above, the wall, parallel to the rear lot line that passes through the point of the principal building nearest the rear lot line.

*Building wall, side* means when viewed from above, the wall, parallel to a side lot line that passes through the point of the principal building nearest the side lot line.

*Central Business District* means a section of the town beginning at a point being the intersection of Franklin Avenue and 5<sup>th</sup> Street and following the northeast side of Franklin Avenue, crossing Main Street and 7<sup>th</sup> Street, to a point on the northwest side of the 20' alley that parallels 7<sup>th</sup> Street, and running southwest in a straight line approximately 1540' to a point on the northeast side of a 20' alley then running parallel to Broad Street and in a northwest direction, crossing 8<sup>th</sup> Street to the point of intersection with the Norfolk Southern railroad right-of-way, then following the Norfolk Southern Railroad right-of-way southwest, crossing Broad Street and Bedford Avenue (Route 43) to the southwest side of Bedford Avenue, and following the southwest side of Bedford Avenue, crossing Main Street (Route 29 Business) to a point 36' north of the center of the main line of the Norfolk Southern Railroad (Old Norfolk & Western) and then east parallel to and 36' north of the center of the main line and crossing Pittsylvania Avenue to the northeast side of the right-of-way, thereof, then following the east side of the right-of-way of Pittsylvania Avenue in a northwest direction to the intersection of the southeast side of 5<sup>th</sup> Street, then following the southeast side of 5<sup>th</sup> Street and running in a northeast direction to the point of beginning.

*Caregiver* means, for purposes of section 86-460, an adult who provides care for a mentally or physically impaired person within the commonwealth and the caregiver shall be either related by blood, marriage, or adoption to, or shall be the legally appointed guardian of, the mentally or physically impaired person for who care is being provided.

*Certificate of zoning compliance* means, for the purposes of this chapter, official certification that premises conform to all applicable provisions of the town zoning ordinance and may be lawfully used or occupied.

*Channel* means a perceptible natural or artificial waterway which periodically or continuously contains moving water confined to a definite bed and banks.



*Cluster subdivision* means an alternative means of subdividing land that concentrates building density in specific areas of a site to allow the remaining land to be permanently reserved for the preservation of environmentally-sensitive features and open space.

*Code of Virginia* means the Code of Virginia 1950, as amended.

*Commercial delivery* means the delivery of goods, products, materials or other items associated with a home occupation by any means or frequency other than that which would normally occur in a residential neighborhood.

*Commission* means the Planning Commission of the Town of Altavista.

*Condominium* means a building or group of buildings, created pursuant to the Virginia Condominium Act, Code of Virginia, § 55-79.39 et seq., in which units are owned individually, and the structure, common areas and facilities are owned by all the owners on a proportional, undivided basis.

*Construction, new* means structures for which construction commenced on or after the effective date of this chapter and including any subsequent improvements to such structures.

*Construction, start* means the date a building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwellings units or not part of the main structure.

*Council* means the Town Council of Altavista, Virginia.

*Deck* means a structure, of any materials, without a roof, directly adjacent to a principal building which has an average elevation of 30 inches or greater from finished grade

*Dedication* means the transfer of private property to public ownership upon written acceptance.

*Density* means the number of dwelling units permitted per unit of land, commonly expressed as dwelling units per acre.

*Development* means any man-made change to improved or unimproved real estate including but not limited to buildings or other structures, the placement of manufactured homes,



streets and other paving, utilities, filling, grading, excavation, mining, dredging, drilling operations, or storage of equipment or materials.

*District* means a zoning district as described and permitted by Code of Virginia, § 15.2-2280 et seq.

*Driveway* means a private roadway providing access for vehicles to a parking space, garage, dwelling, or other structure.

*Dwelling unit* means a room or group of rooms connected together containing cooking, bathroom and sleeping facilities constituting a separate, independent housekeeping unit, physically separated from any other dwelling unit in the same structure.

*Easement* means a portion of a lot or acreage reserved for present or future use by a person or entity other than the fee simple owner of the lot or acreage. Easements may exist on the ground, or under or above the lot or acreage.

*Establishment* means any business, enterprise, or other land use permitted by this chapter.

*Family* means one or more persons related by blood, marriage, or adoption, or under approved foster care, or a group of not more than four persons (including domestic help) living together as a single housekeeping unit. For the purposes of dwelling unit occupancy in a single-family residential zoning district (R1), the term shall include not more than two unrelated persons in addition to the family. For dwelling unit occupancy in all other zoning districts, the term shall include not more than four unrelated persons in addition to the family.

*Flood* means general and temporary inundation of normally dry land areas from (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; (3) mudslides (i.e. mudflows), which are approximately caused or precipitated by accumulations of water on or under the ground; or (4) the collapse or subsidence of land along a body of water as a result of erosion or undermining caused by water or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm or by an unanticipated form of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined in this section.

*Flood, one hundred-year* means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of occurring each year, although the flood may occur in any year).

*Flood proofing* means any combination of structural and nonstructural additions, changes or adjustments to a structure or property which reduces or eliminates flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

*Floodplain* means:



- (1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation; or
- (2) An area subject to the unusual and rapid accumulation of run-off or surface waters from any source.

*Floodway* means the designated area of the floodplain required to carry and discharge floodwaters of a given magnitude. For the purposes of this article, the floodway shall be capable of accommodating a flood of the 100-year magnitude.

*Floodway fringe* means that area characterized during floods by shallow, slow-moving water and represents a low hazard potential; more specifically, the floodway fringe is that area of the 100-year flood elevations contained in the flood profiles of the flood insurance study adopted by the Town of Altavista and as shown on the flood insurance rate map (FIRM) accompanying that study.

*Floor area, finished* means the sum of the horizontal areas of a building which is intended for human habitation and use and which has a floor to ceiling height of six and one-half feet or greater. Areas excluded from the finished floor area would include unfinished basements and attics, storage and utility rooms, and garages.

*Floor area, gross* means the sum of the horizontal areas of the several stories of a building, measured from the exterior faces of exterior walls, or in the case of a common wall separating two buildings, from the centerline of such common wall. Gross floor area shall exclude interior parking and loading spaces, and airspace above atriums.

*Floor area ratio (FAR)* means the ratio of the total floor area of buildings located on a certain parcel of land to the area of that parcel. [Note: As a formula: Floor area ratio = (total covered area on all floors of all buildings on a parcel) divided by (area of the parcel). Thus, a FAR of 2.0 would indicate that the total floor area of a building is two times the gross area of the parcel on which it is constructed.]

*Garage, private* means a building for the private use of the owner or occupant of a principal residential building situated on the same lot as the principal building for the storage of motor vehicles.

*Glare* means the effect produced by lighting, with a brightness or intensity sufficient to cause annoyance, discomfort, or loss in visual performance and visibility.

*Greenhouse, private* means a structure for the raising of plants or flowers indoors not for commercial retail purposes.

*Greenhouse, retail* means a structure for the raising of plants or flowers indoors for commercial or retail purposes.



*Hardscaping* means the paved areas such as streets, sidewalks, man-made stormwater management or drainage features, retaining walls, or other permanent structures for any permissible use where the soil is no longer exposed to the surface of the earth.

*Historic structure* means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior; or
  - b. Directly by the Secretary of the Interior in states without approved programs.

*Land disturbing activity* means any land change which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land.

*Landscaping* means the improvement of the appearance of an area by the planting of trees, grass, shrubs, or other plant materials.

*Loading space, off-street* means space for bulk pick-ups and deliveries, scaled to delivery vehicles expected to be used and accessible to such vehicles when required off-street parking spaces are filled.

*Lot* means a parcel of land intended to be separately owned, developed, or otherwise used as a unit, established by plat, subdivision, or as otherwise permitted by law.

*Lot, corner* means a lot abutting on two or more streets at their intersection, or on two parts of the same street forming an interior angle of less than 135 degrees.



*Lot coverage* means that portion of a lot, which when viewed from directly above, would be covered by any building or structure, parking and loading areas and other surface which is impermeable or substantially impervious to storm water. Gravel parking areas shall be considered impervious. For the purposes of this definition, lot shall include contiguous lots of the same ownership within a single zoning district which are to be used, developed or built upon as a unit.

*Lot, double frontage* means an interior lot having frontage on two streets.

*Lot, flag lot* means a panhandle or flag-shaped lot with its widest point (called the "flag") set back from the road at the rear of another lot, and having a thin strip of land (called the "stem") connecting to the road to provide legal access and frontage.

*Lot, frontage* means the horizontal distance between the side lot lines measured at the front yard setback line. All sides of a lot which abut a street shall be considered frontage. On curvilinear streets the arc between the side lot lines shall be considered the lot frontage.

*Lot, interior* means a lot, other than a corner lot.

*Lot, irregular* means a lot of such a shape or configuration that technically meets the area, frontage and width to depth requirements of this chapter but meets these requirements by incorporating unusual elongations, angles, curvilinear lines unrelated to topography or other natural land features.

*Lot of record* means a lot which has been recorded in the office of the clerk of the appropriate court.

*Lot, width of* means the mean horizontal distance between the side lot lines. The mean shall consist of the straight line horizontal distances of the front and rear lot lines and the distance of a line connecting the midpoints of the side lot lines; provided however, that for a flag-lot, no part of the pole shall be considered in calculating such distances.

*Lowest floor* means the lowest enclosed area, including basement, of any structure. An unfurnished or flood-resistant enclosure usable solely for the parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.

*Mentally or physically impaired person* means, for purposes of section 86-460, a person who is a resident of Virginia and who requires assistance with two or more activities of daily living, as defined in Code of Virginia, § 63.2-2200 and as certified in writing by a physician licensed by the Commonwealth of Virginia.

*Mixed-use building* means a combination of two or more use types within a single structure.



*Monopole* means a single pole structure, usually self supporting, used to support antennas.

*Natural watercourse* means any natural stream river, creek, waterway, gully, or wash in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed and banks.

*Nonconforming lot* means a lot, the area, dimensions or location of which was lawful at the time the lot was created, but which fails to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

*Nonconforming structure* means any structure the size, dimensions or location of which was lawful when erected or altered, but which fails to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

*Nonconforming use* means a use or activity which was lawful when originally established, but which fails to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

*Not-for-profit* means an organization or activity which has obtained nontaxable status from the U. S. Internal Revenue Service.

*Off-street parking area* means space provided for vehicular parking outside the dedicated street right-of-way.

*Open space* means any parcel or area of land or water essentially unimproved and set aside, dedicated or reserved for public or private use or enjoyment, or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space. Open space may be passive or active. Passive open space remains in a completely undeveloped state and lacks formal facilities. Active open space has developed facilities such as recreation centers, playgrounds, swimming pools, tennis and basketball courts, and similar facilities.

*Open space, common* means land within or related to a development, not individually owned or dedicated for public use, which is intended for the common use or enjoyment of the residents of the development and may include such complementary structures as are necessary and appropriate. Common open space may include recreation centers, playgrounds, swimming pools, tennis and basketball courts, and similar facilities.

*Outdoor display* means the display and sale of products primarily outside of a permanent building or structure, including vehicles, garden supplies, plant materials, tires, oil and other vehicle maintenance supplies, food and beverages, fireworks and holiday decorations.

*Outdoor storage* means the keeping, in other than a building, of any goods, materials, or merchandise on the same parcel for more than 24 consecutive hours.



*Overlay district* means a district established by this chapter to prescribe special regulations to be applied to a site in combination with the underlying or base district.

*Patio* means a level surfaced area, constructed of any materials, directly adjacent to a principal building which has an average elevation of not more than 30 inches from finished grade, and without walls or a roof.

*Perennial* means occurring or existing on a regular or continual basis.

*Porch* means a roofed open area, which may be glazed or screened, usually attached to or part of and with direct access to or from, a building.

*Principal building or structure* means a building or structure in which the primary use of the lot on which the building is located is conducted.

*Principal use* means the main use of land or structures as distinguished from a secondary or accessory use.

*Private* means, unless otherwise specifically indicated, private shall mean anything not owned, operated, provided and/or maintained by a local, state, or federal government.

*Projections (into yards)* means the parts of buildings, such as architectural features, that shall be exempted from the yard requirements of this chapter. Thus, bay windows, vestibules, eaves, uncovered porches, and the like may be permitted to project up to three feet into required yards. Ramps providing means of ingress or egress required by law may project into required yards when such ramps cannot be located elsewhere in compliance with applicable yard and ingress or egress requirements.

*Public* means, unless otherwise specifically indicated, public shall mean anything owned, operated, provided and/or maintained by a local, state, or federal government.

*Public water and sewer systems* means a water or sewer system owned and operated by: (1) a municipality, public service authority or county; or (2) a private individual or a corporation approved and properly licensed by the State Corporation Commission prior to the adoption date of this chapter; and meeting the requirements of the State Health Department and/or Virginia Department of Environmental Quality.

*Recreational vehicle* means a vehicle which is (1) built on a single chassis; (2) 400 square feet or less when measured at the largest horizontal projections; (3) designed to be self-propelled or permanently towable by a light-duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreation camping, travel or seasonal use.

*Replacement cost* means the cost of restoring a damaged building or structure to its original condition. Replacement cost shall include reasonable estimates of the cost of materials



and labor and shall be compared with the assessed value as determined by the town to determine the percentage of the cost of improvements.

*Right-of-way* means a legally established area or strip of land, either public or private, on which an irrevocable right of passage has been recorded.

*Screening* means a method of visually shielding or obscuring one or more abutting or nearby structures or uses from other structures or uses by fencing, walls, berms or by densely planted vegetation. Screening is intended to substantially obscure the visual impacts between adjoining uses.

*Setback* means the minimum distance by which any building or structure must be separated from a street right-of-way or lot line.

*Shopping center* means a group of commercial establishments planned, constructed and managed as a total entity with shared access, customer and employee parking provided onsite, provision of goods delivery separated from customer access, aesthetic considerations and protection from the elements.

*Shoreline* means a boundary line between a body of water and the land. This line shall consist of the sloping margin of, or the ground bordering a stream, river, reservoir, lake, etc., and serve to define the limits of, and confine the waters to, the natural channel or impoundment during periods of normal flow or volume.

*Slope, steep* means terrain generally classified as having a 25 percent vertical rise to the horizontal run.

*Special use permit* means a use with operating and/or physical characteristics different from those uses permitted by right in a given zoning district which may, nonetheless, be compatible with those by-right uses under special conditions and with adequate public input and review. Special use permits are allowed only at the discretion and approval of council following review and recommendation by the commission and staff.

*Specified anatomical areas* means: (1) less than completely and opaquely covered: (i) human genitals, pubic region, (ii) buttock, and (iii) female breast below a point immediately above the top of the areola; and (b) human male genitals in a discernibly turgid state, even if completely and opaquely covered.

*Specified sexual activities* means: (1) human genitals in a state of sexual stimulation or arousal; (2) acts of human masturbation, sexual intercourse, or sodomy; and (3) fondling or other erotic touching of human genitals, pubic region, buttock, or female breast.

*Stoop* means a platform, without a roof, located at the entrance of a building with sufficient area to facilitate only the ingress and egress to the building.



*Story* means that portion of a building included between the surface of any floor and the floor next above it, or if there is not a floor above it, then the space between the floor and the ceiling above it.

*Story, above grade* means any story having its finished floor surface entirely above grade except that a basement shall be considered as a story above grade when the distance from grade to the finished surface of the floor above the basement is more than six feet for more than 50 percent of the total perimeter or more than 12 feet at any point.

*Story, half* means the space under a sloping roof, which has the line of intersection of roof decking and wall face not more than three feet above the top floor level, and in which space not more than two-thirds of the floor area is finished for use.

*Street* means any vehicular way which: (1) is an existing federal, state or municipal roadway; or (2) is shown on a plat approved pursuant to law; or (3) is approved by other official action. The term street shall include road and highway. Unless otherwise indicated, the term street shall refer to both public and private streets.

*Street, cul-de-sac* means a street with only one outlet and an appropriate turnaround for a safe and convenient reversal of traffic movement.

*Structure* means anything that is constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, including but not limited to buildings, signs, manufactured homes and above-ground swimming pools. Walls and fences shall not be deemed structures except as otherwise specifically provided in this chapter.

*Substantial alteration* means expansion or modification of a building or site which would result in a disturbance of land exceeding an area of 2,500 square feet.

*Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its condition before damage would equal or exceed 50 percent of the market value of the structure before such damage occurred.

*Substantial improvement* means any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either before the improvement or repair is started, or if the structure has been damaged and is being restored, before the damage occurred. This term includes structures which have incurred "substantial damage" regardless of the actual repair work performed. For the purpose of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not however, include either any project for improvement for a structure to comply with existing state or county health, sanitary or safety code specifications which are solely necessary to assure safe living condition or any alteration of a structure listed on the National Register of Historic Places.



*Transient* means, for purposes of this chapter, transient shall refer to the limited, temporary and/or short term occupancy, associated with the hotel/motel/motor lodge or extended stay lodging use types. Transient occupants must have, and be able to demonstrate that they maintain, a principal place of permanent residence elsewhere.

*Town charter* means the Charter of the Town of Altavista, Virginia.

*Use* means an activity on a piece of land other than development.

*Variance* means a reasonable deviation from the provisions regulating the size or area of a lot or parcel of land, or the size, area, bulk or location of a building or structure in accordance with, and as further defined in Code of Virginia, § 15.2-2201.

*Yard* means a required open space on a lot, unoccupied and unobstructed from the ground upward, unless otherwise provided by this chapter.

*Yard, front* means a yard between the front building line and the street right-of-way extending across the full width of the lot. For the purpose of placement of accessory buildings when the principal building exists on the lot the term front yard shall mean a yard between the front building wall and the street right-of-way extending across the full width of the lot.

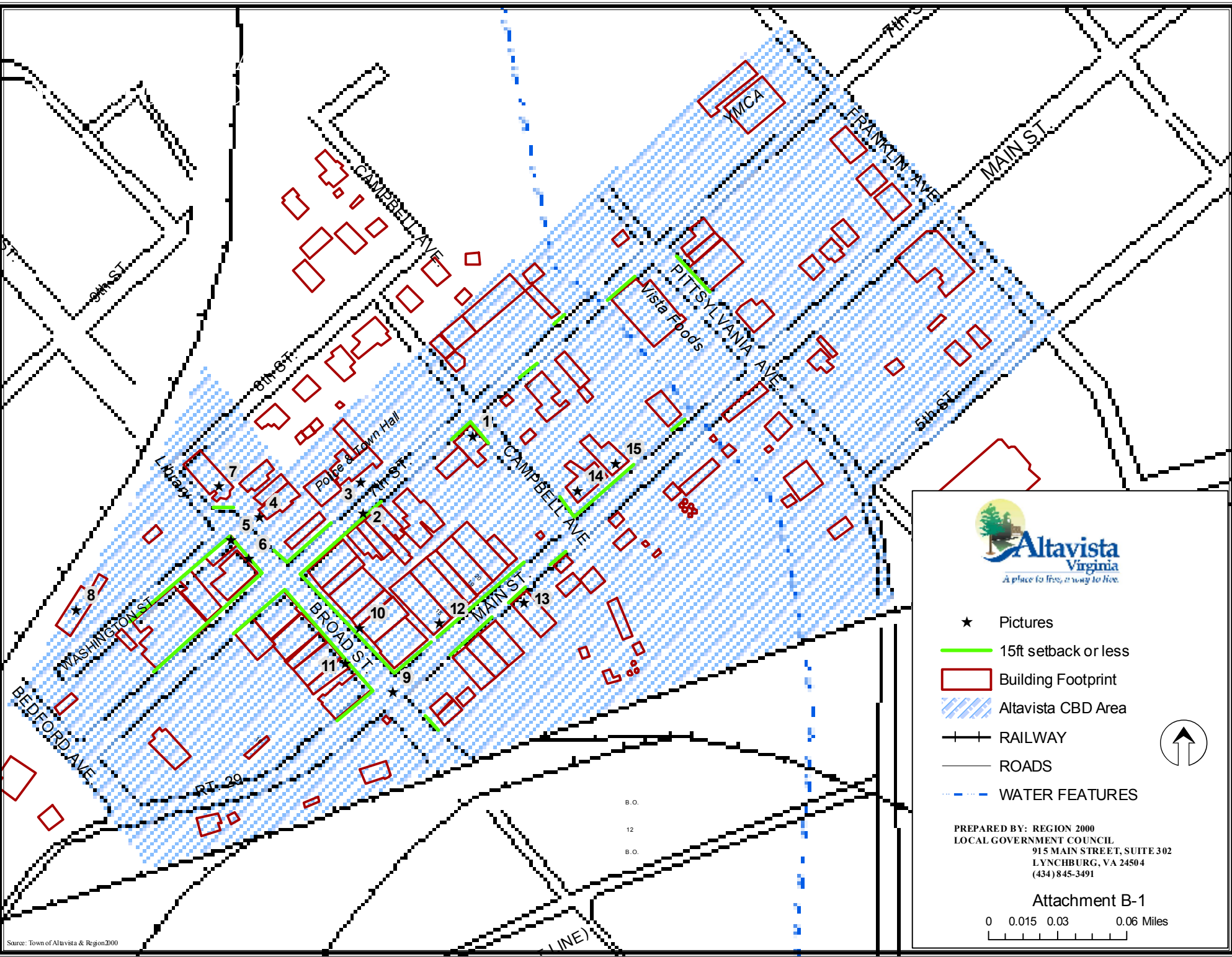
*Yard, rear* means a yard between the rear line of the building and the rear line of the lot extending the full width of the lot.

*Yard, side* means a yard between the side line of the building and the side line of the lot extending from the front lot line to the rear lot line.

*Zoning administrator* means the zoning administrator of the Town of Altavista or an authorized agent thereof, also referred to in this chapter as the administrator.

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



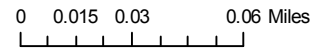


- ★ Pictures
- 15ft setback or less
- Building Footprint
- Altavista CBD Area
- RAILWAY
- ROADS
- WATER FEATURES



PREPARED BY: REGION 2000  
LOCAL GOVERNMENT COUNCIL  
915 MAIN STREET, SUITE 302  
LYNCHBURG, VA 24504  
(434) 845-3491

Attachment B-1







# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6B

## **Public Hearing(s)**

**Title:** Zoning Ordinance Text Amendment – Off-Street Parking Exemption for Central Business District

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

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## **Action(s):**

Public Hearing to amend the Zoning Ordinance

## **Explanation:**

Staff is requesting to amend Sec. 86-561 *Minimum off-street parking—Generally* of the Zoning Ordinance to provide an exception to the off-street parking requirements in the Central Business District.

## **Background:**

The Community Development Director has discovered that the code section which exempt downtown business from being required to provide off street parking was omitted during the 2021 update. Staff is requesting to reinstate this provision in the area formerly known as the Central Business District.

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

N/A

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

- Staff Report. [\(LINK\)](#)
- Draft Text Amendment #OA-21-05 – Exception to Off-Street Parking in the (CBD). [\(LINK\)](#)



**Town Council Staff Report  
Ordinance Amendment #OA-21-05 Parking in the Central Business District  
Public Hearing July 13, 2021**

**Request**

To amend Sec. 86-561 *Minimum off-street parking—Generally* to add a provision to exempt required parking for commercial uses in the CBD if located within 200' of a town public parking lot.

**Summary**

Staff recently discovered that during the last Zoning Ordinance update in 2011 a provision which exempted certain commercial uses from having to provide off-street parking was eliminated. Previously, parking was not required in the Central Business District (CBD) for commercial uses located within 200' of a town owned public parking lot.

It is this opinion of staff that it was never the town's intent to require parking in and around downtown and the elimination of this provision was done in error. Staff has operated under the assumption that the parking exemptions existed until a recent review of the ordinance revealed the omission.

At its April 5, 2021, and May 3, 2021, meetings the Planning Commission discussed whether parking should be required in the Downtown Revitalization Overlay District (DRO). That discussion included consideration on if parking should be required in what was formerly known as the Central Business District (CBD), which extended from Franklin Avenue to Bedford Avenue.

The Planning Commission believed the parking exemption should be reinstated to encompass the area known as the Central Business District due to the number of available town public parking lots.

**Public Input**

As of the writing of this report staff has received no comments in favor of or in opposition to this request.

**Staff Recommendation:**

Staff recommends that the ordinance be adopted as presented.

**Planning Commission Recommendation**

At its June 7, 2021, meeting the Planning Commission held a public hearing and voted 5-0 to recommend Town Council amend Sec. 86-561 *Minimum off-street parking—Generally* of the Zoning Ordinance to add a provision to exempt required off-street parking for commercial uses in the Central Business District if located within 200' of a public parking lot.



An Ordinance to repeal, amend and re-ordain Section 86-561 of the Code of the Town of Altavista, 1968, relating to minimum off-street parking.

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

1. That Section 86-561 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-561. Minimum off-street parking--Generally.**

(a) Off-street parking areas shall be provided prior to the issuance of a certificate of occupancy for any main building or expansion of an existing building, or the use thereof changed to a more intensive use.

(b) Exception to off-street parking requirement in the Central Business District. The off-street parking requirement contained in this section shall not apply to any business in the Central Business District which property is located within a 200-foot radius of any public parking lot.

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





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6C

## **Public Hearing(s)**

**Title:** Zoning Ordinance Text Amendment – Use of Metal in DRO

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

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## **Action(s):**

Public Hearing to amend the Zoning Ordinance

## **Explanation:**

Staff is requesting to amend Sec. 86-244 *Architectural* treatment of the Zoning Ordinance to permit the use of metal in the Downtown Revitalization Overlay (DRO) District.

## **Background:**

A recent review of the Zoning Ordinance revealed a provision that prohibited the use of corrugated or sheet metal in the DRO. Staff has reviewed the request and it is their opinion that metal is an acceptable architectural treatment. This amend would permit its use under certain terms and conditions.

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

N/A

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

- Staff Report. [\(LINK\)](#)
- Draft Text Amendment #OA-21-06 – Use of Metal in DRO. [\(LINK\)](#)



**Town Council Staff Report  
Ordinance Amendment #OA-21-06 Use of Metal in the DRO  
Public Hearing July 13, 2021**

**Request**

To amend Sec. 86-424. - *Architectural treatment* of the Zoning Ordinance to permit the use of metal in the Downtown Revitalization Overlay District (DRO).

**Summary**

Under Sec 86-244 of the Zoning Ordinance no corrugated or sheet metal may be visible from a public right-of-way in the DRO. The town desires to replace the existing asphalt shingle roof with a standing metal seam roof on the Spark Innovation Center. The town previously received a request from the former Cook and Minnis Funeral Home to erect a metal building to store the hearses and family cars used for their business, which was not permitted.

At its April 5, 2021, and May 3, 2021, meetings the Planning Commission discussed the use of metal in the DRO and believed the use of metal was permissible.

The Planning Commission directed staff to proceed with a text amendment which would permit metal roofs and add a provision that additional uses of metal may be request through a Special Use Permit.

**Public Input**

As of the writing of this report staff has received no comments in favor of or in opposition to this request.

**Staff Recommendation:**

Staff recommends that the ordinance be adopted as presented.

**Planning Commission Recommendation**

The Planning Commission held a public hearing on this request on June 7, 2021 and voted 5-0 to recommend Town Council amend Sec. 86-424 *Architectural treatments* of the Zoning Ordinance to permit metal roofs in the DRO by right and other uses through a Special Use Permit.



An Ordinance to repeal, amend and re-ordain Section 86-424 of the Code of the Town of Altavista, 1968, relating to architectural treatment.

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

1. That Section 86-424 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-424. Architectural treatment.**

**(1) Building Materials.**

- (a) No portion of a building constructed to unadorned cinderblock or corrugated and/or sheet metal, with the exception of roofs shall be visible from any adjoining public right of way.
- (b) Buildings shall be designed to utilize to the greatest extent feasible such building materials which are compatible with the character of the district, such as stone, brick, stucco, and wood.

**(2) Request for Alternative Materials.**

- (a) Additional finishes may be approved through a Special Use Permit in accordance with Sec. 86-7.

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





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7A

## **New Business**

**Title:** Council Rules of Procedure  
**Staff Resource:** Amie Owens, Assistant Town Manager  
Waverly Coggsdale, III, Town Manager

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

- Begin discussion and Council direction on the development of their rules of procedure

### **Explanation:**

One goal of the Town Council from their March 2021 retreat was to develop their rules of procedure for Council Meetings.

### **Background:**

The Town Council indicated that one of their focuses for the upcoming year was to develop rules of procedure for council meetings and council conduct.

The outline provides a proposed structure for a document to be developed. Items should be discussed by the Council to gain input and provide staff direction in drafting the document rather than adopting a boiler plate set of rules that may not apply to Altavista.

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

Funding – None

### **Attachment(s):**

- Proposed outline for document



## **Outline for Initial Discussion Regarding Council Rules of Procedure**

### **Logistics:**

1. Time and Place for meetings/alternate locations
2. Meeting cancellations or postponements
3. Recessed/continued meetings
4. Special meetings

### **Meeting Conduct: (the who, what, when, why and how)**

1. Mayor Presides over Meetings
2. Vice Mayor Role
3. Other Roles – clerk, parliamentarian
4. Comments and Rebuttals by Council Members
5. Order of Business
6. Public Comment
  - a. time limits – individual versus representing a group
  - b. topic –whether on the agenda or not on the agenda
7. What is Unfinished Business?
8. Roberts Rules of Order versus Special Rules of Order developed by Council
9. Is conduct different for work sessions versus regular meetings?

### **How items make it to the agenda:**

1. Council member request
2. Staff response to Council Request from a previous meeting
3. Staff request based on situations that arise or necessary approvals (i.e., Budgetary, Contractual)
4. Public Hearings as necessary stemming from recommendations from the Planning Commission
5. Procedural items such as nuisance hearings, proclamations, resolutions
6. Informational from staff (received for information only – no action required)



**Actions and sanctions of Council Members:**

1. Attendance requirement
2. Conduct at meeting
3. Code of Ethics





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7B

## Unfinished Business

**Title:** National Night Out Update

**Staff Resource:** Tommy Merricks, Chief of Police

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

None expected.

### **Explanation:**

- Chief Merricks will provide an update on the National Night Out event to be held on Tuesday, August 3<sup>rd</sup> at English Park.

### **Background:**

- National Night Out is held across the United States every year to build relationships between police and the community members they serve.

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

N/A

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

None at this time.





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8A

## **New Business**

**Title:** Assistant Town Manager Job Description  
**Staff Resource:** Amie Owens, Assistant Town Manager  
Waverly Coggsdale, III, Town Manager

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

- Begin discussion and Council direction on what they want the primary functions of the Assistant Town Manager to be

### **Explanation:**

### **Background:**

Prior to the filling of the Assistant Town Manager position again, there should be clarification related to what Council views as the primary job functions. Some have referred to the position as primarily project management or economic development.

The previous Assistant Town Manager had code enforcement as one of the functions and this has been included in the job description. However, based on the desire to have more proactive rather than complaint driven enforcement, there may need to be discussion related to a separate code enforcement position.

If there are changes that need to be made to the job description as it relates to the regular duties of the Assistant Town Manager, the staff would like some direction from Council to be sure that the job description and job posting are more comprehensive as it relates to expectations from Council.

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

Funding – None

### **Attachment(s):**

- Current Assistant Town Manager job description



# Assistant Town Manager

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments, overseeing the Town's transit system, preparing reports, and related work as apparent or assigned. The Assistant Town Manager may be assigned the responsibility for providing administrative direction and control over groups of departments (depending on skills and experience) and assists the Town Manager in a variety of broad Town management issues. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Manages the Transit System including daily tracking and monthly reporting to the Department of Rail and Public Transit; prepares and manages FTA grant funding; develops and manages the department CIP and operational budget and prepares submittals for reimbursement.

Receives and resolves citizen issues, concerns, and complaints; coordinates with other departments and/or agencies as needed.

Provides staff support to the Town Council, Recreation Committee, and other boards and committees; prepares meeting agendas; prepares and presents various reports and research.

Manages and updates the Town's website.

Performs code enforcement for nuisance and other matters; performs field work to check and verify nuisance complaints.

Develops the 5-year Capital Improvement budget; works with Department heads to assist with individual department budgets.

Assists the Town Manager and Finance Director with the development of the operational budget; analyzes department budget requests and prepares budget recommendations; meets with the Town Manager, Finance Director, and Department heads to review and finalize requests.

Serves as Risk Management Coordinator; plans, implements, and coordinates safety programs and required training; develops loss control policies and safety procedures; ensures compliance with safety requirements and standards; assists with the preparation of reports.

Manages complex projects such as Streetscape and infrastructure development, personnel studies, etc.; prepares grant proposals and manages grant funding for various projects as directed.

Directs and coordinates the resolution of various administrative and policy issues within and among various departments as assigned.

Assists the Town Manager in gathering data and information regarding operation of the Town; researches and resolves issues or problems.

Possess essential knowledge of a grant application process and develop effective grant proposals and grant reports.

Coordinates and prepares special research reports on various issues.

## Knowledge, Skills and Abilities

Thorough knowledge of public management and organization theories, principles, practices, and techniques; thorough knowledge of the organization, function, and methods of operation of the Town's legislative, executive staff, and operational departments; thorough knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social matters; thorough knowledge of zoning policies, procedures, and regulations as applied to plans review and land use; thorough knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, approval, and administration; thorough knowledge of public personnel administration theories, principles, and practices; thorough knowledge of the methods, procedures, and policies of the assigned departments; thorough knowledge of the laws, ordinances, regulations, and standards pertaining to the specific duties and responsibilities of the position; ability to analyze and develop budget estimates; ability to analyze various complex administrative problems, to make sound recommendations for their solutions, and



## **Assistant Town Manager**

to prepare working procedures; ability to communicate ideas effectively, both orally and in writing; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working relationships with local, State, and Federal officials, associates, industry and business leaders, Town Council members, and the general public.

### **Education and Experience**

Bachelor's degree with coursework in public administration, or related field and considerable experience in municipal government, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and operating motor vehicles or equipment; work occasionally requires exposure to outdoor weather conditions and dead animals; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 3/26/2020





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8B

## New Business

**Title:** Urban Archery Season/Bow Hunting on Town Owned Land

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

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

- Approval of Town Council for staff to proceed with the annual process of receiving applications for bow hunters on certain Town owned property.

### **Explanation:**

Each year staff seeks direction from Town Council in regard to the process by which we allow individuals to bow hunt on Town owned property during the Urban Archery season.

### **Background:**

The Urban Archery season gives hunters one month (September 1 – October 1, 2021 before and three months after (January 2 – March 27, 2022) regular deer season in which only antlerless deer can be taken. Bow hunting in town is also permitted during the general deer season (October 2 – January 1) in which bucks (male deer) can also be harvested per the regulations. Urban archery is governed by General Urban Archery Regulations, but localities can also adopt their own local restrictions. These two items are attached. Also attached is the 2020-2021 Virginia Urban Archery Season Report.

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

N/A.

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

- *Town of Altavista Policy with General Regulations*
- *Town of Altavista Local Restrictions*
- *2020-2021 Virginia Urban Archery Season Report*





## **Town of Altavista Urban Archery Policy**

**Purpose:** The Town of Altavista Town Council has elected to participate in Virginia's Urban Archery Program for the purpose of deer management. To this end this policy is designed to meet the goal of reducing the deer population within the Town of Altavista.

**Town Owned Property:** Below and the Town Owned Properties that permits will be issued for during the upcoming Urban Archery Season, with the maximum number of hunters that can be on each property at one time:

- **Franklin Avenue at 10<sup>th</sup> Street** (Tax Map: 83A-17-53; 5.18 acre tract) two **(2) hunters.**
- **11th Street, below 312 11<sup>th</sup> Street at dead end** (Tax Map: 83A- 53-12; 6.31 acre tract) **(one (1) hunter unless hunting together as a par, then two (2) hunters.**
- **Waste Water Treatment Plant** (adjacent parcel, past fence) (Tax Map: 84A- A- 19&20; 10.4 acre tract) three **(3) hunters.**

**PLEASE NOTE THAT GREENHILL CEMETERY AND THE ADJACENT TOWN OWNED PROPERTY IS NOT AVAILABLE FOR HUNTING.**

### **Town Owned Property Hunting Policies & Rules of Conduct**

1. Each hunter will be assigned a random number, which will be included on your permit. Hunters must "check out" a location at the time he/she plans to hunt by placing their numbered washer on the corresponding peg board location. The board is located on the rear wall of Police Department at Town Hall. The washer must not be placed early (the day prior to hunting or in the morning prior to an afternoon hunt) and must be removed each day after hunting is completed. If all slots are filled at a location, another hunting location may be selected, but no more than the specified number of hunters are permitted in an area at one time.
2. Hunters must carry their valid Town of Altavista archery permit at all times when hunting. The archery parking permit must be displayed on the dash of your vehicle when parking and hunting on town-owned property.
3. Only commercial manufactured hang-on, ladder stands, and sticks are permitted. Leaving a stand in place is done at the "risk of the owner" and the Town of Altavista will assume no responsibility. Stands left in place do not entitle a hunter to hunt that property automatically and may be used by other hunters. The rule is "*first come, first served*". No permanent stands may be constructed.



4. Maps will be provided for each location but it is the hunter's responsibility to scout these areas and know the property boundaries.
5. For Town-owned properties there is an "Earn a Buck" requirement. A doe must be harvested, on one of the town owned properties, prior to harvesting a buck on a town owned property and the same pattern shall follow for additional bucks. (i.e.: doe, buck, doe, buck...)
6. Hunters must complete and return, with 24 hours, the provided "check card" for all deer harvested on town owned properties. The cards are to be placed in the "Drop Box" in the Town Hall parking lot or may be dropped off at Town Hall during normal business hours. (NOTE: This process assists the Town with tracking the harvesting of deer on town owned property and assists with evaluation of continuation of the program.) Failure to comply may result in revocation of the current permit and ability to apply for future permits. All harvested deer must still be checked in with the DGIF.
7. Hunters must make every reasonable and legal effort to retrieve an injured animal.
8. The use of 4-wheelers or ATVs on Town property is **PROHIBITED**.
9. Hunting is **NOT PERMITTED** on Sundays on town owned property.
10. Alcoholic beverages and smoking are **STRICTLY PROHIBITED**.
11. **NO** rifles, shotguns or pistols may be used or carried afield on Town owned properties.
12. All general DGIF and Altavista Urban Archery policies are applicable.
13. Permits are valid only for a single hunting season in which they are issued and are Non-Transferable.

Failure to abide by the above policies and rules of conduct or conducting oneself in an unsafe or unruly manner will result in expulsion from the hunting site and forfeiture of future hunting privileges on town owned property.

Please visit the DGIF Website for General Information (for all Localities) at:

<https://www.dgif.virginia.gov/hunting/urban-archery-season/>



## General Information (for all urban archery localities)

- [Earn A Buck](#) rules are in effect in all towns and cities in Virginia (except Chesapeake, Suffolk, and Virginia Beach). Antlerless deer killed during urban archery season count toward Earn A Buck.
- In addition to the Urban Archery Deer Season, archery deer hunting is also allowed during the Early Archery Deer Season, the Firearms Deer Season, and the Late Archery Deer Season (where applicable). In other words, from the first Saturday in October through the first Saturday in January. See "[Seasons and Bag Limits](#)".
- An archery license is required to hunt with archery tackle during the Urban Archery Deer Seasons, the Early Archery Deer Season, or the Late Archery Deer Season. See "[License Requirements](#)".
- Crossbows are defined by law as a type of bow and are therefore legal during all archery deer seasons.
- All other normal deer regulations, including bag limits and tagging/checking requirements, apply during the Urban Archery Deer Seasons, including Earn-A-Buck and antler point restrictions, where applicable. See "[Seasons and Bag Limits](#)".
- The season bag limit for deer cannot be exceeded unless bonus deer permits are purchased. See "[Bonus Deer Permits](#)".
- Deer must be checked by calling 1-866-GOT-GAME, [online](#), or at a [big game check station](#).
- Only **antlerless deer** may be taken during the Urban Archery Deer Seasons (see dates above). Antlerless deer include does, button bucks, and bucks that have shed their antlers.
- Antlerless deer may also be taken on any day during the Early Archery Deer Season and the Late Archery Deer Season.
- Antlerless deer may also be taken on any day during the Firearms Deer Season except in the City of Chesapeake, Chesterfield County, and Suffolk (east of the Dismal Swamp line), where antlerless deer can be taken only on the prescribed firearms deer season either-sex hunting days.
- **Antlered deer** (bucks with antlers visible above the hairline) may not be taken during the Urban Archery Season but may be taken on any day during the Early Archery Deer Season, the Late Archery Deer Season, and during the Firearms Deer Season (i.e., during the "normal" deer seasons, from October through early January).
- Deer hunting is permitted on Sundays in Virginia under the following circumstances (Code of Virginia [§29.1-521](#)):



- During designated deer seasons.
  - On private property with written permission from the landowner. The written permission should state that Sunday hunting privileges are included.
  - Sunday deer hunting is not allowed on public property.
  - It is illegal to hunt within 200 yards of a house of worship or other building physically associated with a house of worship on Sunday.
- Lists of properties available for hunting **are not** maintained by the Virginia Department of Game of Inland Fisheries or local governments. To find available properties, visit with or contact local landowners, deer hunters, [archery clubs](#), check stations, the agency's [HunterFinder website](#), or the [Outdoor Access website](#). Hunters in Fairfax County may wish to contact [Suburban Whitetail Management of Northern Virginia, Inc.](#) or visit the [Fairfax County Archery Program web page](#).
- Hunters must obtain permission from the landowner and must also obtain permission to pursue or retrieve deer from neighboring landowners. Due to the small size of parcels and proximity of residences, the hunter or the owner of the hunted property is encouraged to notify adjacent property owners or tenants in advance.
- Hunters must abide by all applicable sections of the Virginia State Code, Virginia Hunting Regulations, and local ordinances. See local restrictions in the next section below.



## **LOCAL URBAN ARCHERY RESTRICTIONS**

### **Altavista**

- Except for target shooting, discharge of archery equipment is not permitted within one hundred (100) feet of any dwelling except with written consent of the owner of said structure.
- No hunting on private property without written permission from the landowner which must be carried on the person at all times when hunting.
- No person shall discharge a bow from, over or across any street, sidewalk, alley, roadway, or public land or public place within Town limits or toward any building or dwelling in such a manner that an arrow may strike it.
- Except for target shooting, archery equipment can only be discharged from elevated stands unless written permission to hunt from the ground is given by the property owner.
- Hunters must register and sign a release at Town Hall, with the Town Manager or designee, to hunt on Town-owned property.





## **2020-2021 Virginia Urban Archery Season Report**

Katie Martin, Deer-Bear-Turkey Biologist  
Virginia Department of Wildlife Resources (DWR)

July 6, 2021

The urban archery season was initiated in 2002 to reduce deer-human conflicts in urban areas while providing recreation for Virginia sportsmen. The season gives hunters one month before (September) and three months after (January - March) regular deer seasons during which *only antlerless* deer can be taken. All cities and towns in the Commonwealth, and all counties with 300 persons per square mile or more, are eligible to participate in the urban archery season. The season has grown from 11 localities participating in 2002-03 to 54 participating during the 2020-21 hunting season (see Table 1 below). Two additional localities will participate during the 2021-22 season: Town of Scottsville and City of Bristol.

The statewide urban archery harvest during 2020-21 ( $n = 861$ ) was up approximately 4% from the previous season and 3% above the recent 5-year average ( $n = 832$ ). Given the relatively large number of deer taken with archery in Fairfax County, especially during managed hunts on parks, variations in this county's harvests influences the urban archery total year to year. Statewide, the proportion of the total urban archery harvest taken during the early (September) portion was approximately 69% during the 2020-2021 season, similar to previous seasons.

The total impact of the urban archery season is undoubtedly greater than the harvest statistics suggest (Table 2). Deer hunters check their kill by telephone or at check stations in or near participating localities. These numbers should be interpreted as a minimum count of deer taken within the specific dates of urban archery season. Besides the added harvest during the urban archery season, the season has triggered some localities to eliminate or modify restrictions for hunting deer with archery equipment during any season.

Table 2 provides harvest information by locality for the 2020-21 season. Historical urban archery harvest data for all participating localities is available upon request. More information on the urban archery season is available at <https://dwr.virginia.gov/hunting/urban-archery-season/>.





**Table 1: Urban archery harvest, 2002-2020.**

<b>Year</b>	<b># of Localities</b>	<b>UA Deer Harvest</b>
2002	11	102
2003	13	165
2004	17	205
2005	18	137
2006	19	322
2007	19	227
2008	20	303
2009	25	316
2010	29	477
2011	34	565
2012	39	924
2013	41	982
2014	42	873
2015	45	864
2016	46	703
2017	49	988
2018	52	781
2019	53	827
2020	54	861





**Table 2: Urban Archery Harvest by Locality, 2020-21**

Locality	2020-2021		
	UA Harvest	All Bow <sup>10</sup>	All Seasons
<i>Altavista</i> <sup>2</sup>	4		
<i>Amherst</i> <sup>3</sup>	4		
<i>Bedford (city/town)</i> <sup>12</sup>	3		
<i>Blacksburg</i> <sup>4</sup>	8		
<i>Blackstone</i>	0		
<i>Boones Mill</i> <sup>14</sup>	3		
<i>Buchanan (town)</i>	0		
<i>Charlottesville</i>	2	7	
<i>Chatham</i> <sup>13</sup>	1		
<i>Chesapeake</i>	14	101	502
<i>Chesterfield Co.</i>	41	313	1218
<i>Christiansburg</i> <sup>4</sup>	9		
<i>Colonial Heights</i>	0	4	6
<i>Danville</i>	13	27	35
<i>Fairfax County</i>	384	1624	1703
<i>Emporia</i>	0		5
<i>Farmville</i>	0		
<i>Franklin (City)</i>	4	16	24
<i>Fredericksburg</i>	0	6	16
<i>Front Royal</i>	8		
<i>Galax</i>	14	27	35
<i>Halifax</i>	1		
<i>Hillsville</i>	6		
<i>Hopewell</i>	1	13	16
<i>Hurt</i> <sup>13</sup>	1		
<i>Independence</i>	6		
<i>Irvington</i>	0		
<i>James City Co.</i>	42	196	893
<i>Kenbridge</i> <sup>15</sup>	1		
<i>Lebanon</i>	2		
<i>Lexington</i>	6	9	14
<i>Lynchburg</i> <sup>2,3,8</sup>	17	150	156
<i>Martinsville</i>	7	16	18
<i>Pearisburg</i>	0		
<i>Poquoson</i>	0	12	14
<i>Prince William County</i>	74	613	1321
<i>Pulaski</i>	5		





<i>Radford</i>	15	49	55
<i>Richlands<sup>5</sup></i>	4		
<i>Richmond</i>	5	20	24
<i>Roanoke Co.</i>	37	349	1426
<i>Rocky Mount<sup>14</sup></i>	3		
<i>Saltville</i>	5		
<i>Smithfield</i>	2		
<i>Stafford County</i>	27	301	1024
<i>Staunton</i>	30	62	98
<i>Stuart</i>	0		
<i>Suffolk</i>	27	238	2009
<i>Tazewell<sup>5</sup></i>	3		
<i>Victoria<sup>15</sup></i>	1		
<i>West Point</i>	1		
<i>Winchester</i>	0	12	30
<i>Wytheville</i>	2		
<i>York Co.</i>	18	161	629
<b>State</b>	<b>861</b>	<b>4326</b>	<b>11271</b>

<sup>1</sup> Note that city-level harvest data were first available during the 2004-05 season. Town-level data are not available.

<sup>2-5,13-15</sup> Since town-level data are not available, urban archery season data presented has been apportioned among localities with the same superscripts.

<sup>7</sup> Harvest before city was a participant in urban archery season

<sup>8</sup> Approximately 200 deer killed by bowhunters using kill permits each season (2003-09), which ceased beginning in 2010.

<sup>10</sup> Total bow and crossbow harvest during all seasons (i.e., urban archery, statewide archery season, firearms seasons); only available for cities and counties as data is not available at the town level.

<sup>11</sup> Harvest likely impacted by a special hunt on a campus.

<sup>12</sup> Reverted to a town during 2013.





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8C

## New Business

**Title:** Rural Innovation Stronger Economy (RISE) Grant

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

---

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

Consideration of a resolution in support of a grant application to the United States Department of Agriculture (USDA) for the Spark Innovation Center.

### **Explanation:**

The town is aware that funding is available from USDA through its Rural Innovation Stronger Economy (RISE) Grant. 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:**

The RISE program is a new grant program authorized to help struggling communities by funding job accelerators in low-income rural communities. The primary objective of the RISE program is to support jobs accelerator partnerships to improve the ability of distressed rural and energy communities to create high wage jobs, accelerate the formation of new businesses, and help rural communities identify and maximize local assets. These are the goals of the Spark Innovation Center.

As part of the grant the town received from the Tobacco Region Revitalization Commission (TRRC) it must create an accelerator program at the Spark Innovation Center. Staff has been working with partners in Regions 1, 2, and 3 of Go Virginia to create programs that can be used at multiple coworking spaces.

Grant funds can be used to build or support a business incubator facility, provide worker training to assist in the creation of new jobs, train the existing workforce with skills for higher-paying jobs, develop a base of skilled workers and improve their opportunities to obtain high-wage jobs in new or existing local industries.

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

A 20% match is required for the grant.

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

- Resolution. [\(LINK\)](#)





**RESOLUTION APPROVING AN APPLICATION TO THE UNITED STATES  
DEPARTMENT OF AGRICULTURE FOR A RURAL INNOVATION STRONGER ECONOMY  
(RISE) GRANT**

**WHEREAS**, the United States Department of Agriculture (USDA) has created a grant to build or support a business incubator facility, provide worker training to assist in the creation of new jobs, train the existing workforce with skills for higher-paying jobs, develop a base of skilled workers and improve their opportunities to obtain high-wage jobs in new or existing local industries; and

**WHEREAS**, the USDA provides support in the form of grants of up to 80% of cost to governmental entities to assist in linking rural communities and entrepreneurs to markets, networks, industry clusters, and other regional opportunities to support high wage job creation, new business formation, business expansion, and economic growth; and

**WHEREAS**, the Town seeks to pursue efforts to meet the needs of its citizens, businesses and industries in the region; and

**WHEREAS**, the Town desires to apply for a USDA Rural Innovation Stronger Economy Grant (RISE) 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 United States Department of Agriculture by the Town for a Rural Innovation Stronger Economy 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 USDA Rural Innovation Stronger Economy Grant.

Adopted this 13<sup>th</sup> day of July 2021.

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

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





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8D

## **New Business**

**Title:** Paving Contract - Scope Amendment  
**Staff Resource:** David Garrett, Public Works Director  
Amie Owens, Assistant Town Manager

---

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

- Request Council direction regarding paving of the Boat Ramp parking area in English Park.

### **Explanation:**

Having well-paved and well-maintained streets and parking lots is imperative for the Town of Altavista.

### **Background:**

The Spring Milling and Paving Bid documents were developed by Bobby Wampler from Engineering Concepts. The low bidder was Patterson Brothers Paving with a bid of \$750,206.70 and the contract was awarded in May 2021.

Based on the bid coming in under budget, three additional streets and one milling project have been added and covered by Highway Funds.

The Boat Ramp parking area paving was included with a CIP item that was removed by Council during the budget process. This paving was not added back into the budget for the upcoming year. The paving of parking lots comes from the General Fund. We have received an estimate of \$106,192 for paving of this area based on the current contract pricing and are seeking an estimate for striping. As the Boat Ramp area is receiving more traffic due to additional use, staff recommends paving this area as part of the biennial paving process and seeks Council direction.

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

Funding – General Fund for the parking area at the Boat Ramp

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

- Spreadsheet of recommended additions
- Maps of recommended additions

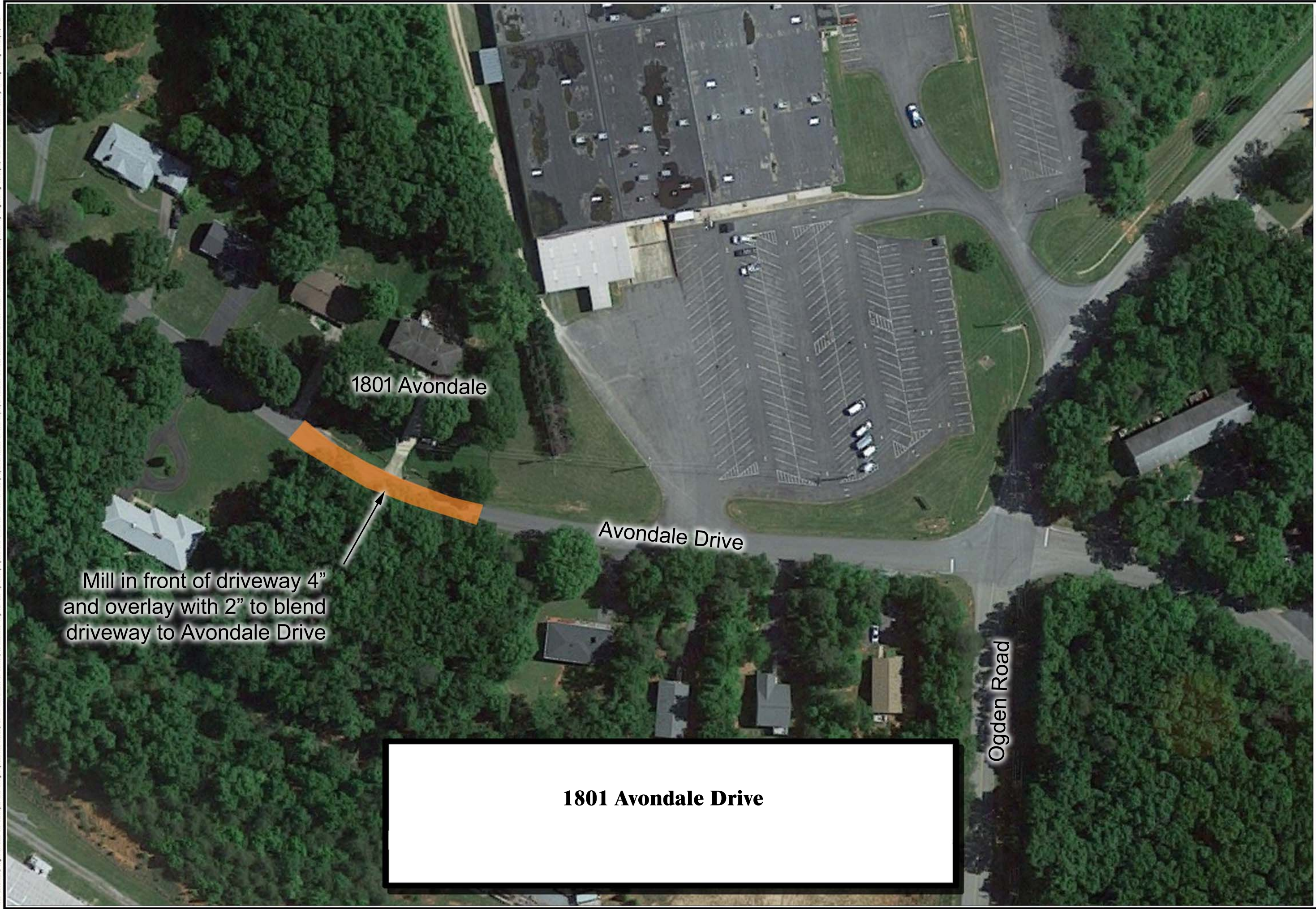



[illegible]

## PROPOSED PAVING ADDITIONS



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CONCEPTS, INC.**  
94 GREENFIELD STREET  
DALEVILLE, VIRGINIA 24083  
540.473.1253

Overlay Limits  
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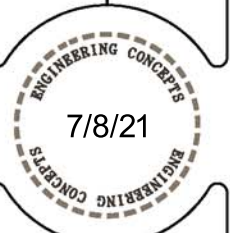
Edge Milling  
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Full Mill & Overlay  
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No.	Description	Date

**SPRING MILLING  
& PAVING PROJECT**

TOWN OF ALTAVISTA



7/8/21



0 1 2  
GRAPHIC SCALE

PROJECT: 20008

12



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Overlay Limits  
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Edge Milling  
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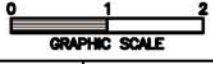
Full Mill & Overlay  
.....

No.	Description	Date

**SPRING MILLING  
& PAVING PROJECT**  
TOWN OF ALTAVISTA



7/8/21



0 1 2  
GRAPHIC SCALE


PROJECT:	20008
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13





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Overlay Limits  
.....


Edge Milling  
.....

Full Mill & Overlay  
.....

No.	Description	Date

**SPRING MILLING  
& PAVING PROJECT**

**TOWN OF ALTAVISTA**



7/8/21

0 1 2  
GRAPHIC SCALE


PROJECT: 20008

14



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Overlay Limits  
.....


Edge Milling  
.....

Full Mill & Overlay  
.....

No.	Description	Date

**SPRING MILLING  
& PAVING PROJECT**

**TOWN OF ALTAVISTA**



7/8/21

0 1 2  
GRAPHIC SCALE

PROJECT: 20008

15



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**Boat Ramp Parking Lot**



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DALEVILLE, VIRGINIA 24083  
540.473.1253

Overlay Limits



Edge Milling



Full Mill & Overlay



No.	Description	Date

**SPRING MILLING  
& PAVING PROJECT**  
TOWN OF ALTAVISTA



0 1 2  
GRAPHIC SCALE

PROJECT: 20008





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8E

## New Business

**Title:** Mobile Restaurants (Food trucks/vending on public property)

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

---

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

Provide direction to staff on this item.

### **Explanation:**

Several inquiries have been made to staff in regard to vendors desire to locate food trucks in the Town's park(s).

- Mobile restaurants are identified in the Town's Zoning Ordinance with the Use and Design Standards set forth in Section 86-520 of the Code. This section of the code addresses the use on private property and sets forth the use to operate on public property at any town-sanctioned event.
- Staff feels that the policy on food trucks/vending on public property (other than sanctioned events) needs clarification so that staff can communicate how a vendor can provide such service. Other communities do allow the use of public property for such purpose. The locations include parks, parking lots and community buildings.

### **Background:**

- The Town's Zoning Ordinance does not clearly address this item.
- Interested parties have expressed a desire to locate in English Park near the Splash Pad.
- If Council is interested in allowing this use on public property as described, is there a procedure by which vendors will be selected and/or approved?

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

N/A

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

None at this time.



Potential Draft Policy Language:

*Mobile Restaurants (as defined in the Town's Zoning Ordinance) may occur on public property, including but not limited to, parks, parking lots, and community buildings, where such public property has sufficient space for the parking of vehicles and with permission of the town manager, or his/her designee.*



## **Manager's Report for July 13, 2021 Council Meeting**

RED indicates updates since last meeting. Previously reported information is in black text.

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

Bids are due on Tuesday, July 13, 2021 at 2:00 p.m.

Pre-Qualification packets from contractors were received on Thursday, June 3<sup>rd</sup>; the engineers will review and make a recommendation. Staff will update Council on the status at their June 8<sup>th</sup> Regular Meeting. Staff has invited the design team to provide an update to Town Council at their April 13, 2021 Regular Meeting. This will be an opportunity to review the project, discuss the budget and schedule. Staff and the design team will need direction from Council in regard to moving forward to bid. Staff is working with the engineers in regard to the "environmental assessment" and the scope of services for interior and exterior renovations. Staff is working with Simply Branding on the implementation of the marketing plan. The goal for the opening of the facility is September 2021. Town Council approved/adopted the facility name of "Spark Innovation Center, along with a logo. River City Networks has been on-site installing conduit. Mid-Atlantic Broadband (MBC) and River City Systems will be on site the week of December 7<sup>th</sup> to begin brining fiber connectivity to the building. Staff is communicating with the Tobacco Commission regarding the grant requirements. Staff is also working on getting a "scope of work" developed for the interior and exterior improvements so a bid package can be created. Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor concerning the networking/cabling for the facility; as well as connection to broadband. Staff was noticed by Tobacco Commission staff that the grant for the project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT/security system design/installation.

### StoryWalk Project (AOE) – English Park

The stations have been installed.

Public Works is scheduling the installation of the 20 storybook stations in the next three (3) weeks. Public Works has flagged the layout for AOE's approval; following approval the twenty (20) panels will be installed.



## Booker Building Renovation Process

Contractor is completing the floor surfacing project.

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

## Eagle Trail Overlook (Observation Deck)

Staff is working on the plaque for Mr. deBernard. Chairs and picnic tables installed.

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



## Dalton's Landing Canoe Launch

This project has been substantially completed.

The launch has been opened and a formal dedication ceremony is scheduled for Thursday, June 24, 2021 at 2:00 p.m. on site. The contractor is wrapping up a few items and the solar lights will be installed later this summer. The contractor completed the 'in-stream' work by the deadline and is currently working on the final aspects of the project, with a May 1, 2021 deadline. Staff is working on other project details (sign, lights, maintenance agreements, etc.). Council was updated on the project at their February Work Session. Council was updated on this project at their January Work Session. Issues with the water levels in the river are being considered in regard to being able to meet the March 15 deadline in regard to river restrictions. Council has approved additional costs, if needed, in order to raise the cofferdams if the river levels require it. Project has been delayed by rain over the past few weeks; which has left the site very wet. The paving of the parking lot will be delayed until the spring of 2021. Tree removal and preliminary ramp location cuts are being made. The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) concerning items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7<sup>th</sup> and the bids are due Thursday, July 2<sup>nd</sup>. Bids were received on July 2<sup>nd</sup> and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature. Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and place of geofabric and stone due to unsuitable soil. Work continues to progress.

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

Staff has signed off on the Project Agreement with VDOT; awaiting receipt of executed copy.

Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. Staff has informed VDOT that the Town is agreeable to the match for this project. The Commonwealth Transportation Board (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.

## Streetlight (Decorative) LED Head Conversion Project

Staff is in the process of installing the LED heads for this year, eighteen (18) of the twenty-five (25) are installed.

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



## Brownfields Grant Program

Town received notice that we received the grant for remediation activities at the former Lane Co. site.

Staff is coordinating the award of a VEDP/VDEQ grant for remediation at the former Lane Co. site. The grant is proposed to be \$181,000. Staff is working with all parties, including the owner, to refine the scope of services. The Town received a grant for \$50,000 for the Spark Innovation Center, this work will be done in conjunction with the renovations. Consultant has submitted the grant application for remediation of the former Lane Company site. In addition, we submitted other sites for assessment including 525 Main Street, 616 Broad Street and will work on the entire assessment of the Vista Theater. Waiting to hear about the status of the remediation grant for the Spark Innovation Center. Council was updated on the Brownfields Assessment for the former Lane Site; with an application for a remediation grant being submitted. On-site assessments are being conducted on the former Lane Site; with a report due in March and a plan shortly thereafter. The findings of this work will indicate whether the Town needs to pursue a Virginia Remediation grant that will be open for applications in May 2021. The EPA Remediation grants are due in the fall. Preliminary site assessments are being wrapped up. Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an application for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27-acre site on the river. Staff and consultant participated in a Grant conference call with the EPA to begin the project. The consultant is submitting necessary paperwork to EPA.

## Shreve Park Improvements (Playground Equipment/Bridge)

Councilman Higginbotham to design the abutments and staff to look into the materials.

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



## Spring Paving

The contract has been signed by the contractor and is tentatively scheduled to start the week of July 19<sup>th</sup>.

The bid recommendation on paving is on the June 8, 2021 Town Council Regular Meeting. Staff working with engineer to complete the recommended list of streets. This information will be on the April Work Session agenda.

## 7<sup>th</sup> Street & Lola Sidewalk/Pavement Repairs

The sidewalk and pavement at this location will be replaced when the paving contractors do the annual paving.

## English Park Passive Area (Large Field Trail) - JENKS RIVER TRAIL

The bridge has been placed and the final portions of this project are being addressed.

The abutments are being completed and the bridge is ready for delivery. Staff is currently working to quantify the trees along the trail section. The bridge design has been approved and delivery is anticipated in late May early June. Staff is working to coordinate the delivery and installation; as well as the construction of the abutments. Staff presented the bridge quotes to Town Council and this item is on the December 8<sup>th</sup> Regular Meeting Consent Agenda for approval. It is anticipated that the bridge construction (off-site) will take several months. Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well to connect to Eagle Trail (paved trail). Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.

## Economic Development Plan

The Downtown Economic Development Incentives were approved by Town Council; the Steering Committee continues to meet monthly.

Approval of the Downtown Economic Development Incentives is on the June 8, 2021 Regular Meeting Agenda. The Steering Committee continues to meet on a monthly basis. Steering Committee has submitted a draft Incentive Plan and it will be on the AEDA's agenda in April. Staff has assembled the steering committee; with the first meeting scheduled for Monday, December 14<sup>th</sup>. (Steering Committee members: Marvin Clements (Planning Commission); Walter Maddy (AEDA); Robert Pate (AOT); and a Chamber representative yet to be named. Council approved the amended plan as submitted by AEDA.



## [Municipal Utility Relief Program \(CARES Act\)](#)

The Town was awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds in the amount of \$1,874.39 to assist customers experiencing economic hardship due to the COVID-10 pandemic with utility bills. These funds were used towards arrearages owed by eligible customers for balances due on the April and July 2020 utility bills, as well as the October 2020 utility bills. To be considered for this program, utility account holders completed an application for assistance. Once all applications were received, funding was distributed to eligible accounts. We were able to provide assistance to sixteen (16) utility account holders.

## [UTILITY PROJECTS](#) [\(Click on "LINK" to see latest update from the project engineer.\)](#)

**Lynch Creek Sewer Project** [\(LINK\)](#)

**Water Treatment Plant Filter Rehab Project** [\(LINK\)](#)

**WWTP Electrical Improvements** [\(LINK\)](#)

**WWTP Aeration Project** [\(LINK\)](#)

**McMinnis Water Line Project** [\(LINK\)](#)

**Riverview Waterline Replacement Project**

**Melinda Tank High Pressure Zone Improvements**

**Clarion Road Control Valve Improvements**

**WWTP Clarifier #1 Project** [\(LINK\)](#)

**VDEM Generator Project** [\(LINK\)](#)

## [VDOT Administered Projects](#)

**VDOT Rt. 29 Bridge Replacement Project:** Bridge is complete and open to the public.

**Main Street & Broad Street Pedestrian Accommodations:** Project Completed.

**Main Street (Rt. 29 Business) & Lynch Mill Road (Right Turn Lanes):** Project Complete

## [COMPLETED PROJECTS/ITEMS](#)

Below is a list of recently completed projects: [\(click on arrow to the left to drop down list\)](#)

Chemical Storage Building (Public Works) *(2020)*

Farmer's Market Shade Improvements *(2020)*

Utility Financing *(2020)*

Bus Shelter Installation – Franklin Avenue *(2021)*

Library Visitor Center Painting *(2021)*

Firing Range Renovations

Utility Billing Discount Program

John Mosely Park Dedication and Installation of Picnic Shelter *(2021)*

Hazard Mitigation Plan Adoption *(2021)*

Source Water Protection Plan Adopted *(2021)*

Visitor's Center (Library) Painting *(2021)*

Rt. 43 Gateway (Streetscape) and Signalization Project *(2021)*



Below is a list of past completed projects: [\(click on arrow to the left to drop down list\)](#)

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Downtown Public Parking Sign and Banners

Washington Street Sidewalk Project

Meals Tax Audit Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7<sup>th</sup> Street Utility Project

Ridgeway Avenue Drainage Evaluation and Construction

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area)

Main Street Speed Study

English Park Gazebo Roof Replacement

Main Street Coordinator hired

Spring 2020 Paving Completed

Staunton River RIFA Withdrawal



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



Date: July 8, 2021

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Awaiting railroad permit review
2. All documents, including plans, technical specifications, and front end documents are complete and ready to insert bid dates and appropriate information.

Anticipated Work Over the Next two Weeks

1. At future date additional CCTV work being done in connecting areas to ascertain condition of tributary lines

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$42,000
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,200
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE  
Project Manager



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 July 2021**

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

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**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. Engineer presented project to Town Council at the 25 May meeting. Advertisement for bid has been placed on the consent agenda for 8 June meeting. Plans and specs have been emailed to Town staff to be posted on the Town website. Project advertised for bids on Town website and local newspaper. Waterworks Construction permit has been approved by VDH. Pre-bid: 29 June 2021

**Anticipated work over the next two weeks:**

**Upcoming Tasks:** Open Bids: 22 July 2021

**Outstanding Issues:** Awaiting VDH approval in order to proceed with construction.

-----  
**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:** \$33,000  
**Balance to Complete:** \$23,000

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:**



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 July 2021**

**Project Name:** WWTP Phase II/III Electrical Upgrades  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** Grant Beasley, PE – Master Engineers  
**P&B Job Number** 19-34

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**Recent Activities:** Contractor has started with installation of the B-C ductbank in between the garage and solids holding facility. Contractor has installed ductbanks from power building up to and just beyond the lab building. Progress meeting on 30 June. Contractor has started interior work in the buildings. Inspector has raised issues regarding the new lighting level inside buildings. Master Engineers is reviewing light levels. Discussion of HVAC penetrations at the solids handling building room  
**Anticipated work over the next two weeks:** Continue reviewing shop dwgs. Continue installing ductbanks. Master will make recommendation for additional lights inside buildings.  
**Upcoming Tasks:** Continue work.  
**Outstanding Issues:**

-----  
**Design Schedule:** October 2020 Sign agreement  
November 2020 Notice to Proceed

**Schedule Constraints:**

**Projected Completion:** November 2022

**Approved Budget:** \$303,100 (combined II and III projects including CA)  
Change Order #1 = \$2958.54  
Change Order #2 = \$3942.13

**Invoiced To Date:** \$213,845

**Balance to Complete:** \$89,255

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**Town Input Required:**

**Issues Town Should Be Aware Of:** Town will work with Contractor for coordination of the Dominion transformer pad.



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 July 2021**

**Project Name:** WWTP Aeration System  
**Project Manager:** Keith Lane, PE  
**Sub-Consultant** Masters Engineers  
**P&B Job Number** 19-75

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**Recent Activities:** Engineer met w/ staff on 9 July to discuss details of the project. Engineer is investigation potential for EDA or CARES funding for this project. Engineers will revise the PH II/III contract to omit wiring and the backboard for the aerators. This work will be added to the Aerator project since this project has been pushed back another year. Engineers will coordinate to terminate the electrical service and the layout for the MCCs w/ the Ph II project.

**Anticipated work over the next two weeks:**

**Upcoming Tasks:**

**Outstanding Issues:**

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**Design Schedule:** TBD Complete design plans and specs  
TBD Advertise for Bids (if Town desires)

**Schedule Constraints:** Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades  
See note below regarding potential schedule adjustment.

**Projected Completion:** 31 October 2021

**Approved Budget:** \$198,000

**Invoiced To Date:** \$19,200

**Balance to Complete:** \$178,800

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**Town Input Required:**

**Issues Town Should Be Aware Of:** The schedule for this project has been adjusted to coincide with the Phase III portion of the overall WWTP electrical improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the aerator work. The design schedule above has been adjusted to reflect delay of the design such that the bulk of the PH III design is completed for coordination purposes.

**Town and Engineers will need to coordinate the design construction timing in conjunction with Town's funding schedule.**



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



Date: July 8, 2021

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

Completed Work Over the Last Week

1. Final section across Dews property and tied in.
2. This completes the water line construction from spring through to approximately Station 120+50.
3. Pressure testing has been on-going for all sections of water line installed as stated above.
4. Approved Pay Request #2.

Anticipated Work Over the Next two Weeks

1. Continue pressure testing and obtain bacteriological test results.
2. Resolve access issue to water line on the Adams property.
3. H&P responding to additional information requests from Norfolk Southern regarding boring beneath railroad.

Outstanding Issues

1. Crossing of Adams property on south side of Staunton River outside contracted time periods
  - a. Town and H&P attempting to determine if using Norfolk Southern Railroad property parallel to the Adams property is a viable route to access the construction of the water line crossing the Adams property
  - b. Contractor would like to install water line across property in summer of 2021 which is not in accordance with agreement with Town and Adams
  - c. H&P working on R/W access permit

Engineer Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$51,250
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$4,460
7. Construction Administration	Contract:	\$24,100	JTD:	\$17,510
8. Inspection	Contract:	\$47,460	JTD:	\$23,632.50
9. Easement Plats (4 to date)			JTD:	\$2,400

Construction Budget Summary

See Attached Spreadsheet

Submitted by:

Bif Johnson, PE  
Project Manager



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 July 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

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**Recent Activities:** Notice of Award has been signed by the Town and sent to Contractor on 9 June with the Agreement & bonds. Contractor has send PDFs to Town staff which staff has approved.  
Town has signed the agreement.

**Anticipated work over the next two weeks:** Pre-construction meeting 14 July 10:00 Town hall  
Review shop dwgs as sent int.

**Upcoming Tasks:** Notice to Proceed

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

-----  
**Design Schedule:** 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

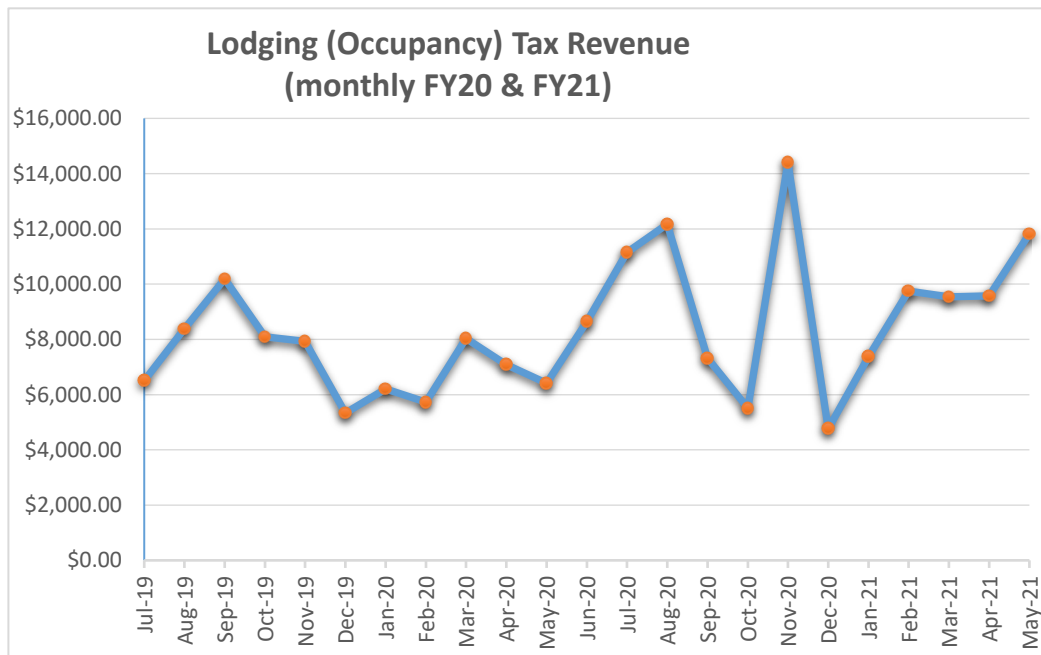
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**Town Input Required:**

**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 Lodging (Occupancy) Tax

Jul-19	\$6,502		
Aug-19	\$8,383		
Sep-19	\$10,187		
Oct-19	\$8,088	FY2020	<b>FISCAL YEAR TOTAL</b> \$88,534
Nov-19	\$7,934		
Dec-19	\$5,338		
Jan-20	\$6,206	FY2020	<b>MTD TOTAL (FY)</b> \$79,891
Feb-20	\$5,732	FY2021	\$103,367
Mar-20	\$8,030	+/-	\$23,477
Apr-20	\$7,079		
May-20	\$6,413	<b>Budgeted:</b>	<b>\$80,000</b>
Jun-20	\$8,643	+/-	\$23,367
Jul-20	\$11,145	%/Budget:	129.21%
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513		
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368		
Feb-21	\$9,745		
Mar-21	\$9,543		
Apr-21	\$9,575		
May-21	\$11,827		



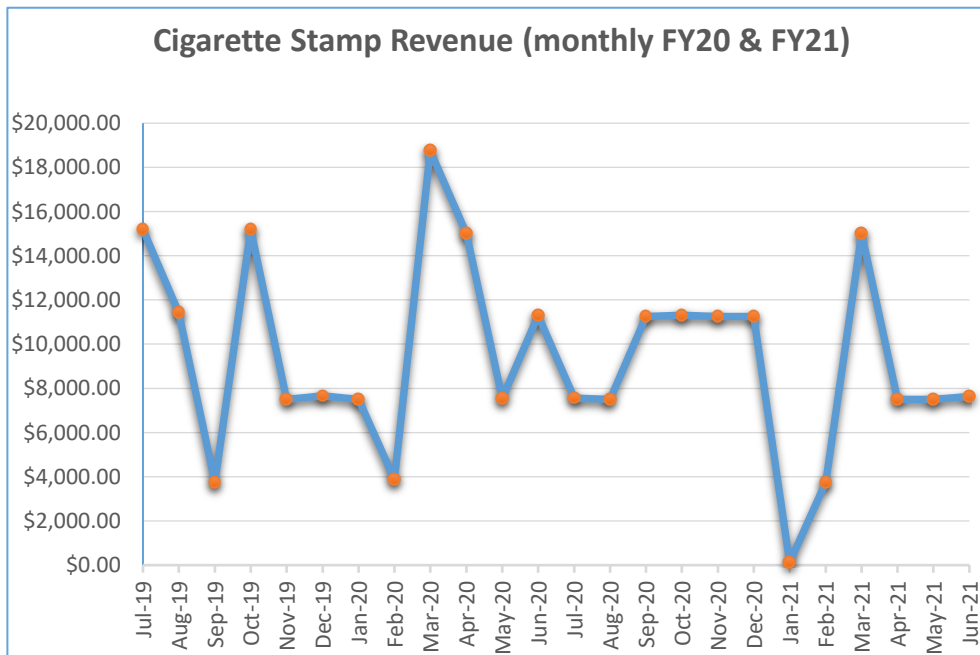


## Town of Altavista Local Cigarette Tax

Jul-19	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		
Apr-20	\$15,000		
May-20	\$7,545		
Jun-20	\$11,299		
Jul-20	\$7,556		
Aug-20	\$7,500		
Sep-20	\$11,250		
Oct-20	\$11,306		
Nov-20	\$11,250		
Dec-20	\$11,250		
Jan-21	\$125		
Feb-21	\$3,750		
Mar-21	\$15,000		
Apr-21	\$7,500		
May-21	\$7,500		
Jun-21	\$7,625		

		<b>FISCAL YEAR</b>	
		<b>TOTAL</b>	
FY2017			\$142,991
FY2018			\$144,668
FY2019			\$140,288
FY2020			\$124,684
		<b>MTD TOTAL (FY)</b>	
FY2020			\$124,684
FY2021			\$101,612
+/-			-\$23,072
<b>Budgeted:</b>			<b>\$130,000</b>
+/-			-\$28,388
%/Budget:			78.16%





2021

	January	February	March	April	May	June	Year to Date
Criminal Arrests "Felony"	2	2	1	1	2	1	9
Criminal Arrests "Misdemeandor"	1	4	6	10	8	6	35
Warrant Executed	6	8	1	6	5	2	28
Uniform Traffic Summons Issued	8	9	12	25	34	18	106
# Traffic Stops	41	24	56	89	123	99	432
BOLO'S (Be on Look Out)	9	2	4	7	3	6	31
DUI	1	1	2	0	0	3	7
IBR	15	19	28	27	28	44	161
MVA	10	5	20	17	8	15	75
Assist Motorist	4	9	361	11	5	16	406
Calls for Service	158	188	268	497	383	323	1,817
Alarm Responses	13	8	9	14	23	15	82
ECO/TDO	3	2	3	0	1	0	9
ECO/ TDO HOURS	6	8	26	0	6.5	0	46.5
Court Hours	6	7	11.25	6	3	2	35.25
Citizen Contacts	525	597	2035	1379	725	1570	6,831
Businesses, Residences Check "Foot Patrols"	272	142	273	276	190	180	1,333
Follow Ups	7	12	13	3	4	9	48



Patrol on 29-June 2021				
	Location	Time	Officer	Disposition
1-Jun	Rt 29-Kelly's Market	2121-2146	Pugh	Alarm-Assist CCSO
1-Jun	Rt 29	2200-2205	Pugh	Traffic Stop
1-Jun	Rt 29	0025-0031	Pugh	Traffic Stop
1-Jun	Rt 29	0359-0405	Pugh	Road Hazard
1-Jun	Rt 29/Kelly's Market	2135-2146	Dogan	Alarm-Assist CCSO
1-Jun	29 NB/Lynch Mill	0359-0405	Dogan	Road Hazard
1-Jun	29 SB/Bedford Hwy	0422-0427	Dogan	Disabled Vehicle
3-Jun	Rt 29	218	Earhart	Disabled Vehicle
4-Jun	29 NB/Main St	1506-1544	Wilson	Vehicle Fire
4-Jun	Rt 29-Discovery Ford	2145-2152	Pugh	Alarm
4-Jun	Rt 29/Clarion Rd	2251-2255	Pugh	Traffic Stop
4-Jun	Rt 29	2355-0009	Pugh	Traffic Stop
4-Jun	Rt 29/Bedford Ave	0026-0029	Pugh	Disabled Vehicle
4-Jun	Rt 29/Bedford Ave	0229-0232	Pugh	Disabled Vehicle
4-Jun	Rt 29/Rockford School	0245-1647	Pugh	Pursuit
4-Jun	29NB/Clarion Rd	2355-0009	Dogan	Traffic Stop
4-Jun	29SB/Bedford Hwy	0229-0232	Dogan	Disabled Vehicle
4-Jun	29SB/Main St	0245-0344	Pugh	Pursuit
8-Jun	Rt 29/Bedford Ave	425	Earhart	Disabled Vehicle
9-Jun	29SB/Bedford Hwy	0457-0512	Dogan	Check Location
9-Jun	29SB	0458-0500	Dogan	Traffic Stop
9-Jun	Rt 29/Lynch Mill	2038-2045	Pugh	Disabled Vehicle
9-Jun	Rt 29/Bedford Ave	2046-2051	Pugh	Fuel Spill
9-Jun	Rt 29/Bedford Ave	2221-2227	Pugh	Traffic Stop
9-Jun	Rt 29/Main St	0545-0548	Pugh	Traffic Stop
11-Jun	Rt 29	305	Earhart	BOL
14-Jun	Rt 29	2124-2138	Pugh	BOL
14-Jun	29SB	2124-2138	Dogan	BOL
16-Jun	Rt 29	0031-0035	Pugh	Traffic Stop
18-Jun	Rt 29/Main St	2333-2336	Pugh	Traffic Stop
18-Jun	Rt 29	0055-0100	Pugh	Traffic Stop
18-Jun	Rt 29/Clarion Rd	0153-0154	Pugh	Traffic Stop
18-Jun	Rt 29	0402-0409	Pugh	Traffic Stop
18-Jun	Rt 29/Lynch Mill	0433-0436	Pugh	Traffic Stop
19-Jun	29SB/Bedford Hwy	2124-2427	Pugh	Traffic Stop
19-Jun	29SB/Main St	0051-0325	Pugh	Pursuit
19-Jun	29NB	0051-0054	Dogan	Pursuit
24-Jun	Rt 29/Clarion Rd	0128-0132	Pugh	Traffic Stop
26-Jun	Rt 29/Main St	2301	Earhart	MVC
27-Jun	29SB	19	Earhart	Deer Carcass
27-Jun	Rt 29/Bedford Hwy	1727-1833	Abbott	MVC
28-Jun	29NB/Main St	2047-2127	Pugh	Disabled Vehicle
29-Jun	Rt 29/Gladys Rd	2217-2327	Dogan	Assist VSP
29-Jun	29SB/Bedford Hwy	0136-0143	Dogan	Traffic Stop
29-Jun	Rt 29/Clarion Rd	1827-1836	Pugh	Traffic Stop
29-Jun	Rt 29/Gladys Rd	2217-2327	Pugh	MVC
29-Jun	Rt 29	0136-0143	Pugh	Traffic Stop
29-Jun	Rt 29	0200-0206	Pugh	Traffic Stop





## MEMORANDUM

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

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

**Date: July 1, 2021**

**Re: June 2021 Community Development Report**

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### Permits

Fifteen (15) Zoning Permits issued during the month of June:

Home Occupations: 1

New Business: 7 (Arabella's – new owner, T Mobile – new owners, Miss Lee's Dance Expressions at 519 Main St- the Rhythm Dance Company did not renew their lease)

Signs: 2

Accessory Structures: 4

New Homes or Additions: 1

Zoning Confirmation Letters: 1

Plats: 1

### Violations

Staff is working on 3 active code enforcement complaints. Three (3) new violations were reported in June and 4 violations were closed.

### Planning Commission:

The Planning Commission met on June 3, 2021 held three (3) public hearings. They were #OA-21-07: To amend Section 86-22 of the Zoning Ordinance to define the Central Business District (CBD), #OA-21-05: To amend Section 86-561 of the Zoning Ordinance to add an exception to the off-street parking requirement in the Central Business District (CBD) for business located within a 200' radius of a public parking lot, and #OA-21-06: To amend Section 86-424 of the Zoning Ordinance to permit metal roofs in the Downtown Revitalization Overlay District (DRO) and to allow other metal finishes with a Special Use Permit (SUP).

Vice Chair Marie Mitchell completed the Certified Planning Commissioners' Program. Marvin Clements participated in a refresher course.



### Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in June. The town has been informed that Johelen Martin will not seek to be reappointed to the BZA.

### Staff Projects/Meetings:

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

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

The Town applied to the Virginia Department of Housing and Community Development (DHCD) for funding under the Acquire, Renovate, Sell Grant. The request is under review.

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

The Community Development met with Virginia Community Development Corporation to discuss affordable and workforce housing, gap funding, and the use of historic and new market tax credits.

The Community Development Director met with People Inc, a community action agency out of Abingdon, to discuss affordable housing.

Altavista On Track continues to plan for the Uncle Billy's BBQ/Bourbon/Beer Festival. The town has assisted when needed.

Staff is working on creating its GIS system, separate from Campbell County. This will allow the town to provide data to users that is currently unavailable of the Campbell County GIS. Once the system is complete internally, staff will create a version that can be used by the public.

The Assistant Town Manager and Community Director met to discuss the process for nuisance and grass complaints and transition of duties. They also drove around town for the Community Development Director to explain her inspection route during grass season and properties where there were repeat offenders.

The Main Street Coordinator and Community Development Director continue to work on programming for the Spark Innovation Center. They met with Virginia Community Capital to discuss their Noon Knowledge Lunch & Learn Series and business launch programs. They also met with SOVA Innovation Hub to discuss their youth entrepreneurial program.



The Community Development Director attended the AOT Design Committee meeting, due to the absence of the Main Street Coordinator. At the meeting AOT proposed designing a parklet that could be placed at the Spark Innovation Center. Discussions are being held at the staff level and a recommendation will be provided in the future.

Staff has been meeting with UVA Wise-Oxbow Center to discuss their accelerator program and a potential partnership. The goal is to strengthen the programs at Spark, while also demonstrating to GO Virginia that a partnership crossing regions can be mutually beneficial. It is hoped that this will also lead to additional funding opportunities for the town, as GO Virginia promotes regional partnerships.

In preparation of the Comprehensive Plan update the town met with Planners from the Central Virginia Planning District Commission (CVPDC) to discuss their role in assisting with the plan. They were giving a tour of the town and created a schedule for July 1, 2021 – June 30, 2022. CVPDC will update the maps and charts in the plan to include data from the 2020 Census. They will also assist with gathering feedback from citizens through online surveys. The Community Development Director will write the plan and assist by meeting with citizens and businesses to collect data.





## **Main Street Coordinator Monthly Report June 2021**

### **Businesses Visited/Contacted**

- Airabella's
- Backwoods Auction
- Blum Skincare
- Clipperz Kutz
- Cyclin' Nutz
- Crystal Bay Pools
- Danny's Village Barber Shop
- Dr. Charles West, DDS
- Edward Jones Investments
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- Lori Watkins – State Farm
- Main Street Café
- Main Street Shoppes
- Parker Productions
- Proving What's Possible
- Rountrey Hardware
- Scoops
- Sew Savanna
- SPT Salon
- Steve's Florist
- Styling Boutique
- Sweet Izzy's
- The Portrait Place
- Vista Fitness
- Vital Edge Nutrition
- Watts Petroleum

The Main Street Coordinator continued to meet with staff from Publiq Accounting to develop the new accounting software. The software is currently operational, and trainings will continue to take place.

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

Marketing is still underway for AOT's Downtown Business Investment Grant. As of June 30<sup>th</sup>, one individual has completed the grant program (Clipperz Kutz). In addition, one business (Heavenly Hair LLC) is preparing to begin their business. Since the program was instituted in November 2020, the Main Street Coordinator has received approximately 20 inquiries about the grant program. Applications are available at Town Hall and on the AOT website.

The Main Street Coordinator assisted Allison Heyes in completing her application for the Altavista Advantage revolving loan fund. The Main Street Coordinator also attended a meeting with the Assistant Town Manager, Community Development Director, Councilman Wayne Mitchell, and Mr. Shawn Stone to review Mrs. Heyes' loan application. Her application was approved by the Altavista Economic Development Authority at their June 22<sup>nd</sup> monthly meeting.

AOT is currently awaiting further information on DHCD's Downtown Investment Grant that it applied for. The Downtown Investment Grant is \$20,000 and would allow AOT to offer six businesses up to \$5,000 in grant funding. Each business will have access to a maximum of: \$1,000/month in rent assistance for 3



months, \$250/month in utility assistance for 3 months, \$250 in permitting reimbursements, and \$1,000 in marketing assistance for a new website and/or for radio/print ads.

The Main Street Coordinator met the Community Development Director, Rev. Ed Soto, AOT Secretary Katie Lane, and Jonathan Mitchell with Simply Branding to discuss the proposed changes to the AOT website. The team provided Mr. Mitchell additional insight into AOT and its mission and vision for the downtown district. The tentative date for the new website is July 12<sup>th</sup>.

The Main Street Coordinator distributed information to three existing businesses and one potential business regarding AOT's new downtown façade grant program. Applications are available at Town Hall and on the AOT website.

Andria Smith, Branch Manager at First National Bank, was approved as a new Board member at the June 10<sup>th</sup> meeting. AOT still has one more vacancy to fill on the Board, which is expected to be filled by the July meeting.

The Main Street Coordinator continued to promote the upcoming Birdies for Businesses Golf Tournament at London Downs Golf Club on Wednesday, August 18<sup>th</sup>. As of July 1<sup>st</sup>, five teams have signed up, with additional teams expected to sign up by the end of the month.

Altavista On Track continues to work on the upcoming Uncle Billy's BBQ/Bourbon/Beer Festival on Saturday, October 2<sup>nd</sup> at English Park. The information has been shared to Facebook and the AOT website, and the initial reaction amongst the public is very positive. Many have expressed their excitement about a new festival in Town.

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

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

The Town Manager, Assistant Town Manager, Community Development Director, and Main Street Coordinator continued to discuss potential interns for the Town and AOT. Staff has been working to develop job descriptions and project lists for the interns.

The Community Development Director and Main Street Coordinator participated in several meetings with individuals around the Commonwealth to identify programming for the new Spark Innovation Center. This included Sandy Ratliff (Virginia Community Capital), Lauren Mathena (SOVA Innovation Hub) and Kalen Hunter and Shannon Blevins (UVA-Wise).

The Main Street Coordinator participated in several on-camera interviews with local/regional news organizations regarding AOT's new façade grant program, as well as regarding the Uncle Billy's BBQ/Bourbon/Beer Festival.



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

- **Page Likes:** 2,147 (+35 during June)
- **Page Followers:** 2,220 (+190 during June)
- **Post Reach:** 10,090 (-68% compared to May)
- **Total Posts:** 25 posts
- **Most Popular Post:** Dalton's Landing Ribbon Cutting (June 25<sup>th</sup>) – 5,664 reached

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

- **Page Likes:** 1,705 (+29 during June)
- **Page Followers:** 1,837 (+27 during June)
- **Post Reach:** 6,057 (+14% compared to May)
- **Total Posts:** 6 posts
- **Most Popular Post:** Clipperz Kutz Ribbon Cutting (June 1<sup>st</sup>) – 878 reached



# BUILDINGS AND GROUNDS

July 7, 2021

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: June 2021

Vacation / Comp. Time Used / Sick Leave Taken		110.00
Meetings / Data Entry / Work Planning / Training		53.25
# of Call Duty Hours		27.25
# of Assisting other Crews		10.25
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	0	0
# of Cremations	0	0
Cemetery Grounds Maintenance		11
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	109.21	112.50
Residential Garbage Collected (Tonnage) Town of Hurt	35.29	32
# of Curbside Brush Collected (Stops)	208	30
Loads of Brush Collected	15	
# of Curbside Bulk Collected (Stops)	140	28.25
Bulk Collection (Tonnage)	23.92	
# of Tires Collected	6	2
# of Residential Garbage Citations Issued	1	
Seasonal		
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		5
# of Building Maintenance Hours		77.75
# of Park Cleaning		107.75
# of Parks Ground Maintenance Hours		313.75
# of Acres Mowed by Town	163.71	141.00
# of Acres Mowed by Contractors ****		0
# of Hours Checking Daltons Landing/Industrial Site		16.25
Special Projects / Special Events T.G.I.F.		
# of Veh. Maintenance Hours		18
*** HOURS NOT ADDED		
Total Labors Hours for the Month		1096



## STREET DEPARTMENT MONTHLY REPORT

DATE: JULY 7, 2021

TO: TOWN MANAGER  
FROM: DAVID GARRETT  
MONTH: JUNE 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	8
Safety Meetings/Data Entry/ Planning Schedule	70.25
Weekend Trash Truck (2 Trucks / 1.89 Tons)	11
Street Sweeping (Miles Swept 96)	20.50
Litter Control (Bags Collected 9)	2
Assisting Other Crews	307
Town Wide Mowing (55.71 Miles)	90
Contractor Mowing	9.02
Sign Maintenance	2
Patching Pot Holes	1.75
Ditch & Drainage Pipe Maintenance	4
Weed Control (Gallons Sprayed 67)	19
Street Lighting	0
Dead Animal Removal/Buzzard Control	55.50
Decorative Street Light	3.50
Equipment Maintenance	0
Shop Clean Up	0
Trees/ Trimming/ Removal	12
Vehicle Maintenance	0
Shoulder Work and Stone (Tonnage 0)	0
Call Duty	5.50
Alley Maintenance	0
Snow – Morton Salt Delivery	0
Special Projects / Special Events / Seasonal	0
Total Labor Hours for the Month	612



## FLEET MAINTENANCE DEPARTMENT

**DATE:** July 7, 2021

**TO:** TOWN MANAGER

**FROM:** DAVID GARRETT

**MONTH:** June 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	12
Safety Meetings	8
Holiday	0
Daily/ Weekly/ Planning & Scheduling	13.50
Sick Leave Used	0
CIP / Budgeting	8
Preventive Maintenance	67
Full Services	0
General Repair's	29.50
Troubleshoot and Diagnostic	3.50
Assisting Other Crew	1
Tire Changes & Repairs	0
Building & Grounds	0
Picking Up & Delivery	19.50
State Inspections	1.50
Fabrication	12.50
Total Labor Hours for the Month	176.00



## Monthly Staff Report Water Plant

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

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 16.14 Hours per day which yielded approximately 1,500,000 gallons of water per day.

<b>Rain</b>	<u>1.33</u>	<b>YTD Rain</b>	<u>18.36</u>	<b>Snow</b>	<u>0</u>	<b>YTD Snow</b>	<u>0</u>	was measured at the water treatment plant.
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Average Hours per day (week days)	<u>17.51</u>	hrs					
Average Hours per day (weekends)	<u>12.38</u>	hrs					
Average produced (week days)	<u>1,636,022</u>	gallons per day					
Average produced (weekends)	<u>1,126,398</u>	gallons per day					
Total Raw Water Pumped:	<u>47.07</u>	million gallons					
Total Drinking Water Produced:	<u>45.00</u>	million gallons					
Average Daily Production: (drinking)	<u>1,477,128</u>	gallons per day					
Average percent of Production Capacity:	<u>49.24</u>	%					
Plant Process Water:	<u>2,067,332</u>	(finished water used by the plant)					
Bulk Water Sold @ WTP:	<u>86,000</u>	gallons					
Flushing of Hydrants/Tanks/FD use/Town Use	<u>200</u>	gallons					
McMinnis Spring							
Total Water Pumped:	<u>8.526</u>	million gallons	average hours per day	<u>16.1</u>			
Average Daily Produced:	<u>304,500</u>	gallons per day	Rain at MC	<u>1.83</u>	YTD Rain	<u>20.30</u>	
Reynolds Spring			snow	<u>0</u>		<u>0</u>	
Total Water Pumped:	<u>8.632</u>	million gallons	average hours per day	<u>14.6</u>	Total Precip	<u>20.30</u>	
Average Daily Produced:	<u>287,733</u>	gallons per day	Rain at RE	<u>1.96</u>	YTD Rain	<u>18.21</u>	
Purchased Water from CCUSA	<u>2,258,212</u>	gallons	snow	<u>0</u>		<u>0</u>	
Sold to Hurt	<u>2,450,500</u>	gallons			Total Precip	<u>18.21</u>	
Industrial Use	<u>42,237,596</u>	gallons					

**Water lost due to leaks** 124,800  
**McMinnis Line Leak**

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 VDH has requested the Town to participate in a PFAS study. Samples to be collected June 3 2021.  
 Melinda High Pressure Zone- Contracts have been signed and awaiting notice to proceed with kick off meeting  
 Fire Extinguishers checked and signed off on  
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing  
 Filter Upgrade -Prebid was conducted with site visits set up for July 7th and 14th, bids due on July 22nd  
 McMinnis water line project is underway with 16500 feet installed of 17500 feet project. Working on access easement  
 The Source Water Protection Plan has been delivered to the WTP Manager to set up a committee to implement the plan.  
 Generator project awaiting notice to proceed  
 Town of Hurt DBP improvement project. ( This will remove withdrawal from out clear well to the system) is underway.  
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project ( Hurt paying for system)  
 Basin 2 and 5 Cleaned



# Utilities Distribution and Collection

# of Service Connections	0	Addresses:	
# of Service Taps	0	Addresses:	
# of Meters Read	103 1,711	Monthly Quarterly	Rereads 3 43
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	18.00 147.94	Tons	
# of Location Marks made for Miss Utility	42		
# of Meters Replaced	1		
# of Water Lines Repaired Locations: 707 13th Street	1	# of Sewer Lines Unstopped Locations: 910 Main Street - Dairy Freeze 1501 Main Street - Chandler Concrete 1420 Broad Street	3
# Air Relief Valves Inspected	0		
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
# of Blow-Off Valves Located	14		
Push Camera Footage	1,025'	Sewer Main Cleaned	0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	0	Sewer Service Cleaned	0
Sewer Video Manholes	0	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	24	Sewer Right of Way Clearing Footage	0
Water Right of Way Clearing Footage	0	Sewer Manholes Inspected	0
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

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



**DEPARTMENT:** Wasterwater Plant  
**MONTH:** June

Average Daily Flow	2.10	MGD	
TSS Reduction	96	%	
BOD Reduction	94	%	
VPDES Violations	0		
Sludge ( Regional Land Fill)	154	tons	(estimated)
Rain Total	1.67	Inches	
		Snow Total	Inches

**Other Wastewater Activities and CIP Projects:**

Month: June  
Week: 7th, 2021

- Continue Sanitizing procedures for commonly used areas
- UV system Checks
- Safety training
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- Replacing NPW pump and Motor
- Submitted monthly DMR
- Submitted monthly Industrial sewer billing
- Analyzed annual PT samples for Lab
- Conducted semi-annual Industrial monitoring
- Serviced UV bank A
- Replaced breaker on UV system B
- Employee Ed Pickeral out on Medical
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- UV system Checks
- Safety training
- Replacing NPW pump and Motor
- Repaired thickener spray valve
- Repaired / cleaned Press Bypass line
- Reissued Hodnett's Spetic Service Discharge Permit
- Submitted annual PT samples for Lab
- AIC reprogrammed Main PLC 6-15-21
- RVPS VFD out of service. Repairing by TECH STAR 6-15-21
- Employee Ed Pickeral out on Medical
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: June  
Week: 21st, 2021

- Continue Sanitizing procedures for commonly used areas
- UV system Checks
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- Employee Ed Pickeral cleared to start light duty Monday 6/28/21
- Safety training
- Ran All generators 6/21/21
- Completed NPW repair
- Repaired press polyblend (water valve)
- Received New NPDES Permit
- AIC reprogrammed Main PLC Alarms 6/23/21
- RVPS VFD out of service. Repairing by TECH STAR 6-15-21
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- UV system Checks
- Employee Ed Pickeral started light duty Monday 6/28/21
- Safety training
- Received New NPDES Permit
- AIC programming new upgraded alarm system
- RVPS VFD out of service. Returned by TECH STAR 7-1-21 (unrepairable)
- Completed VELAP Site Survey for future inspection
- Reissued all industrial Discharge Permits
- Unstopped both scope valves on clarifier 1 and 2
- Posted Month of June safety sign sheets
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade (progress meeting was held and currently we are on schedule)  
Davis Bacon requirements were reviewed in all payroll was acceptable  
One employee still out on FMLA leave  
Currently down 2 employees  
Water treatment plant operators are being taught how to operate the press



## Printed 7-Jul-21

Printed 7-Jul-21

Customer Class		July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21	March-21	April-21	May-21	June-21	
WATER														Average
	Residential Base-IT	1,329	7	12	1,245	16	11	1,240	9	15	1,325	24	14	437
	Commercial Base-IT	195	43	27	176	27	28	157	44	41	203	43	44	86
	Residential Base-OT	150	1	-	143	-	1	142	-	1	150	1	-	54
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	30	30	30	30	30	31	31	31	31	31	31	31	31
	Dormant Accounts													-
	Industrial	4	5	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	1,709	87	75	1,600	79	77	1,576	90	94	1,715	105	95	613
														Total
	Residential Use-IT	14,408,990	9,130	63,930	13,306,131	47,210	43,420	11,747,867	11,360	641	17,405,106	93,430	208,060	57,345,275
	Commercial Use-IT	2,307,298	3,570,031	1,698,400	6,728,295	656,191	5,620,669	3,666,982	2,763,740	2,025,130	5,058,347	2,646,760	6,682,354	43,424,197
	Residential Use-OT	1,840,710	2,560	-	1,778,750	-	8,440	1,513,390	-	210	1,620,100	420	-	6,764,580
	Commercial Use-OT	2,491,200	2,924,700	2,792,400	2,683,000	2,574,300	2,707,200	136,729	2,539,800	2,249,800	2,413,100	2,233,900	2,643,000	28,389,129
	Municipal	137,470	920,400	552,930	271,080	275,720	289,950	278,340	293,710	249,740	331,000	282,460	439,730	4,322,530
	Industrial	48,026,158	46,777,325	20,831,992	41,237,761	45,732,224	37,898,424	40,571,367	46,314,631	36,026,041	51,967,769	62,491,305	62,491,305	540,366,302
	TOTAL WATER SOLD	69,211,826	54,204,146	25,939,652	66,005,017	49,285,645	46,568,103	57,914,675	51,923,241	40,551,562	78,795,422	67,748,275	72,464,449	680,612,013
	NET DELIVERED	65,806,703	42,271,392	69,533,356	58,550,942	53,442,930	56,665,000	64,282,164	63,600,827	69,688,792	80,444,031	60,939,619	63,725,038	748,950,794
	FRACTION BILLED	105%	128%	37%	113%	92%	82%	90%	82%	58%	98%	111%	114%	91%
	Total ( TOA,sold,hydrnts, Leaks)	455,600	197,800	182,771	162,100	116,400	80,550	65,800	50,400	580,100	102,600	465,200	211,000	2,670,321
													Total	
Residential Base & Use-IT	65,103	219	482	60,626	546	373	56,503	281	92,730	58,465	886	953	337,168	
Commercial Base & Use-IT	19,375	22,409	5,824	27,423	3,085	14,277	12,259	9,486	7,408	13,786	4,516	24,057	163,905	
Residential Base & Use-OT	12,599	43	-	12,235	-	62	2,901	-	47	12,234	47	-	40,168	
Commercial Base & Use-OT	9,654	11,306	10,802	10,385	9,971	10,477	577	10,652	9,454	10,129	9,389	11,078	113,873	
Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-	
Industrial	121,340	117,906	53,272	106,850	115,726	95,797	110,892	126,459	986,340	141,646	169,954	116,100	2,262,281	
TOTAL	228,071	151,883	70,380	217,519	129,328	120,986	183,132	146,878	1,095,979	236,259	184,792	152,188	2,917,394	

SEWER	Residential Base-IT	1,150	4	12	1,085	16	9	1,079	9	15	1,153	18	14	Average	380
	Commercial Base-IT	146	40	25	158	25	25	136	43	39	145	42	20		70
	Commercial Base-OT	8	1	-	1	1	7	6	1	6	6	6	7		5
	Municipal	7	8	8	8	8	9	8	8	8	8	8	8		-
	Dormant Accounts														-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4		4
	TOTAL	1,315	57	49	1,256	54	54	1,233	65	72	1,316	78	53		459
															Total
	Residential Use-IT	10,688,192	4,616	55,071	9,869,928	40,764	30,932	8,633,061	8,194	78,983	10,052,327	62,146	177,144		39,701,356
	Commercial Use-IT	2,307,298	2,235,591	185,714	2,454,700	798,967	796,746	1,739,790	1,792,160	1,411,387	3,560,837	1,343,020	1,921,046		20,547,254
	Commercial Use-OT	328,292	113,700	-	136,940	100,000	374,096	240,800	82,300	183,296	274,736	305,636	293,944		2,433,740
	Municipal	44,240	129,020	83,400	99,360	85,810	84,140	82,690	94,250	84,600	128,890	90,160	242,740		
	Industrial	43,540,000	42,500,000	23,190,000	41,220,000	42,440,000	39,510,000	38,670,000	41,610,000	37,140,000	43,210,000	39,550,000	36,440,000		469,020,000
	TOTAL SEWER BILLED	56,908,022	44,982,927	23,514,185	53,780,928	43,465,541	40,795,913	49,366,341	43,586,904	38,898,266	57,226,789	41,350,961	39,074,874		531,702,350
	WWTP EFFLUENT	58,243,800	41,936,100	67,475,900	72,480,200	74,012,100	70,273,000	62,580,000	66,310,000	67,390,000	59,270,000	56,364,000	60,320,000		756,655,100
	FRACTION BILLED	98%	107%	35%	74%	59%	58%	79%	66%	58%	97%	73%	65%		70%
	Residential Base & Use-IT	36,091	28	207	33,208	177	118	29,176	57	299	34,333	249	644		11,216
	Commercial Base & Use-IT	5,516	7,137	3,787	8,187	3,484	2,510	7,810	5,730	4,515	12,028	5,252	6,141		6,008
	Commercial Base & Use-OT	1,182	429	506	386	778	1,904	1,148	620	1,176	1,175	1,283	1,192		1,030
Municipal	-	-	-	-	-	-	-	-	-	-	-	-		-	
Industrial	148,036	144,500	78,642	140,484	144,296	133,960	132,753	142,639	127,220	147,858	134,470	125,723		1,600,581	
TOTAL	190,825	152,095	83,142	182,265	148,734	138,492	170,887	149,046	133,795	195,393	141,254	133,701		1,618,835	

CURBSIDE														Average
	Curbside-IT STOPS													
	Curbside - Brush	221	148	95	226	166	72	83	74	184	295	203	208	155
	Curbside- BULK	39	93	102	111	126	85	90	72	190	168	147	140	85
	TOTAL	260	241	197	337	292	157	173	146	374	463	350	348	240
														Total
	Curbside-IT	101	102	112	100	112	116	89	86	107	99	92	109	1,096
Curbside-BULK	7	10	17	17	17	24	21	9	24	19	17	24	153	
TOTAL	109	112	129	117	129	140	110	95	131	118	109	133	1,249	



# July 2021

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
<b><u>NOTES:</u></b> * July 27th AEDA Meeting 8:15am				1	2	3
4  Independence Day	5  Town Office <u>CLOSED</u> in observance of Independence Day	6  Planning <u>Commission</u> 5pm	7	8	9	10
11	12	13  <u>Council Meeting</u> 6pm	14	15  AOT <u>Meeting</u> 5:15pm	16	17
18	19	20  Recreation <u>Committee</u> 5:30pm	21	22	23	24
25	26	* 27  <u>Council Work Session</u> 5pm	28	29	30	31



# AUGUST 2021

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Sat.
1	2 Planning Commission 5:00pm	3 APD National Night Out	4	5	6	7
8	9	10 Council Meeting 7pm	11	12 AOT Mtg. 5:15pm	13	14
15	16	17 Recreation Committee 5:30pm	18	19	20	21
22	23	24 Council Work Session 5pm	25	26	27	28
29	30	31		NOTES: August 10th Avoca Member Picnic	August 24th AEDA Mtg. 8:15 am	August 27 <sup>th</sup> Chamber of Commerce TGIF





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 9D

## Informational Items

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

**If there are any Informational Items they will be included and/or covered here.**



## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

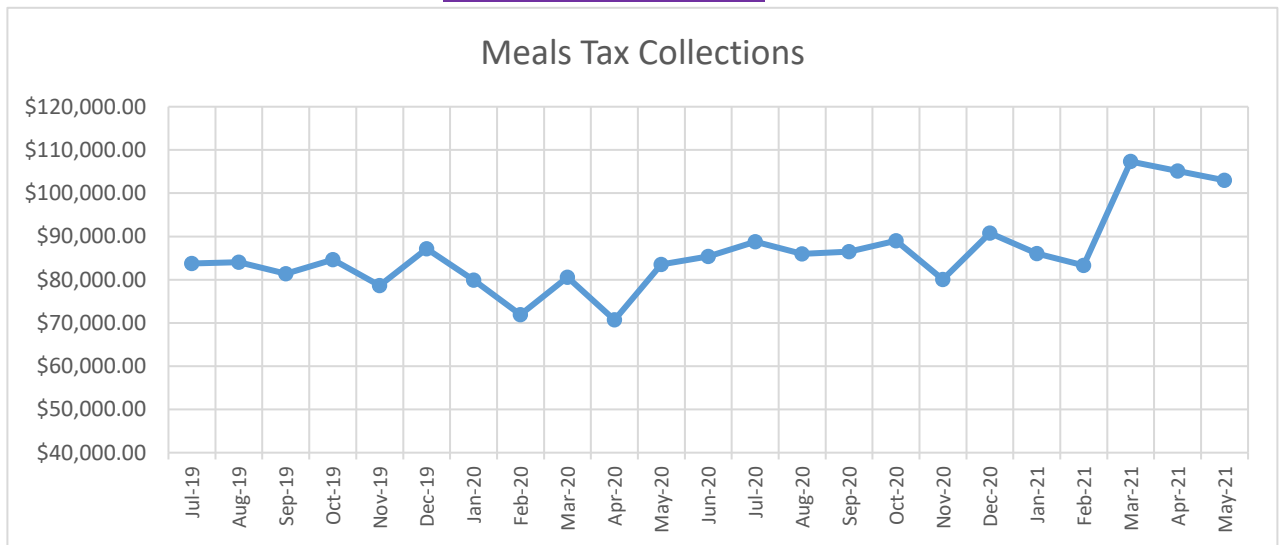
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		
May-20	\$83,548.86		
Jun-20	\$85,413.70		
Jul-20	\$88,787.18		
Aug-20	\$85,975.65		
Sep-20	\$86,501.21		
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		
Feb-21	\$83,318.92		
Mar-21	\$107,320.09		
Apr-21	\$105,170.66		
May-21	\$102,956.82		

		<b>PREVIOUS</b>	
		<b><u>YTD TOTAL (FY)</u></b>	
<b>FY2017</b>		<b>\$951,518.71</b>	
<b>FY2018</b>		<b>\$936,848.19</b>	
<b>FY2019</b>		<b>\$986,050.18</b>	
<b>FY2020</b>		<b>\$971,639.35</b>	
		<b><u>MTD TOTAL (FY)</u></b>	
<b>FY2020</b>		<b>\$886,225.65</b>	
<b>FY2021</b>		<b>\$1,005,873.51</b>	
<b>+/-</b>		<b>\$119,647.86</b>	

<b>Budgeted:</b>	<b>\$973,000</b>
Remaining Revenue	\$32,873.51
% of Budget to date	103.38%







# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 10

## Items From Council

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**Time is provided on each Town Council Agenda for each Council Member to address any item, issue or concern they may have. Council can then decide what the next step is and give direction to staff. A consensus may be reached on whether Council desires to explore the item further and if so provide direction to staff.**



**Town Council Regular Meeting June 8, 2021**

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on June 8, 2021 at 6:00 p.m.

At six o’clock p.m., Mayor Mike Mattox called the meeting to order and presided.

**Council Members**

Present: Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Members Absent: Mr. Jay Higginbotham  
Mr. Timothy George

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

Altavista Utilities Director Tom Fore gave the invocation for this evening.

Mayor Mike Mattox led the meeting in the Pledge of Allegiance to the US Flag.

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the June 8th Council Meeting Agenda.

- #11 Closed Session: a second item was added to this evening’s Closed Session: Section 2.2-3711 (A)(8) consultation with legal counsel (Town Attorney).

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed June 8, 2021 Council Meeting Agenda, to which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve Council’s June 8th Meeting Agenda as amended.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

At this time, Mayor Mattox recognized the new News & Advance Representative, Mr. Bryson Gordon, and thanked him for attending The Town of Altavista’s Town Council Meeting.



# Town Council Regular Meeting June 8, 2021

## 2. Recognitions and Presentations

### ▪ Personnel Changes

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

- Milestones:  
None at this time

- New Hires:

Glenn Campbell	Utilities Trainee/Part-time	5/06/2021
James Spearly	Public Works Maintenance Worker	5/11/2021
Joseph Chapman	Utilities Trainee/Water Operator	5/12/2021

- Departures:  
None at this time

Mayor Mattox welcomed the new hires to their employment with the Town of Altavista. He asked Town Council if they had any questions, to which there were none.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the June 8th, 2021 Council Meeting Agenda, to which there were none.

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

## 4. Town/Community Partner Updates

### A. Altavista On Track (AOT)

AOT Main Street Coordinator George Sandridge gave Town Council a brief update of the organization's current and upcoming projects, since Council's regular meeting in May.

- Mr. Sandridge informed Town Council that AOT was hosting a fundraising golf tournament at London Downs Golf Course this summer. He stated the event was scheduled for Wednesday, August 18th, to begin at 1:30 PM.

Mr. Sandridge stated, due to the COVID-19 pandemic over the past year, AOT had been seeking to find more diverse ways to conduct fundraising for the organization. He stated the golf tournament was one of AOT's newest events this year.

Mr. Sandridge stated it was AOT's goal to bring further awareness of Altavista On Track to surrounding communities, while highlighting what Altavista's Downtown District has to offer. He stated he felt hosting events outside of the town would help assist AOT with that goal.

- Mr. Sandridge also informed Town Council that AOT was still waiting on a response from two grant applications.



## Town Council Regular Meeting June 8, 2021

1) The DHCD (Department of Housing and Community Development) for a Downtown Investment Grant. Mr. Sandridge reminded Council that the funding from this grant would be utilized to further Altavista's Downtown District Business Investment Grant Program, which helps new downtown businesses with their first month's rent and utilities.

2) The USDA (United States Department of Agriculture) for a Rural Business Development Grant. He stated, if approved, it was AOT's intent to utilize the funding of this grant to purchase the property at 616 Broad Street, Altavista.

Mr. Sandridge informed Town Council that AOT should be hearing from both the DHCD and the USDA soon and he would inform Town Council and the AOT Board of the results when they are received.

- Mr. Sandridge referenced the Altavista Gibley Jog, an annual AOT fall event. He stated AOT would return to hosting the event "live" again this year, and was scheduled for Thursday, November 25th, starting at 8:30 a.m.

Mr. Sandridge stated he would be happy to answer any questions Town Council may have.

Mayor Mattox asked Council if they had any questions for Mr. Sandridge in regard to the AOT updates, to which there were none.

Mayor Mattox thanked Mr. Sandridge for the Altavista On Track updates and for his continued hard work for the Town of Altavista and its community.

### B. Altavista Area Chamber of Commerce (the Chamber)

The new Chamber of Commerce Executive Director Grace Mattox shared with Town Council the Chamber's most current updates.

- Ms. Mattox informed Town Council that the Chamber of Commerce had once again started offering their community events "live" to the public. She stated the "Coffee and Conversation" event on May 27<sup>th</sup> was well attended.

Ms. Mattox stated, despite the torrential downpour of rain at the beginning of the evening, the first TGIF of 2021, on May 28<sup>th</sup>, was also successful. She stated she felt everyone that attended the event had a good time.

Ms. Mattox stated, although the first TGIF was held at the Altavista Train Station, the event would return to its original location, the Avoca Museum's property, starting in July. She stated Jodie Davis would be the music entertainment for that evening.

- Ms. Mattox informed Town Council she met with Altavista Community Development Director Sharon Williams and Altavista On Track Main Street Coordinator George Sandridge on Wednesday, May 26<sup>th</sup> to discuss details for the Chamber partnering with the town and AOT on future events and projects.

Ms. Mattox stated all three groups would continue to work together and strive to help the Altavista community grow and prosper.

- Ms. Mattox concluded by stating the Chamber had a couple of new business ribbon cutting ceremonies coming up soon, however the dates were not definite at that time.



## Town Council Regular Meeting June 8, 2021

Ms. Mattox thanked Town Council for their time and their continued support of the Altavista Area Chamber of Commerce.

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

Councilman Mitchell thanked the Altavista Area Chamber of Commerce for the good work they do, not only for the businesses in town, but for the Altavista community as a whole.

Mayor Mattox thanked Ms. Mattox for her time and the Chamber of Commerce updates.

### 5. Consent Agenda

- A. Approval of Council Meeting Minutes
  - May 11th, 2021 Regular Meeting
  - May 17th, 2021 Special-called Meeting
  - May 25th, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
  - May 2021 Revenue And Expenditures
- C. Approval of Economic Development Incentives for Altavista's Downtown District
- D. Approval to Advertise for Bidding of the WTP Filter Improvement Project
- E. Approve Bid Award for VDEM Emergency Generator Project
- F. Authorize Town Staff to Write-off Delinquent Utility Accounts
  - For Accounts that are Five Years Old and One Deceased Individual
- G. Approve Naming the Passive Trail in English Park the "Jenks River Trail"
- H. Approve Use of English Park for a Bluegrass Festival – April 22 & 23, 2022
  - Including Waiver of Booker Building Rental Fee for Exterior Stage Use
- I. Approve Bid Award for the FY2021 and FY2022 Town Paving Contract
- J. Approve the Peed & Bortz Proposal for the Frazier Road Drainage Project

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the June 8th, 2021 Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the June 8th Council Meeting Consent Agenda as presented.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 6. Public Hearing(s)

There were no public hearings scheduled for the evening of June 8th, 2021.

### 7. Unfinished Business

- A. Adoption of the Town of Altavista's:
  - FY2022 Town Budget
  - FY2022-2026 Capital Improvement Plan (CIP)
  - FY2022 Master List of Fees and Charges
  - FY2022 Utility Rates (effective December 1, 2021)



Town Council Regular Meeting June 8, 2021

Background:

An “Adopted Budget” is the Operations Guide and Financial Policy document for a locality’s fiscal year. Over the past several months, Town Council has reviewed and commented on the proposed FY2022 Draft Budget and FY2022-2026 Draft Capital Improvement Program (CIP), as well as held the required public hearings. The proposed budget totals \$16,284,830, which includes the General Fund, Enterprise Fund, Cemetery Fund, and Highway Maintenance Fund. The adopted budget will allow the town to allocate funds for their fiscal year beginning July 1, 2021, and ending June 30, 2022.

Town Manager Waverly Coggsdale stated he and Town Staff would be glad to answer any questions Council may have in regard to these four items.

Mr. Coggsdale stated, as each item had its own Resolution of Acceptance, he asked Town Council to consider adoption of each item individually.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the proposed FY2022 Budget, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to adopt the resolution that approves the FY2022 Budget as presented.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the proposed FY2022-2026 Capital Improvement Plan, to which there were none.

Councilman Lowman made a motion, seconded by Councilman Emerson, to adopt the resolution approving the FY2022-2026 Capital Improvement Plan as presented.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the proposed increase to FY2022 Town Utility Rates, to which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to adopt the FY2022 Utility Rates, with increases as presented, to be effective December 1st, 2021.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes



## Town Council Regular Meeting June 8, 2021

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed FY2022 Town of Altavista Master List of Fees/Charges, to which there were none.

Vice Mayor Bennet made a motion, seconded by Councilman Mitchell, to approve adoption of the FY2022 Town of Altavista Master List of Fees and Charges as presented.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

At this time, Town Manager Waverly Coggsdale expressed his appreciation to Town Staff and Department Directors for their efforts in preparation of the FY2022 Budget and CIP.

Mr. Coggsdale also thanked Town Council for their dedication in leadership in directing Town Staff through the budget process; and their efforts in charting a course for the town's next fiscal year.

Mayor Mattox thanked the Town Manager and Town Staff for their patience and understanding, explanation of details, and guidance throughout the budget process. He stated he felt Town Staff's demeanor showed great professionalism.

### B. Lynch Creek Erosion Issue at the Altavista YMCA Family Center

Background:

At the May 25<sup>th</sup> Council Work Session, Robert Lee, English Construction, and Steve Jester, YMCA Executive Director, explained how the erosion issue along Lynch Creek was having an impact on the YMCA. The creek that runs beside the YMCA Family Center has caused erosion that is damaging an existing concrete pad; and risks further damage in the area where the YMCA's new pool filtration system will be installed. Mr. Lee put together a scope of work for this project, minus permitting designs. At Town Council's direction, the scope of work was sent to several local contractors in an effort to get cost estimates for the estimated repairs.

Altavista Public Works Director David Garrett gave Town Council an update on this item.

Mr. Garrett informed Council that he reached out to four different contractors with Mr. Lee's projected scope of service for this project. He stated there was only one response providing a cost estimate of approximately \$115,000 for the projected repairs.

Councilman Mitchell asked what length of work the received estimate included.

Mr. Garrett stated the \$115,000 cost estimate covered 250 feet of erosion remediation work, using the proposed gabion rock baskets.

Vice Mayor Bennett referenced the previous discussion by Council in regard to this matter. He reminded Council the erosion issue extended up the creek and under the train trestle in that area. He stated several trees had fallen across the creek due to the erosion issue.

Mr. Bennett stated he felt there was a possibility the erosion issue would eventually effect the parking lot at the Altavista Trade Lot, adjacent to the lower end of Lynch Creek.



## **Town Council Regular Meeting June 8, 2021**

Mr. Bennett stated he would like to see, not only the YMCA issue fixed, but also the entire Lynch Creek area the erosion was affecting. He stated the erosion would only increase over time if the entire issue was not addressed properly.

Councilman Mitchell asked if the U.S Army Corp of Engineers had been contacted in regard to this matter.

Town Manager Waverly Coggsdale stated this small size of a project (\$115,000) was not subject to review by the Army Corp of Engineers.

Mr. Coggsdale also reminded Town Council that any town project over \$100,000 would require a full bid process in order to move it forward.

Councilman Mitchell stated he would like to have someone that was familiar with this type of situation to review the issue in its entirety, not only for the YMCA project, but also for the length of the Lynch Creek erosion issue. He stated he agreed with Vice Mayor Bennet that having the Army Corp of Engineers review the entire area was a good idea.

Mayor Mattox suggested allowing staff to ask the YMCA if their project could wait until the town could consult the Army Corp of Engineers in regard to the entire erosion issue.

Mr. Coggsdale stated, if Council desired, staff would be glad to contact Steve Jester, YMCA Executive Director, to inquire if there were other viable options, such as relocating the new pool filtration equipment, in order to “buy some time” to further evaluate addressing the entire erosion issue at one time, and accordingly, contacting the Army Corp of Engineers to review the situation in its entirety.

Mr. Coggsdale stated, if the erosion issue was addressed as a whole, there was a possibility of grant funding being available to assist the town with its remediation of this erosion issue.

Vice Mayor Bennett asked Tom Fore, Altavista Utilities Director, if the town’s sewer system was near the fore-mentioned area.

Mr. Fore confirmed there was a town sewer line running adjacent to Lynch Creek in that location.

Mr. Bennett asked if the erosion issue at Lynch Creek was a concern for the sewer system.

Mr. Fore stated any time town property, such as sewer or water lines, were adjacent to water sources, the town monitors the area for natural occurrences, such as erosion. He stated, if the erosion became substantial, the town could lose the line into the creek.

Councilman Emerson stated he was under the assumption the YMCA’s project was time-sensitive, with the upcoming installation of their new pool filtration system. He suggested keeping the YMCA Erosion Remediation Project separate from the remaining Lynch Creek erosion issue, in order to move their project forward quicker.

Mayor Mattox shared his favor with the town investigating its options with the Army Corp of Engineers for the remediation of this matter in its entirety before moving forward with the YMCA’s proposed erosion project.

Councilman Mitchell asked if the YMCA’s project required the entire 250 feet scope of work at this time as indicated, or could the project be done with less footage of the gabion basket and still be sufficient for installing their new pool filtration system.



## Town Council Regular Meeting June 8, 2021

Altavista Public Works Director David Garrett confirmed the area of immediate concern was less than 250 feet, therefore, the project's scope of work could be decreased to stay under the \$100,000 cost that would require the town to conduct a full bid process.

Town Manager Waverly Coggsdale stated, if Council desired, he would have a conversation with Mr. Jester and Mr. Lee to determine if the YMCA Erosion Remediation Project's scope of work could be decreased to address only the immediate concern for the concrete pad that would hold their new pool filtration system.

Mr. Coggsdale stated, by doing so, it would lower the cost of the project to under \$100,000, and allow it to move forward without a long bid process.

All Council members were in consensus to do so.

Vice Mayor Bennett asked, if the town paid for the YMCA project, and grant funding became available at a later date to continue erosion remediation for the remaining area of Lynch Creek, would the town be reimbursed for the funds they already contributed.

Mr. Coggsdale stated they would not. He stated construction on such projects were usually not started until after grant funding had been confirmed and all paperwork completed.

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

Mr. Coggsdale stated, after meeting with Mr. Jester to narrow the YMCA project's scope of work, he would bring the revision back to Council for further review, potentially at Council's June Work Session.

### C. Consideration of Melinda High Pressure Zone (HPZ) Project Bid Award

Representatives: Tom Fore, Altavista Utilities Director and Brad Craig, Matter & Craig

#### Background:

The Melinda HPZ Project was bid in April of 2020. With only one bid received, Town Council chose to reject the one bid. Earlier this year, Town Staff recommended rebidding the project and three bids were received. The apparent low bidder was Toney Construction Incorporated (TCI) with a base bid of \$1,060,600 and \$183,100 for the add alternate; a total bid of \$1,243,700.

Mr. Fore introduced Mr. Craig to Town Council and stated Mr. Craig would be updating them on the progress of this project.

Mr. Craig informed Council, when the bid process was reopened for this project, three bids were received by the designated timeframe of June 1st at 2 p.m.:

	<u>Base Bid</u>	<u>Alternate Add</u>	<u>Total Bid</u>
▪ Toney Construction Inc.	1,060,600	183,100	\$1,243,700
▪ E.C. Pace Co.	1,852,356	201,407	\$2,053,763
▪ Counts & Dobyns	1,443,439	365,509	\$1,808,948

Mr. Craig stated, although the bids were higher than Matter & Craig's estimate from one year ago, it was understandable, due to rising material costs over the past year as a result of the COVID-19 pandemic.

Mr. Craig informed Town Council, after reviewing the three bids and their references, Matter & Craig recommended the town award the bid to TCI. He stated Matter & Craig also confirmed that TCI is a licensed contractor in the state of Virginia.



Town Council Regular Meeting June 8, 2021

Mr. Fore stated Toney Construction’s bid was right in line with his estimate a year ago at \$1.3 million, therefore, Town Staff concurs with Matter & Craig’s recommendation.

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

Councilman Mitchell asked if this project’s reason was due to faulty or aging equipment.

Mr. Fore reminded Council, when the water tank was originally installed on Melinda Drive, there were not as many homes as there are now. He stated this project, which includes “booster pumps”, was intended to supply all of the homes in the Melinda Drive area with better water pressure than they currently have.

There were no additional comments from Council regarding this item.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept Town Staff’s recommendation and award the Melinda HPZ Project to Toney Construction Inc. for the total amount of \$1,243,700.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox thanked Mr. Fore and Mr. Craig for their work on this project.

8. New Business

- A. Special Event Permit Request – Altavista On Track (AOT)  
Representatives: Altavista Community Development Director Sharon D. Williams and AOT Main Street Coordinator George Sandridge

Background:  
Jeremy Funderburk recently approached the Town of Altavista to propose a BBQ, Beer and Bourbon Festival. After discussion with town officials, he was allowed to partner with AOT to host the festival at English Park. Now that Mr. Funderburk is an AOT Board member, it was decided the festival would be an AOT-sponsored event. In response to the community’s desire to have more family friendly events, similar to Uncle Billy’s Day, AOT desires to begin a new tradition in Altavista by hosting an annual fall festival.

Altavista’s Community Development Director Sharon Williams came before Town Council with a few details of the festival. She stated the festival had been scheduled for Saturday, October 2nd, from 12:00 PM to 7:00 PM, and vendors would be encouraged to arrive on Friday evening to begin preparing for the event.

Ms. Williams stated there would be approximately thirty-five (35) BBQ professional and amateur competitors participating in the BBQ cook-off competition.

Ms. Williams informed Council that free samples would be given out to event patrons, but vendors would also be given the option to sell their BBQ. She stated other vendors, such as beer, bourbon, ice cream, and desserts, would also be invited to sell at the festival.

Ms. Williams stated there were multiple activities for children being considered in order to make the festival a family-friendly event.



## **Town Council Regular Meeting June 8, 2021**

Ms. Williams continued by informing Council there would be “live music” playing during the festival, from three to four bands offering music from both the blues and country genres. She stated the bands would be located on the exterior stage of the Booker Building in English Park.

Ms. Williams stated there were multiple ticket price-points ranging from \$20 to a \$40 VIP package, which included free beer and bourbon tastings and a commemorative festival cup. She stated admission for children under five years old would be free.

At this time, AOT’s Main Street Coordinator George Sandridge addressed Town Council with additional details regarding the festival.

Mr. Sandridge stated that Altavista On Track was very excited to offer the Altavista community its 1st Annual Vista BBQ, Beer, and Bourbon Festival.

Mr. Sandridge stated, at this time, the AOT Board was requesting \$20,000 from the town as “seed money” in order to begin implementing the plans of the festival.

Mr. Sandridge stated AOT was expecting 500-1000 festival attendees. He stated AOT would be pre-selling tickets for the festival, as well as, at the gate the day of the event.

Mr. Sandridge stated he and Ms. Williams would be happy to answer any questions Council may have. He stated Mr. Funderburk was also present for questioning.

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

Councilman Emerson shared his favor in the town supporting AOT with this festival.

Mr. Emerson stated, since AOT would be competing with other fall festivals that time of year, he encouraged them to advertise this event as much as possible, and through all avenues available to the town to do so.

Mr. Sandridge stated he and Mr. Funderburk had been evaluating other fall festivals that were local to this area in order to “draw inspiration” for Altavista’s new event.

Councilman Mitchell asked, if the festival was successful, did AOT intend to repay the town the requested \$20,000.

Mr. Sandridge stated it was AOT’s intent to use the \$20,000 to pay for upfront expenses for this year’s festival; and use any revenue generated from the event towards planning the festival next year. He stated AOT also planned to use a portion of the festival’s revenue to help fund other revitalization efforts in Altavista’s Downtown District.

Mr. Mitchell asked if the \$20,000 request was only a “one time” request for this year’s festival, not a potential reoccurring request for all future years of this festival, as the Chamber does for Uncle Billy’s Day.

Mr. Sandridge stated that decision would be up to the AOT Board. He stated he was only aware of this \$20,000 request at this time.

Mr. Mitchell stated, since they were unable to offer the town its annual Uncle Billy’s Day Festival this year (2021), the Altavista Chamber of Commerce indicated they were also planning a fall event. He asked if AOT had coordinated with the Chamber of Commerce so the two events did not coincide on the same date.

Mr. Sandridge stated the Chamber of Commerce was aware of AOT’s festival date and indicated the Chamber would be planning their event for another date. He stated the Chamber’s new Executive Director Grace Mattox also assured AOT that they would have the Chamber’s support for their fall festival.



## **Town Council Regular Meeting June 8, 2021**

Councilman Mitchell referenced AOT's \$20,000 request and asked, since the cost estimate shared with Town Council was only \$16,950, why the fund request was so much higher.

Mr. Sandridge stated the \$20,000 amount was mirrored from the annual fund request by the Chamber of Commerce for the Uncle Billy's Day Festival, which was a similar event.

Mayor Mattox reminded AOT the Town of Altavista just passed the town's FY2022 Budget, which did not include another \$20,000 for additional festivals or events.

Mayor Mattox stated he felt, if the town offered to approve AOT's current request, he would not be in favor of making the contribution an annual item. He suggested AOT intend to utilize the revenue from this year's fall festival to help fund the event next year.

Vice Mayor Bennett thanked Mr. Sandridge for his part in bringing this event to the Altavista community.

Mr. Bennett shared he recently viewed comments on social media that stated "there was nothing to do in the Town of Altavista". He stated, by having another festival in the fall, would be another opportunity for the town to offer its citizens multiple chances to be a part of community events.

Mr. Bennett stated there were similar festivals in surrounding localities that were usually very well attended. He stated he would like to see some type of data showing affirmation that the other localities benefited from having their festivals, to help justify Council approving AOT's \$20,000 request.

Mr. Bennett stated he had confidence in AOT and, if the request was approved, he hoped AOT did so well they could have the proposed fall festival every year moving forward.

Councilman Lowman stated, with AOT's estimated expenses and revenue projections for this festival, the organization would be clearing approximately another \$8,000, which would total \$28,000 in revenue from this year's event.

Mr. Sandridge stated that was correct. He reminded Council that any revenue accrued from the festival would be utilized to fund next year's festival, as well as, other AOT programs.

Dr. Lowman stated he would be more in favor of AOT's fund request if they intended to pay back the town's contribution with a portion of the revenue generated from the festival.

Mayor Mattox agreed with Councilman Lowman. He stated, if the event was not successful this first year, he would not be in favor of the town contributing additional funds to continue the event next year.

Councilman Emerson referenced AOT's intent to use revenue from the festival to fund other AOT events and programs. He stated, if the fall festival was successful, which he hoped it would be, AOT would not be requesting funds for their other events, and hopefully, not for next year's fall festival.

Mr. Emerson stated, for that reason he was in favor of approving AOT's fund request and helping them "kick start" this festival as a potential annual event for the Town of Altavista.

Vice Mayor Bennett referenced the previously approved Blues Festival being held at English Park in the spring of 2022; and the Chamber of Commerce's potential 2021 Fall Festival. He stated he felt Altavista was stepping into new territory by allowing new festivals in town. He stated he felt Altavista could become the "festival capital" for Central Virginia, but "the town would not know unless they try", which involved allowing local organizations like AOT and the Chamber to host new festivals/events to determine what works and what doesn't in the Altavista area.



## **Town Council Regular Meeting June 8, 2021**

Councilman Mitchell referenced the \$20,000 allocated to the Altavista Chamber of Commerce in the FY2021 Budget for the town's annual Uncle Billy's Day event. He reminded Council, with the cancellation of the 2021 Uncle Billy's Day due to COVID-19, the Chamber requested the funds remain in the town's budget as allocation towards the Chamber's intent for a potential "fall festival".

Mr. Mitchell suggested allowing Town Staff reach out to the Chamber of Commerce to determine if they still intended to have their fall event. He stated there could be a possibility the Chamber would not need all, or any, of the allocated \$20,000, therefore the town could authorize AOT to utilize the (already budgeted) funds for their fall event.

Mr. Mitchell stated, during the most recent Altavista Steering Committee Meeting, the Chamber did not have a definitive date for their intended fall festival at that time.

Mr. Sandridge referenced Ms. Grace Mattox, Executive Director for the Altavista Chamber of Commerce. He stated Ms. Mattox was aware of the intended date for AOT's fall festival.

Mr. Sandridge stated, to his knowledge, the Chamber was only intending to host an "Old Timers Ballgame, with a local band for entertainment and potentially food truck vendors.

Mr. Mitchell stated, if so, it seemed the Chamber's event would not need the entire \$20,000 budgeted amount. He suggested dividing the funds between both organizations.

Mayor Mattox referenced the Town of Altavista's recent request for AOT and the Chamber to begin working together more on projects and events in town. He suggested AOT collaborate with the Chamber to host their events simultaneously on the same date.

Mr. Sandridge stated, to date, he had not discussed the option with the Chamber, but he would be glad to do so.

Councilman Emerson stated, with the last two Uncle Billy's Day events being canceled, and the uncertainty of which organization, if any, may continue the event moving forward, suggested AOT's event be named "Uncle Billy's BBQ, Bourbon, and Beer Festival"

Mayor Mattox shared his favor with Mr. Emerson's idea.

Councilman Lowman also shared his favor with the suggested name for the new festival. He stated, if the Chamber held their event on the same date, the two events could be combined under the same name for advertisement purposes.

Councilman Mitchell asked if this item was time-sensitive, or could the matter be discussed further at Council's next work session.

Mayor Mattox asked Jeremy Funderburk, AOT Board Member, for his input on the timeframe for this item to be determined.

Mr. Funderburk referenced AOT's intention to offer several different music genres at their fall festival. He stated, in order to secure attendance confirmation from bands/musicians, AOT would like to have a decision from Council as soon as possible.

Town Manager Waverly Coggsdale stated, without AOT knowing the Chamber's current festival intentions, it was difficult for AOT to assure Council the two organizations would be able to work together this particular time and combine their fall festival events for 2021.

Mr. Coggsdale stated, if Council desired to approve AOT's fall festival, he suggested they approve "a portion" of AOT's requested funds, in order for them to have time to secure their music entertainment for their festival.



## Town Council Regular Meeting June 8, 2021

All Town Council members were in consensus to do so.

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

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve Altavista On Track's request to host a fall festival in English Park, naming it Altavista's 1st Annual Uncle Billy's BBQ, Bourbon, and Beer Festival. The motion included the approval of \$10,000, in order for AOT to secure time-sensitive items for the festival, such as music entertainment.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### B. Altavista Water Treatment Plant (WTP) – Solar Proposal Representative: Altavista Utilities Director Tom Fore

Background:

The Altavista Water Treatment Plant Staff was recently approached by Keystone Power Holdings, a "solar power company". They provided Town Staff with a presentation of potential cost savings by using solar panels at the water treatment plant. Per previous discussion by Town Council in regard to the potential of "solar use" at the town's utilities facilities, Town Staff is providing this information to Council for their review and consideration.

Utilities Director Tom Fore stated Keystone Power had similar projects all over the Eastern United States, but Altavista would be their first project in Virginia, if approved.

Mayor Mattox stated his main interest was how this would be profitable for the town.

Mr. Fore stated, by using solar panels at the WTP, the town would have a savings in utility costs of approximately \$50,000 per year from the town's usual \$100,000 annual cost. He informed Council that Keystone Power would be responsible for the entire cost of building the solar infrastructure.

Mr. Fore stated the town would still be connected to its existing power source, Dominion Power, in case of emergencies.

Mr. Fore informed Council, if approved, the solar service would be originating from Hurt, VA., in Pittsylvania County, so there would be zoning requirements to consider.

Mr. Fore stated, at this time, Town Staff was asking if Town Council still had an interest in pursuing this avenue of service.

Town Manager Waverly Coggsdale suggested Council consider inviting Keystone Power to a future meeting requesting a presentation of what their company can offer the town.

Town Council was in consensus to do so.

Mr. Fore stated he would reach out to Keystone Power for a date they would be available to present Town Council with the additional information.

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



## **Town Council Regular Meeting June 8, 2021**

### **9. Reports and Communication**

- A. Town Manager's May 2021 Monthly Report
- B. May 2021 Departmental Reports
- C. Council Monthly Calendars – June and July
- D. Informational Items

Town Manager Waverly Coggsdale stated the Town Manager's Report, Departmental Reports, and Council Calendars were delivered to Town Council at an earlier date with their June Regular Council Meeting Pre-Packet.

Mr. Coggsdale stated he and Town Staff would be glad to answer any questions Council may have in regard to the reports.

Councilman Mitchell asked when the Booker Building Floor Refurbishing Project would be complete.

Mr. Coggsdale stated the contractor for this project was "mobilizing" at the Booker Building that day, and was expected to start the process on Thursday of that week.

Altavista Public Works Director David Garrett confirmed the contractor intended to start the floor refurbishing process that Thursday. He stated the process should only take two to three weeks, but he would confirm a completion timeframe and inform Town Council of its progress at their June 22nd Work Session.

Mr. Mitchell asked if the facility would be available for rent after the project was completed.

Mr. Coggsdale stated it would.

Mr. Coggsdale informed Town Council, with the Governor's recent release of rental restrictions, all town facilities were now available for rent, with the exception of the Booker Building, which would be available after the floor project was completed.

Mr. Coggsdale reminded Council rental exclusions also included the large pavilion at English Park while the splash park was in operation, May through September.

Mr. Coggsdale then referenced Town Council's monthly calendars. He reminded them of the dedication ceremony for Dalton's Landing, scheduled for Thursday, June 24<sup>th</sup> at 2:00 PM.

Mayor Mattox asked, with its cancelation last year due to the COVID-19 pandemic, if a dedication ceremony had been rescheduled for the new splash pad in English Park.

Mr. Coggsdale informed Council that staff was waiting on a "bracket" needed to install the dedication sign, and would schedule the ceremony when the bracket arrives.

Mr. Coggsdale then referenced an item in Town Council's pre-packet, in regard to Comcast Communications. He stated the letter was intended as "informational" to inform Council of the recent rate increases.

There were no additional comments from staff or Council in regard to Town Staff reports.

### **10. Matters from Council**

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



## Town Council Regular Meeting June 8, 2021

- Councilman Emerson referenced the town's intention to dedicate the English Park River Overlook to Pat deBernard. He asked for the progress of that project.

Town Manager Waverly Coggsdale stated Town Staff was still working on this project.

- Councilman Emerson also referenced the new Dalton's Landing Canoe Launch and stated he felt the site was "a great success" with the community.
- Mayor Mattox, on behalf of Town Council, thanked Town Staff for "a job well done" throughout this year's (fiscal year 2022) budget session.

Mayor Mattox stated he felt Council learned a lot during this year's budget process, and felt they would get even better moving forward.

- Mayor Mattox informed Town Council the budget process, particularly the CIP portion, would begin earlier in the year for fiscal year 2023.

Town Manager Waverly Coggsdale confirmed the earlier start timeframe. He stated Town Staff intended to begin the process potentially in August, in order to allow Town Council more time to review and consider proposed CIP items for the next fiscal year.

Mr. Coggsdale stated he felt having the additional time to review project details was important to Town Council and Town Staff not to feel rushed through the budget process.

- Mayor Mattox also thanked APD Chief Merricks for bringing two new officers, Destinee Tompkins and Emily Thurman, on board the Altavista Police Department. He stated he felt the new recruits would be good assets to the Town of Altavista.

There were no additional comments from Town Council.

### 11. Closed Session

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

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

Section 2.2-3711 (A)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

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

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Town Council went into Closed Session at 7:10 p.m.

Notice was given that Town Council was back in regular session at 7:26 p.m.



## Town Council Regular Meeting June 8, 2021

### FOLLOWING CLOSED SESSION:

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

### CERTIFICATION OF CLOSED MEETING

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

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

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

VOTE:	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 12. Adjournment

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

The meeting was adjourned at 7:28 p.m.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk



## Town Council Work Session June 22, 2021

The Altavista Town Council's June 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on June 22nd, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present:

Vice Mayor Reggie Bennett

Mr. Tracy Emerson

Mr. Timothy George

Mr. Jay Higginbotham

Dr. Scott Lowman

Mayor Michael Mattox

Mr. Wayne Mitchell

Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager

Ms. Amanda Owens, Assistant Town Manager

Mrs. Tobie Shelton, Treasurer/Finance Director

Mr. Thomas Merricks, Altavista Police Chief

Mr. Tom Fore, Altavista Public Utilities Director

Mr. David Garrett, Altavista Public Works Director

Ms. Sharon D. Williams, Community Development Director

Mr. George Sandridge, AOT Main Street Coordinator

Mr. John Eller, Altavista Town Attorney

Mrs. Crystal Hailey, Town Administration

### 1. Agenda Adoption

Mayor Mattox informed Council of two amendments to the June Work Session Agenda.

- Section #5, Item D. AEDA Sub-Committee
- Section #9 Closed Section Additional Item

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed June 22nd, 2021 Council Work Session Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve the agenda as amended.



## Town Council Work Session June 22, 2021

Motion carried:

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

### 2. Recognitions and Presentations

- A. RE: The Avoca Museum Property - Proclamation Honoring the Winston Family  
Representative: Michael Hudson, Avoca Executive Director

Mr. Hudson reminded everyone that June 20th, 2021 marked the fortieth (40<sup>th</sup>) anniversary of the Winston family deeding the Avoca property to the Town of Altavista.

Mr. Hudson stated, with the passing of Dr. Lindley Murray Winston in 1980, and the recent passing of his wife Joyce Posson Winston in 2020, one of their three sons, Thomas Dearing “Todd” Winston, was present to accept the proclamation from the town honoring the Winston family for their charitable donation and continued support of Avoca.

Mr. Hudson thanked Town Council for the honor of introducing Mr. Winston, accompanied by his partner Mr. Gerardo “Jerry” Vildostegui, traveling from their home in New York City, NY.

Mr. Winston stated, on behalf of his parents, Dr. Lindley and Joyce Winston, and his two brothers, Daniel Clark Winston and Jay Sinclair Winston, he thanked Town Council and the Town of Altavista for the thoughtfulness of honoring his family.

Mr. Winston stated his father was raised in California, but would visit his grandmother, Gladys Dearing Fauntleroy Winston, at Avoca during summer months. He stated his father loved the different birds and flowers he would see while in Virginia.

Mr. Winston stated his father loved the Avoca house and its property, and it was important to him that it be preserved as a historic resource for the town, community, and visitors.

Mr. Winston stated he felt inadequate to the task of thanking the many people involved in making the Avoca Museum and its property the great presence it is today. He mentioned Don and Nancy Dinwiddie, the Carter family, and the Fauntleroy family.



## Town Council Work Session June 22, 2021

Mr. Winston also thanked Mike Hudson, Avoca's current Executive Director, for bringing the museum through such a difficult past year, during the COVID-19 pandemic; and for his efforts in helping Avoca succeed during his time at the museum.

Mayor Mattox thanked Mr. Winston for attending the meeting that evening. He stated he felt this was an important event for remembrance and read the proclamation aloud in order for it to be transcribed into the official "minutes" of the meeting.

*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 22nd Day of June, 2021,  
By Mayor Mike Mattox, on behalf of the Town of Altavista.*



## Town Council Work Session June 22, 2021

Mayor Mattox asked Town Council for a motion and a vote to approve the proposed proclamation.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the proclamation as presented, honoring the Winston family for their donation of the Avoca property to the Town of Altavista on June 20<sup>th</sup>, 1981, and for their continued support for the historic preservation of the Avoca Museum and property.

Motion carried:

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

Mayor Mattox thanked Mr. Winston once again and encouraged him to spend some extra time in town in order to learn more about the beauty of Altavista's small town community. He wished Mr. Winston and his family well, and safe travels back home.

Mr. Winston thanked the Mayor, Town Council, and the Town of Altavista for this great honor and stated his family intended "to stay closely connected" to Avoca and the town.

### 3. Citizen's Time – Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Town Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

### 4. Items Referred from Previous Meetings

There were no items for discussion for this section of the agenda.

### 5. Items for Discussion (New and Unfinished)

#### A. FY2021 Budget Amendments and Departmental Transfers

Representative: Altavista Treasurer/Finance Director Tobie Shelton



## Town Council Work Session June 22, 2021

### Background:

Items that arise during a fiscal year, and have been approved by Town Council, require amendments to the budget. Town Staff indicates to Council the nature of the budget amendment, as well as the reason and when Council directed staff on the action. Some amendments are for receipt of unbudgeted revenue, which also requires an amendment to the budget. Revisions are often needed to reflect changes that have occurred during the fiscal year. The adoption of the amendments completes the end-of-fiscal year budget process.

Altavista Finance Director Tobie Shelton addressed Town Council in regard to this item.

Mrs. Shelton shared with Council the FY2021 amendments needed from the previous actions of Town Council, and from the receipt of funds to cover an associated expense.

- |  |             |                                     |
|--|-------------|-------------------------------------|
| • 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<br>(using surplus proceeds)           | \$45,980    | Council Approval: April 13, 2021    |
| • Purchase of Memorial signs for<br>Mosley & Leonard Coleman Parks | \$4,000     | Council Approval: Nov. 10, 2020     |
| • Dalton's Landing Construction                                    | \$419,250   | Council Approval: July 14, 2020     |
| • Pavilion Structure at Mosley Park                                | \$1,980     | Council Approval: August 25, 2020   |
| • Prof. Services: Brownfields Grant                                | \$52,430    | Council Approval: June 25, 2019     |
| • Mowing Contract: Avoca Museum                                    | \$4,000     | Revenue rec'd 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<br>Sewer Line Projects                   | \$210,410   | Council Approval: March 24, 2020    |
| • Shade Structure: Mosley Park                                     | \$10,000    | Council Approval: August 25, 2020   |



## **Town Council Work Session June 22, 2021**

Mrs. Shelton stated, at this time, Town Staff was requesting Town Council's consideration of placing this item on the July 13th Regular Meeting Consent Agenda for approval. She stated she and staff would be happy to answer any questions Council may have.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the presented FY2021 Budget amendments, to which there were none.

Town Council was in unanimous consensus to approve staff's request and place this item on Council's July 13<sup>th</sup> Regular Council Meeting Consent Agenda.

### **B. Lynch Creek Erosion Issue – YMCA Request Follow-up Representative: Altavista Public Works Director David Garrett**

Background:

The creek (Lynch Creek) that runs beside the Altavista YMCA Family Center has caused erosion that is damaging a concrete pad and risks the integrity of the area where their new pool filtration system will be installed. At Council's May 25th Work Session, Robert Lee, English Construction, and Steve Jester, YMCA Executive Director, explained about the erosion issue and the impact it was having for YMCA. An estimate of \$115,000 was received from a contractor based on Mr. Lee's "scope of work" determined for this project. At the direction of Town Council (on June 8<sup>th</sup>), representatives from both the town and the YMCA met on site to determine if changes could be made to the scope of this project, to a more compact area allowing for immediate mitigation. It was noted that the creek in its entirety was seeing similar erosion issues and a consideration for a future CIP project.

Altavista Public Works Director David Garrett updated Council on the progress of this project.

Mr. Garrett stated, in response to Council's request to keep this project under \$100,000, the scope of work was reduced to include only the necessary actions needed at that time to remediate the immediate erosion issue for the YMCA.

Mr. Garrett stated the scope of work was reduced from 250' to 75'-100', not to exceed 100'. He stated this reduction allowed the town to meet the dollar amount criteria, with a revised estimate of \$72,000.

Mr. Garrett informed Council staff also acquired individual pricing for a gabion basket and the cost of rip rap rock. He stated this would allow the town to know an upfront cost if smaller amounts of these items were needed.

Mr. Garrett stated it was staff's recommendation to move forward with the revised/lesser scope of work for this project, in order to remediate the YMCA's erosion issue.

Mr. Garrett stated he and Mr. Jester would be happy to answer any questions Council may have in regard to this matter/project.



## **Town Council Work Session June 22, 2021**

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

Councilman Higginbotham stated he recently looked at the area of concern and felt the erosion issue would only increase over time if not addressed properly and shared his favor with moving forward with the revised scope of work immediately.

Councilman George asked if the work for the YMCA would be a temporary patch or a permanent fix.

Mr. Garrett stated the scope of work proposed for the YMCA's Erosion Remediation Project was a permanent way to address their erosion issue.

Councilman Emerson shared his favor with moving forward with the proposed work. He asked if there was funding available for the project.

Town Manager Waverly Coggsdale informed Town Council there was a possibility there would be a fund surplus available at the end of the current fiscal year (2021) to utilize for this project.

Vice Mayor Mattox asked Mr. Jester when the YMCA intended to install their new pool filtration system.

Mr. Jester stated the equipment was due in around August, with its installation tentatively scheduled for September, 2021.

Mr. Coggsdale asked Mr. Jester if it would be better to complete the erosion project before or after the installation of the pool filtration system.

Mr. Jester stated the equipment installation could be done at any time, but the contractor preferred the erosion project be completed before the equipment installation.

Mayor Mattox asked for an update on the town's desire to address the entire erosion issue along Lynch Creek.

Mr. Coggsdale stated, at this time, the town was focusing first on eliminating the erosion issue at the YMCA. He stated, as referenced by Councilman Higginbotham, an Engineer with English Construction, the remaining erosion issues along Lynch Creek could also be addressed with the same actions (gabion baskets and rip rap rock) as with the YMCA project, at a time that was feasible to the town.

Mr. Coggsdale stated staff would continue to evaluate Lynch Creek's remaining erosion issues and look for funding to assist the town with its remediation efforts for this matter.

Councilman Mitchell asked for a timeframe of how long it would take the contractor to mobilize on site at the YMCA, and then how long it would take to complete this project.



## Town Council Work Session June 22, 2021

Mr. Garrett stated, after approval, the scope of work for the YMCA project, without any complications, should take approximately two weeks to complete.

Mr. Coggsdale stated he was confident in Mr. Garrett's cost estimate. He suggested Council consider allowing staff to gather additional quotes for comparison, with a budget "not to exceed" \$80,000.

Town Council was in consensus to do so.

Mr. Coggsdale reminded Council the next meeting, which included the consent agenda, was three weeks away. He suggested, if Council was ready to move this project forward, they do so by voting on this item that evening.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept Town Staff's recommendation and move forward with the YMCA Erosion Remediation Project with its revisions of narrowing the scope of work along Lynch Creek to only 75-100', in the immediate area of the YMCA; with a budget "not to exceed" \$80,000.

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

Motion carried:

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

### C. Consideration of Resolution for Broadband Grant

Representative: Altavista Community Development Director Sharon D. Williams

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 Sharon D. Williams, have been researching programs and funding sources to address this need. The 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) was currently accepting applications for broadband projects that would provide 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.



## **Town Council Work Session June 22, 2021**

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 equipment selection for the Spark Innovation Center.

Mayor Mattox stated he was very proud to be a part of this working group and their efforts towards bringing broadband to the Town of Altavista.

Altavista Community Development Director Sharon D. Williams updated Council on the progress regarding this item.

Ms. Williams stated all of the fore-mentioned individuals (members of the working group) continue to work on bringing broadband to Altavista, and concurred with the Mayor's suggestion to combine their efforts

Ms. Williams stated the group was investigating potential sources of revenue for this project, such as the TRRC and the USDA. She stated they had also discussed whether to use "hard wire or wireless" for this project.

Ms. Williams informed Town Council that the Virginia Tobacco Region Revitalization Commission (TRRC) was currently accepting applications for broadband projects that would provide broadband service to unserved/underserved areas of the Tobacco Region.

Ms. Williams stated, while she and Dr. Lowman were unsure of what the cost of the required match would be, they were currently working on plans and cost estimates for the grant application, which are due no later than July 8, 2021.

Ms. Williams stated she and Dr. Lowman were also investigating other grant options/possibilities to assist the town with the TRRC's required grant match. She stated it was their goal to offer broadband to town citizens, with the least amount of cost possible.

Ms. Williams stated, at this time, Town Staff and the working group were seeking approval of a resolution by Town Council allowing staff to submit a grant application to the TRRC.

Ms. Williams stated, if approved, staff also requests authorization allowing the Town Manager, or a designee of his choice, to sign any documents related to the grant application.

Ms. Williams stated she, Dr. Lowman, and Ms. Owens would be glad to answer any questions Council may have.

Mayor Mattox asked Councilman Lowman for his input on this item.



## Town Council Work Session June 22, 2021

Dr. Lowman reminded Town Council the requested resolution was a requirement of the TRRC grant application. He stated, if the town was not satisfied with the cost of the required “match”, the town could choose not to accept the grant.

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

Councilman Mitchell stated, knowing the grant had a 50% match requirement, was there any estimates of cost at this point.

Dr. Lowman stated not at that time. He stated he was certain the match cost would be under \$100,000. He stated the goal was to qualify for either a CARES Act or USDA grant to cover the cost of the TRRC grant match requirement.

Dr. Lowman also informed Council it was the group’s intent to utilize the existing fiber-optics from the old fire station, now the location of the new Spark Innovation Center, to cast broadband in Altavista’s Downtown District.

Mr. Mitchell asked if there was a possibility of placing an antenna pole in English Park to enhance the broadband coverage to that area.

Dr. Lowman informed Council the broadband would have a “three mile radius” of coverage from its origin, so English Park would also have the broadband service.

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

Councilman Mitchell made a motion, seconded by Councilman Emerson, to accept Town Staff’s request and approve a resolution allowing them to submit a grant application to the Virginia Tobacco Revitalization Commission for use towards Altavista’s Broadband Project. The approval also includes authorization allowing the Town Manager to sign any paperwork regarding the TRRC grant application.

Motion carried:

VOTE:

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



## Town Council Work Session June 22, 2021

### RESOLUTION APPROVING AN APPLICATION TO THE TOBACCO REGION REVITALIZATION COMMISSION

**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 Town Council of the Town of Altavista, Virginia, that:**

1. The submittal of an application to the 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.*

- D. Town Staff Request for Town Council's Consideration of an AEDA Sub-Committee Representatives: Town Manager Waverly Coggsdale and Assistant Town Manager Amie Owens

#### Background:

Previously, Town Council indicated their focus for the upcoming year would be "available housing" for the Town of Altavista. Council requested Town Staff to obtain the list of inventory for "vacant and/or unimproved properties" by October 1, 2021.

Town Staff collected the requested information from Campbell County which included a list of approximately 1,200 entries.



## **Town Council Work Session June 22, 2021**

The County indicated the large number was due to the recent change in how the county taxes individual parcels; these parcels may be part of a larger area owned by a single owner, but with multiple small parcels.

Altavista Town Manager Waverly Coggsdale referenced the list of vacant inventory received from Campbell County.

Mr. Coggsdale stated the information would need to be analyzed further in order to determine which properties were, in fact, vacant and also if the empty parcels were large enough in size for building upon.

Mr. Coggsdale informed Town Council, at their monthly meeting earlier that day, the Altavista Economic Development Authority (AEDA) discussed this matter and felt that Town Staff would need assistance in carrying out this large task by the October deadline.

Mr. Coggsdale stated the AEDA voted unanimously to approve recommendation to Town Council of a three-member AEDA subcommittee to assist Town Staff in reviewing the vacant property inventory list and determining if certain parcels were developable.

Mr. Coggsdale stated, due to the initial inventory request coming from Town Council, staff felt it was necessary to bring the idea of having an AEDA subcommittee for assistance on this project to Council for consideration and final approval.

Mayor Mattox thanked the AEDA for their willingness to assist Town Staff with this large task. He shared his favor with having staff do the initial collection and review of the vacant inventory list and then allowing the AEDA subcommittee to narrow the list further.

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

Councilman Mitchell (also an AEDA member) stated it was the AEDA's intent to identify the "relevant" properties from the list in regard to the town's economic development.

Mr. Mitchell stated not all 1,200 properties would be relevant to the town, therefore the properties would be broken down into residential, retail, and industrial for consideration.

Mr. Mitchell stated it was the AEDA's intent to establish a proper marketing plan and document a consistent procedure for communicating the town's available properties.

Mr. Mitchell stated the AEDA subcommittee would be a temporary committee formed solely to help expedite this task to be completed on or before the October deadline.

Mayor Mattox asked if Town Staff anticipated not finishing the task by October.

Assistant Town Manager Amie Owens informed Town Council that Town Staff just received the vacant property inventory list from Campbell County only the week prior. She stated staff was surprised to find there were 1,200 properties/parcels on the list.



## Town Council Work Session June 22, 2021

Ms. Owens stated some of the listed parcels had a “zero” listed for the size of the lot, therefore the Community Development Director Sharon D. Williams has to utilize GIS (Geographic Information System) to determine the actual true size of those properties before being able to create a map of potential properties available within the town.

Ms. Owens stated there was still a lot of data analysis to be determined before being able to move forward with developing the inventory list that Town Council had requested.

Mayor Mattox asked, if approved, would the AEDA subcommittee be able to take on this task as soon as possible.

Mr. Mitchell stated they would. He stated he felt there would be a number of properties irrelevant to the town’s needs, and potentially only around 50 properties that would be on the final list/map for consideration by interested parties.

Councilman Higginbotham made a motion, seconded by Councilman George, to accept the AEDA’s recommendation and approve an AEDA subcommittee to assist Town Staff with the development of an available vacant property list for the Town of Altavista.

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

Motion carried:

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

### 6. Updates and Informational Items

#### A. Altavista Water Treatment Plant (WTP) – VDH “Gold Award”

Representative: Altavista Utilities Director Tom Fore

Town Manager Waverly Coggsdale informed Town Council that Altavista’s Water Treatment Plant (WTP) was recently presented with a Gold Level Award by the Virginia Department of Health’s Office of Drinking Water (ODW).

Mr. Coggsdale stated the 2020 Excellence in Waterworks Operations/Performance Award was given to the Altavista WTP, and its operators, for their achievement in exceptional dedication to providing the town, and its customers/citizens, with a safe and adequate supply of drinking water.



## Town Council Work Session June 22, 2021

Mr. Coggsdale asked Mr. Fore if he would like to say a few words regarding the award.

Mr. Fore stated, even throughout the elevated rain water levels over the past year, he felt the WTP Staff had done a tremendous job maintaining regulation demands.

Mr. Fore stated this was the Altavista WTP's third year receiving this award and he was very proud of his staff's hard work and continued efforts to their success.

Mayor Mattox congratulated Mr. Fore and the WTP Staff for receiving the Gold Level Award and asked that everyone join him in a round of applause for the WTP team.

### B. Town of Altavista – New Website Preview

Representative: Assistant Town Manager Amie Owens

Background:

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.

Assistant Town Manager, Amie Owens, gave Town Council a brief update on the progress of this project. She reminded Council that the redesign of the Town of Altavista website was a previously approved FY2021 CIP Project.

Ms. Owens stated, after reviewing multiple vendors, Town Staff chose the website designer Revize for this project, which specializes only in redesigning government websites.

Ms. Owens informed Council the Town of Altavista's newly revised website was near completion and scheduled to "go live" on Thursday, July 1, 2021.

Ms. Owens shared with Council a preview of the new website for their visual reference.

While Ms. Owens was bringing the website preview online, the Town Manager reminded Town Council of a few upcoming dates/events from their Council calendars:

- Dalton's Landing Canoe Launch Opening Ceremony      June 24<sup>th</sup> at 2:00 PM
- Chamber of Commerce TGIF at Avoca Museum      June 25<sup>th</sup> at 5:30 PM
- Town Office CLOSED - Monday, July 5th in Observance of Independence Day
- Town Council Regular Meeting      July 13th at 6:00 PM

Ms. Owens started with the homepage of the new website. She stated the town would now have the capability to add links to their website from affiliated town organizations, such as Altavista On Track and the Altavista Chamber of Commerce.

Ms. Owens stated, from the homepage, visitors of the website are able to access town calendars, forms, and applications, as well as, previous and upcoming town meetings.



## **Town Council Work Session June 22, 2021**

Ms. Owens stated the new website also included an RFP section in regard to town projects. She stated this was helpful for contractors to access this information without having to print an entire document that could include multiple pages.

Ms. Owens went over additional informational items and assured Town Council the new website would be more user friendly.

Councilman Mitchell asked if a person had to be “qualified” or use a password in order to access the town’s “RFP” website section in regard to town projects.

Ms. Owens stated they do not.

Vice Mayor Bennett referenced Ms. Owens’ mention of town calendars. He asked if citizens were able to reserve/rent town pavilions or the Booker Building from the website.

Ms. Owens stated the new website was not currently set up that way, but the website did offer that capability, if the town desired to do so.

Ms. Owens informed Council there were also pages on the town website dedicated to town attractions, such as the new splash pad and canoe launch.

Ms. Owens concluded by informing Town Council the revised/updated town website would still keep its original web address, [altavistava.gov](http://altavistava.gov).

Mr. Mitchell asked when the new website would be implemented, to which Ms. Owens reminded Council the activation date was scheduled for July 1st.

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

Mayor Mattox, along with members of Council, thanked Ms. Owens for her presentation and stated they felt the new website looked great.

Town Council was in a unanimous consensus to allow the Town of Altavista’s newly revised website to “go live” on Thursday, July 1st, 2021.

### **7. Public Comments (Non-Agenda Items)**

There were no town citizens present at the June 22nd, 2021 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.



## Town Council Work Session June 22, 2021

### 8. Matters from Council

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

Councilman Lowman, Councilman George, and Councilman Higginbotham stated they had no additional items for discussion.

- Mayor Mattox referenced the recent decision by Town Council to transfer ownership of a particular piece of town-owned property to the AEDA (Altavista Economic Development Authority), as part of a new Strategic Initiative Plan.

Mayor Mattox asked the Town Manager when this action was anticipated to move forward.

Town Manager Waverly Coggsdale stated Town Staff continues to work on this item and informed Council that he scheduled the item to be discussed further at their July Work Session, for consideration in regard to the fiscal policies that would “free up” the money for the town’s new Strategic Initiative Fund.

- Vice Mayor Bennett referenced the bathrooms located behind the concession stand at the War Memorial Park ball field. He asked when the bathrooms were scheduled to be “refreshed”.

Altavista Public Works Director David Garrett informed Council this project was on his maintenance “to do” list, but he was unsure of when it would be completed.

Mr. Bennett stated he felt this project should be completed as soon as possible. He suggested Mr. Garrett acquire cost estimates from outside contractors for Council’s next CIP budget considerations, in order to move this project forward.

Mr. Garrett stated, per Council’s request, he would acquire cost estimates from outside contractors in regard to this project for Council’s consideration.

Councilman Mitchell asked if this project was a CIP item or a town maintenance item.

Mr. Garrett stated the project was a town maintenance item.

Town Manager Waverly Coggsdale informed Councilman Mitchell, with the upcoming start of the town’s new fiscal year beginning on July 1st, he would review the budget in order to discuss with Council how to move this project forward.



## Town Council Work Session June 22, 2021

### 9. Closed Session

Date: Tuesday June 22nd, 2021

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline or resignation of specific public officers, appointees or employees of any public body

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

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

Motion carried.

VOTE:

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

Town Council went into Closed Session at 5:50 PM.

Notice was given that Council was back in regular session at 6:45 PM.

### FOLLOWING CLOSED SESSION:

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

### CERTIFICATION OF CLOSED MEETING

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

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

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



## Town Council Work Session June 22, 2021

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

Notice was given, there were no official actions taken by Council during this Closed Session.

### 10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for their continued hard work.

Mayor Mattox adjourned the meeting at 6:48 PM.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41827	498	ALTAVISTA INSTRUMENTS & CONTROL	06/04/2021	607.50		00	OUTSTANDING	
41828	886	AT&T MOBILITY	06/04/2021	344.16		00	OUTSTANDING	
41829	145	CHANDLER CONCRETE CO INC	06/04/2021	241.50		00	OUTSTANDING	
41830	28	COLUMBIA GAS	06/04/2021	212.16		00	OUTSTANDING	
41831	977	JOSEPH C CONLEY JR PHD	06/04/2021	600.00		00	OUTSTANDING	
41832	874	CORPORATE MEDICAL SERVICES	06/04/2021	144.00		00	OUTSTANDING	
41833	164	DMV	06/04/2021	800.00		00	OUTSTANDING	
41834	33	DOLI/BOILER SAFETY	06/04/2021	60.00		00	OUTSTANDING	
41835	881	DUNCAN-PARNELL INC	06/04/2021	1,525.00		00	OUTSTANDING	
41836	20	J JOHNSON ELLER JR	06/04/2021	3,323.00		00	OUTSTANDING	
41837	937	ENGLISH CONSTRUCTION CO INC	06/04/2021	142,481.00		00	OUTSTANDING	
41838	50	GRETNA TIRE INC	06/04/2021	870.00		00	OUTSTANDING	
41839	566	INTEGRATED TECHNOLOGY GROUP IN	06/04/2021	5,695.95		00	OUTSTANDING	
41840	9999997	JOHNSON II, JAMES T.	06/04/2021	50.00		00	OUTSTANDING	
41841	871	L&A'S LAWN CARE & CLEANING SER	06/04/2021	170.00		00	OUTSTANDING	
41842	993	MENDON PIPELINE INC	06/04/2021	425,108.85		00	OUTSTANDING	
41843	218	MINNESOTA LIFE	06/04/2021	119.12		00	OUTSTANDING	
41844	9999997	MOORE, KASHA MARIE	06/04/2021	72.37		00	OUTSTANDING	
41845	9999997	PANNELL, DAKOTA WAYNE	06/04/2021	52.93		00	OUTSTANDING	
41846	9999997	SIGNATURE PROPERTIES LLC	06/04/2021	6.00		00	OUTSTANDING	
41847	9999997	TANNER, CASSANDRA D	06/04/2021	29.07		00	OUTSTANDING	
41848	872	TIAA COMMERCIAL FINANCE INC	06/04/2021	153.00		00	OUTSTANDING	
41849	92	UNIFIRST CORP	06/04/2021	1,836.59		00	OUTSTANDING	
41850	110	VUPS INC	06/04/2021	43.05		00	OUTSTANDING	
41851	170	ALTAVISTA ON TRACK	06/11/2021	10,000.00		00	OUTSTANDING	
41852	103	BEACON CREDIT UNION	06/11/2021	330.00		00	OUTSTANDING	
41853	12	BRENNTAG MID-SOUTH INC	06/11/2021	1,877.60		00	OUTSTANDING	
41854	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/11/2021	946.20		00	OUTSTANDING	
41855	16	CAMPBELL COUNTY UTILITIES & SE	06/11/2021	3,898.47		00	OUTSTANDING	
41856	967	CARDNO INC	06/11/2021	8,795.04		00	OUTSTANDING	
41857	994	LARRY DALTON	06/11/2021	300.00		00	OUTSTANDING	
41858	36	DOMINION VIRGINIA POWER	06/11/2021	45,710.40		00	OUTSTANDING	
41859	1	DONALD OSBORNE	06/11/2021	17.19		00	OUTSTANDING	
41860	301	ENGLISH'S LLC	06/11/2021	2,808.46		00	OUTSTANDING	
41861	122	FEREBEE-JOHNSON COMPANY INC	06/11/2021	330.24		00	OUTSTANDING	
41862	118	FERGUSON ENTERPRISES LLC	06/11/2021	1,006.18		00	OUTSTANDING	
41863	119	FOSTER ELECTRIC CO INC	06/11/2021	2,277.70		00	OUTSTANDING	
41864	639	GAY AND NEEL INC	06/11/2021	350.00		00	OUTSTANDING	
41865	916	GRANITE TELECOMMUNICATIONS	06/11/2021	705.37		00	OUTSTANDING	
41866	305	HAWKINS-GRAVES INC	06/11/2021	700.38		00	OUTSTANDING	
41867	57	ICMA RETIREMENT TRUST-457 #304	06/11/2021	270.00		00	OUTSTANDING	
41868	892	J & J PORTAPOTTY INC	06/11/2021	85.00		00	OUTSTANDING	
41869	1	JASON ROBERTS	06/11/2021	100.00		00	OUTSTANDING	
41870	871	L&A'S LAWN CARE & CLEANING SER	06/11/2021	2,949.00		00	OUTSTANDING	
41871	995	LIGHTING VIRGINIA WEST	06/11/2021	24,000.00		00	OUTSTANDING	
41872	67	ORKIN PEST CONTROL LLC	06/11/2021	328.00		00	OUTSTANDING	
41873	816	PACE ANAYLTICAL SERVICES LLC	06/11/2021	1,107.92		00	OUTSTANDING	
41874	358	PHILLIPS EQUIPMENT CORPORATION	06/11/2021	1,448.69		00	OUTSTANDING	
41875	588	PITNEY BOWES	06/11/2021	169.08		00	OUTSTANDING	
41876	655	RALPH M FARMER PAINTING	06/11/2021	17,610.00		00	OUTSTANDING	
41877	975	REVIZE LLC	06/11/2021	2,290.00		00	OUTSTANDING	



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41878	857	RIVERSTREET NETWORKS	06/11/2021	370.57		00	OUTSTANDING	
41879	533	STIMULUS, LLC	06/11/2021	295.00		00	OUTSTANDING	
41880	85	TREASURER OF VA /CHILD SUPPORT	06/11/2021	385.13		00	OUTSTANDING	
41881	900	US BANK EQUIPMENT FINANCE	06/11/2021	232.66		00	OUTSTANDING	
41882	147	US POSTAL SERVICE/POSTMASTER	06/11/2021	150.00		00	OUTSTANDING	
41883	136	USABLUEBOOK	06/11/2021	2,332.43		00	OUTSTANDING	
41884	601	VACORP	06/11/2021	307.08		00	OUTSTANDING	
41885	756	WAGeworks INC	06/11/2021	108.55		00	OUTSTANDING	
41886	672	WATTS PETROLEUM CORP	06/11/2021	837.98		00	OUTSTANDING	
41887	658	WKDE-FM	06/11/2021	110.00		00	OUTSTANDING	
41888	9	AFLAC	06/25/2021	2,856.60		00	OUTSTANDING	
41889	84	ALTAVISTA JOURNAL	06/25/2021	377.53		00	OUTSTANDING	
41890	91	ANTHEM BLUE CROSS/BLUE SHIELD	06/25/2021	41,692.00		00	OUTSTANDING	
41891	103	BEACON CREDIT UNION	06/25/2021	330.00		00	OUTSTANDING	
41892	978	REGINALD C BENNETT	06/25/2021	50.00		00	OUTSTANDING	
41893	4	BOXLEY AGGREGATES	06/25/2021	959.56		00	OUTSTANDING	
41894	12	BRENNTAG MID-SOUTH INC	06/25/2021	933.08		00	OUTSTANDING	
41895	997	BRONZE MEMORIALS INC	06/25/2021	1,204.26		00	OUTSTANDING	
41896	294	BUSINESS CARD	06/25/2021	10,798.38		00	OUTSTANDING	
41897	668	CAMPBELL COUNTY	06/25/2021	120.00		00	OUTSTANDING	
41898	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/25/2021	946.20		00	OUTSTANDING	
41899	208	CAMPBELL COUNTY TREASURER	06/25/2021	1,162.46		00	OUTSTANDING	
41900	427	CENTURYLINK	06/25/2021	610.33		00	OUTSTANDING	
41901	145	CHANDLER CONCRETE CO INC	06/25/2021	1,358.75		00	OUTSTANDING	
41902	736	MARVIN CLEMENTS	06/25/2021	75.00		00	OUTSTANDING	
41903	28	COLUMBIA GAS	06/25/2021	176.30		00	OUTSTANDING	
41904	161	COUNTS & DOBYNS INC	06/25/2021	50,750.52		00	OUTSTANDING	
41905	394	ELECTRONIC SYSTEMS INC	06/25/2021	80.20		00	OUTSTANDING	
41906	914	ENVIRONMENTAL SYSTEMS RESEARCH	06/25/2021	1,545.00		00	OUTSTANDING	
41907	119	FOSTER ELECTRIC CO INC	06/25/2021	2,434.35		00	OUTSTANDING	
41908	49	GERALDINE KAUFFMAN	06/25/2021	7,453.00		00	OUTSTANDING	
41909	305	HAWKINS-GRAVES INC	06/25/2021	363.96		00	OUTSTANDING	
41910	146	MICHAEL HUNT	06/25/2021	80.00		00	OUTSTANDING	
41911	57	ICMA RETIREMENT TRUST-457 #304	06/25/2021	270.00		00	OUTSTANDING	
41912	1	JERRICA MOORE	06/25/2021	9.95		00	OUTSTANDING	
41913	564	JOHN JORDAN	06/25/2021	75.00		00	OUTSTANDING	
41914	935	MATTERN & CRAIG INC	06/25/2021	5,530.00		00	OUTSTANDING	
41915	829	MARIE MITCHELL	06/25/2021	75.00		00	OUTSTANDING	
41916	954	JENNIFER MORTON	06/25/2021	100.00		00	OUTSTANDING	
41917	121	MULTI BUSINESS FORMS INC	06/25/2021	300.92		00	OUTSTANDING	
41918	348	LYNDON T MYERS	06/25/2021	3,890.00		00	OUTSTANDING	
41919	300	NAPA AUTO PARTS	06/25/2021	817.47		00	OUTSTANDING	
41920	919	NEW LONDON TRAILERS	06/25/2021	5,998.00		00	OUTSTANDING	
41921	816	PACE ANAYLTICAL SERVICES LLC	06/25/2021	1,547.56		00	OUTSTANDING	
41922	798	PEED & BORTZ LLC	06/25/2021	19,335.00		00	OUTSTANDING	
41923	358	PHILLIPS EQUIPMENT CORPORATION	06/25/2021	204.45		00	OUTSTANDING	
41924	72	PHYSICIANS TREATMENT CENTER	06/25/2021	325.00		00	OUTSTANDING	
41925	510	RIVER VALLEY RESOURCES LLC	06/25/2021	1,163.00		00	OUTSTANDING	
41926	467	SONNY MERRYMAN INC	06/25/2021	143.28		00	OUTSTANDING	
41927	575	SOUTHERN REFRIGERATION CORP	06/25/2021	160.37		00	OUTSTANDING	
41928	80	SOUTHSIDE ELECTRIC COOP	06/25/2021	996.13		00	OUTSTANDING	



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41929	1	SPRINT	06/25/2021	59.29		00	OUTSTANDING	
41930	778	SPRINT	06/25/2021	1,463.31		00	OUTSTANDING	
41931	124	TREASURER OF VA	06/25/2021	124.64		00	OUTSTANDING	
41932	85	TREASURER OF VA /CHILD SUPPORT	06/25/2021	385.13		00	OUTSTANDING	
41933	987	TYREE PLUMBING INC	06/25/2021	88.00		00	OUTSTANDING	
41934	551	WOHLFORD, LARRY	06/25/2021	70.00		00	OUTSTANDING	
41935	793	XEROX FINANCIAL SERVICES	06/25/2021	415.78		00	OUTSTANDING	
41936	1	J JOHNSON ELLER JR FID ACCT	06/29/2021	217,377.00		00	OUTSTANDING	
41937	160	ABB INC	06/30/2021	2,840.00		00	OUTSTANDING	
41938	4	BOXLEY AGGREGATES	06/30/2021	1,236.07		00	OUTSTANDING	
41939	9999999	CAB WEST LLC	06/30/2021	154.76		00	OUTSTANDING	
41940	145	CHANDLER CONCRETE CO INC	06/30/2021	2,766.00		00	OUTSTANDING	
41941	32	CONTROL EQUIPMENT CO INC	06/30/2021	17,953.60		00	OUTSTANDING	
41942	283	EECO	06/30/2021	929.90		00	OUTSTANDING	
41943	347	HARRIS FURN CO INC	06/30/2021	83.60		00	OUTSTANDING	
41944	305	HAWKINS-GRAVES INC	06/30/2021	3,957.20		00	OUTSTANDING	
41945	332	HURT & PROFFITT INC	06/30/2021	18,690.00		00	OUTSTANDING	
41946	440	INDIAN RIVER EQUIPMENT COMPANY	06/30/2021	1,785.60		00	OUTSTANDING	
41947	566	INTEGRATED TECHNOLOGY GROUP IN	06/30/2021	178.26		00	OUTSTANDING	
41948	892	J & J PORTAPOTTY INC	06/30/2021	85.00		00	OUTSTANDING	
41949	433	KONECRANES INC	06/30/2021	850.00		00	OUTSTANDING	
41950	325	MT ELECTRONICS INC	06/30/2021	187.50		00	OUTSTANDING	
41951	816	PACE ANAYLTICAL SERVICES LLC	06/30/2021	338.26		00	OUTSTANDING	
41952	72	PHYSICIANS TREATMENT CENTER	06/30/2021	355.00		00	OUTSTANDING	
41953	843	BETTY PICKERAL	06/30/2021	1,150.00		00	OUTSTANDING	
41954	872	TIAA COMMERCIAL FINANCE INC	06/30/2021	153.00		00	OUTSTANDING	
41955	92	UNIFIRST CORP	06/30/2021	2,288.84		00	OUTSTANDING	

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

NO. OF CHECKS:	129	CHECKS OUTSTANDING	1,163,349.92 ***	
OUTSTANDING CHECKS:	129	RECONCILED CHECKS:	VOID CHECKS:	
	1,163,349.92	.00	.00	.00



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	129	TOTAL CHECKS	1,163,349.92	***				
OUTSTANDING CHECKS:	129	RECONCILED CHECKS:	VOID CHECKS:					
1,163,349.92		.00	.00					.00



Town of Altavista  
FY 2021 Revenue Report  
100% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	210,000	210,000	714	0	215,607	103	210,000
Public Service - Real & Personal	98,700	98,700	0	0	91,317	93	98,700
Personal Property	260,000	260,000	813	0	170,605	66	260,000
Personal Property - PPTRA	100,000	100,000	0	0	89,179	89	100,000
Machinery & Tools	1,844,000	1,844,000	11,203	1	2,048,485	111	1,844,000
Mobile Homes - Current	150	150	0	0	143	95	150
Penalties - All Taxes	4,500	4,500	177	4	10,076	224	4,500
Interest - All Taxes	3,500	3,500	125	4	4,442	127	3,500
Local Sales & Use Taxes	165,000	165,000	129	0	153,681	93	165,000
Local Electric and Gas Taxes	114,000	114,000	17,467	15	103,540	91	114,000
Local Motor Vehicle License Tax	46,000	46,000	418	1	48,400	105	46,000
Local Bank Stock Taxes	159,000	159,000	133,136	84	192,753	121	159,000
Local Hotel & Motel Taxes	80,000	80,000	11,827	15	103,368	129	80,000
Local Meal Taxes	973,000	973,000	102,957	11	1,005,874	103	973,000
Container Rental Fees	1,300	1,300	-50	-4	1,683	129	1,300
Communications Tax	34,000	34,000	2,474	7	25,255	74	34,000
Transit Passenger Revenue	5,000	5,000	27	1	2,060	41	5,000
Local Cigarette Tax	130,000	130,000	7,625	6	101,613	78	130,000
Mobile Restaurant Permit	150	150	25	0	50	0	150
Business License Fees/Contractors	4,500	4,500	0	0	4,678	104	4,500
Business License Fees/Retail Services	58,000	58,000	1,112	2	63,878	110	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	1,192	28	5,613	134	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	337	3	10,614	106	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	348	77	450
Business License Fees/Utilities	2,700	2,700	0	0	1,032	38	2,700



Town of Altavista  
FY 2021 Revenue Report  
100% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	850	850	0	0	1,089	128	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	225	20	2,033	185	1,100
Fines & Forfeitures - Court	15,000	15,000	1,319	9	6,619	44	15,000
Parking Fines	300	300	0	0	150	50	300
Interest and Interest Income	190,000	190,000	0	0	48,482	26	190,000
Rents - Rental of General Property	1,000	1,000	50	5	1,100	110	1,000
Rents - Pavilion Rentals	2,500	2,500	100	4	100	4	2,500
Rents - Booker Building Rentals	3,300	3,300	0	0	0	0	3,300
Rents - Rental of Real Property	80,000	80,000	9,168	11	93,854	117	80,000
Property Maintenance Enforcement	0	0	0	0	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	0	0	16,099	98	16,450
State DCJS Grant	89,100	89,100	20,278	23	97,876	110	89,100
State Rental Taxes	1,000	1,000	104	10	777	78	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	15,000	0	0	15,000	100	12,600
State/VDOT Contract Services	3,000	3,000	0	0	18,933	631	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	630	13	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	1,152	0	21,456	0	20,304
Brownfield Assessment Grant	0	0	0	0	38,348	0	40,000
Spark Innovation Center	0	0	0	0	50,000	0	50,000
VRA	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	1,779	94	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	791	3	7,536	33	23,000
VDOT TEA 21 Grant	0	51,000	0	0	54,787	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	0	0	97,242	77	126,950



Town of Altavista  
FY 2021 Revenue Report  
100% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
CARES Funding	0	0	0	0	446,462	0	594,321
American Rescue Plan Act	0	0	1,766,891	0	1,766,891	0	1,766,891
Misc. - Sale of Supplies & Materials	7,500	7,500	25,036	334	66,345	885	7,500
Misc. - Cash Discounts	100	100	4	4	17	17	100
Miscellaneous	25,000	46,640	8,375	18	327,531	702	25,000
Estate of Roberta F. Jenks	0	0	799	0	3,931	0	3,931
Avoca Reimbursement	0	0	-1,830	0	2,330	0	4,160
Misc / Canoe Launch Project	0	0	105,112	0	234,149	0	130,000
Reimbursement of Insurance Claim	0	7,200	0	0	7,203	0	7,203
Misc. - State Forfeiture Fund	0	0	0	0	2,141	0	2,141
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding	0	0	0	0	138	0	138
Donations	0	0	0	0	100	0	100
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	0	0	0	2,196
Transfer In from General Fund Design. Reserves	0	460,310	0	0	0	0	460,310
Transfer In Designated	176,290	208,020	0	0	0	0	176,290
Transfer In PD Forf Account	0	4,600	0	0	0	0	0
	<b><u>5,111,710</u></b>	<b><u>5,690,590</u></b>	<b><u>2,229,284</u></b>	<b><u>39</u></b>	<b><u>7,893,029</u></b>	<b><u>139</u></b>	<b><u>8,190,405</u></b>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
100% of Year Lapsed

	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,503,750	7,574,110	601,923	8	6,299,111	83	7,503,750
Debt Service	806,850	806,850	0	0	758,761	0	806,850
CIP	1,683,510	2,192,530	953,332	43	5,126,319	234	1,683,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	4,500	0	0	4,500	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>10,084,110</u></b>	<b><u>10,667,990</u></b>	<b><u>1,555,254</u></b>	<b><u>15</u></b>	<b><u>12,253,692</u></b>	<b><u>115</u></b>	<b><u>10,084,110</u></b>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
100% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	39,400	39,400	2,532	6	57,567	146	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	5,000	0	0	3,300	0	0
Administration - TOTAL:	<u>39,400</u>	<u>44,400</u>	<u>2,532</u>	<u>6</u>	<u>60,867</u>	<u>137</u>	<u>39,400</u>
Administration							
Operations	906,610	912,610	49,757	5	800,663	88	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	424,190	219,667	52	649,741	153	41,000
Administration - TOTAL:	<u>947,610</u>	<u>1,336,800</u>	<u>269,424</u>	<u>20</u>	<u>1,450,404</u>	<u>108</u>	<u>947,610</u>
Non-Departmental							
Operations/Cardno	483,310	501,900	128,113	26	392,200	78	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA	0	-4,500	0	0	-4,500	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-65,000	100	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>378,100</u>	<u>128,113</u>	<u>34</u>	<u>322,700</u>	<u>85</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>378,100</u>	<u>128,113</u>	<u>34</u>	<u>322,700</u>	<u>85</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,071,390	81,772	8	1,076,839	101	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	84,350	0	0	87,384	104	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,155,740</u>	<u>81,772</u>	<u>7</u>	<u>1,164,223</u>	<u>101</u>	<u>1,196,040</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
100% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,046,160	1,107,280	85,075	8	896,832	81	1,046,160
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	654,300	765,250	112,052	15	919,868	120	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,892,940</u>	<u>197,127</u>	<u>10</u>	<u>1,835,099</u>	<u>97</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	338	1	3,566	7	50,100
CIP	200,000	200,000	-326	0	65,812	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>12</u>	<u>0</u>	<u>69,378</u>	<u>28</u>	<u>250,100</u>
Community Development							
Operations	157,100	159,850	10,326	6	175,687	110	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>159,850</u>	<u>10,326</u>	<u>6</u>	<u>175,687</u>	<u>110</u>	<u>157,100</u>
Transit System							
Operations	129,130	134,680	10,943	8	111,387	83	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	110,580	0	0	781	1	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>245,260</u>	<u>10,943</u>	<u>4</u>	<u>112,169</u>	<u>46</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	73,650	6,945	9	74,300	101	68,350
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	2,330	47	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>78,650</u>	<u>6,945</u>	<u>9</u>	<u>76,631</u>	<u>97</u>	<u>73,350</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
100% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>GENERAL FUND (FUND 10)</b>							
GENERAL FUND TOTALS							
Operations	3,881,650	3,927,060	375,801	10	3,519,543	90	3,881,650
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	1,085,350	1,594,370	331,393	21	1,729,217	108	1,085,350
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,987,410</u>	<u>5,541,840</u>	<u>707,193</u>	<u>13</u>	<u>5,267,159</u>	<u>95</u>	<u>4,987,410</u>



Town of Altavista  
Council / Planning Commission  
FY 2021 Expenditure Report  
100% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	28,000	28,000	2,332	8	27,989	100	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	3,000	0	5,000
Other Charges	6,400	6,400	199	3	26,578	415	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	5,000	0	0	3,300	0	0
<b>Total Expenditures</b>	<b>39,400</b>	<b>44,400</b>	<b>2,532</b>	<b>6</b>	<b>60,867</b>	<b>137</b>	<b>39,400</b>



Town of Altavista  
Administration  
FY 2021 Expenditure Report  
100% of year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>ADMINISTRATION - FUND 10</u></b>							
Wages & Benefits	519,100	519,100	34,842	7	460,502	89	519,100
Other Employee Benefits	36,060	36,060	307	1	14,609	41	36,060
Services	234,700	234,700	9,508	4	203,577	87	234,700
Other Charges	74,750	80,750	3,108	4	82,279	102	74,750
Materials & Supplies	42,000	42,000	1,993	5	39,695	95	42,000
Capital Outlay	41,000	424,190	219,667	52	649,741	153	41,000
<b>Total Expenditures</b>	<b>947,610</b>	<b>1,336,800</b>	<b>269,424</b>	<b>20</b>	<b>1,450,404</b>	<b>108</b>	<b>947,610</b>



Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b>NON-DEPARTMENTAL - FUND 10</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	56,260	56,260	10,000	18	39,610	70	56,260
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	0	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Snowflake Project: Garden Club</i>			0		0		
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	166,150	166,150	106,633	64	149,633	90	166,150
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	12,600	15,000	0	0	15,000	100	12,600
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	4,500	90	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>341,010</b>	<b>343,410</b>	<b>116,633</b>	<b>34</b>	<b>309,743</b>	<b>90</b>	<b>341,010</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	11,690	0	0	11,691	0	0
Fuel & Lubricants	23,000	23,000	2,685	12	9,547	42	23,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>23,000</b>	<b>34,690</b>	<b>2,685</b>	<b>8</b>	<b>21,238</b>	<b>61</b>	<b>23,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>364,010</b>	<b>378,100</b>	<b>119,318</b>	<b>32</b>	<b>330,980</b>	<b>88</b>	<b>364,010</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300



Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
100% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>NON-DEPARTMENTAL - FUND 10</b>							
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
EDA Checking Account	0	4,500	0	0	4,500	0	0
<b>TRANSFER OUT - TOTAL</b>	<b>119,300</b>	<b>123,800</b>	<b>0</b>	<b>0</b>	<b>69,500</b>	<b>56</b>	<b>119,300</b>
<b>CAPITAL OUTLAY - NEW</b>							
Improvements Other than Building / Cardno	0	0	8,795	0	61,220	0	8,081
<b>CAPITAL OUTLAY - TOTAL</b>	<b>0</b>	<b>0</b>	<b>8,795</b>	<b>0</b>	<b>61,220</b>	<b>0</b>	<b>8,081</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>483,310</b>	<b>501,900</b>	<b>119,318</b>	<b>24</b>	<b>400,480</b>	<b>80</b>	<b>483,310</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,010</b>	<b>378,100</b>	<b>128,113</b>	<b>34</b>	<b>392,200</b>	<b>104</b>	<b>364,010</b>



Town of Altavista  
Public Safety  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	959,000	902,000	70,765	8	610,200	68	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	2,630	8	31,318	91	34,340
Other Charges	54,550	62,150	1,694	3	377,605	608	54,550
Materials & Supplies	72,900	72,900	6,684	9	57,716	79	72,900
Capital Outlay	75,250	84,350	0	0	87,384	104	75,250
<b>Total Expenditures</b>	<b>1,196,040</b>	<b>1,155,740</b>	<b>81,772</b>	<b>7</b>	<b>1,164,223</b>	<b>101</b>	<b>1,196,040</b>



Town of Altavista  
Public Works  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	652,950	652,950	46,222	7	513,362	79	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	93,430	12,136	13	79,533	85	57,260
Other Charges	46,180	71,130	2,276	3	85,059	120	46,180
Materials & Supplies	289,770	289,770	24,441	8	218,878	76	289,770
Debt Service	20,410	20,410	0	0	18,399	90	20,410
Capital Outlay	654,300	765,250	112,052	15	919,868	120	654,300
<b>Total Expenditures</b>	<b>1,720,870</b>	<b>1,892,940</b>	<b>197,127</b>	<b>10</b>	<b>1,835,099</b>	<b>97</b>	<b>1,720,870</b>



Town of Altavista  
Economic Development  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	1,981	7	30,000
Other Charges	17,100	17,100	338	2	338	2	17,100
Materials & Supplies	3,000	3,000	0	0	1,247	42	3,000
Capital Outlay	200,000	200,000	-326	0	65,812	0	200,000
<b>Total Expenditures</b>	<b>250,100</b>	<b>250,100</b>	<b>12</b>	<b>0</b>	<b>69,378</b>	<b>28</b>	<b>250,100</b>



Town of Altavista  
Transit System  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	103,470	103,470	6,863	7	86,129	83	103,470
Services	2,050	2,050	48	2	659	32	2,050
Other Charges	4,010	9,560	0	0	7,150	75	4,010
Materials & Supplies	19,600	19,600	4,032	21	17,450	89	19,600
Capital Outlay	109,800	110,580	0	0	781	1	109,800
<b>Total Expenditures</b>	<b>238,930</b>	<b>245,260</b>	<b>10,943</b>	<b>4</b>	<b>112,169</b>	<b>46</b>	<b>238,930</b>



Town of Altavista  
Community Development  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b><u>COMMUNITY DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	127,600	127,600	8,779	7	103,990	81	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	364	4	2,378	24	10,000
Other Charges	15,150	17,900	326	2	67,682	378	15,150
Materials & Supplies	4,350	4,350	857	20	1,637	38	4,350
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>157,100</b>	<b>159,850</b>	<b>10,326</b>	<b>6</b>	<b>175,687</b>	<b>110</b>	<b>157,100</b>



Town of Altavista  
Avoca Museum  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	67,900	67,900	5,556	8	65,196	96	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	1,290	0	2,850	0	0
Other Charges	450	5,750	35	1	5,857	102	450
Materials & Supplies	0	0	64	0	397	0	0
Capital Outlay	5,000	5,000	0	0	2,330	47	5,000
<b>Total Expenditures</b>	<b>73,350</b>	<b>78,650</b>	<b>6,945</b>	<b>9</b>	<b>76,631</b>	<b>97</b>	<b>73,350</b>



Town of Altavista  
FY 2021 Revenue Report  
100% of Year Lapsed

Enterprise Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	8,000	8,000	0	0	18,765	235	8,000
Water Charges - Industrial	1,283,320	1,283,320	114,247	9	1,331,951	104	1,283,320
Water Charges - Business/Residential	280,000	280,000	55,314	20	259,602	93	280,000
Water Charges - Outside Community	173,000	173,000	21,463	12	151,290	87	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	7,650	510	1,500
Bulk Water Purchase	2,000	2,000	1,739	0	21,846	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	125,626	8	1,456,574	94	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	48,790	20	235,294	95	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	1,574	61	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	6,600	110	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	15,703	11	105,634	74	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,423	9	46,100	92	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	35,838	26	144,782	103	140,000
Misc. Cash Discounts	0	0	0	0	17	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	550	2	11,685	47	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Brownfield Assessment Grant			0				
VRA - VCWRLF	0	0	358,390	0	1,895,890	0	0
Cares Money			0		10,384		
VDEM			0		6,033		
VDEM			0		22,625		
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520	0	0	0	0	62,520
Transfer in From General Fund	0	0	0	0		0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b>4,014,340</b>	<b>4,014,340</b>	<b>782,082</b>	<b>19</b>	<b>5,734,294</b>	<b>143</b>	<b>4,014,340</b>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
100% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,376,490	1,388,540	100,319	7	1,167,608	84	1,376,490
Debt Service	604,090	604,090	0	0	601,286	0	604,090
CIP	229,650	229,650	468,774	204	687,066	299	229,650
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,222,280</u>	<u>569,093</u>	<u>26</u>	<u>2,455,960</u>	<u>111</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,502,960	113,782	8	1,332,787	89	1,490,060
Debt Service	182,350	182,350	0	0	139,076	0	182,350
CIP	131,700	131,700	153,165	116	2,622,258	<u>1,991</u>	131,700
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,817,010</u>	<u>266,947</u>	<u>15</u>	<u>4,094,121</u>	<u>225</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,891,500	214,101	7	2,500,395	86	2,866,550
Debt Service	786,440	786,440	0	0	740,362	0	786,440
CIP	361,350	361,350	621,939	<u>172</u>	3,309,324	<u>916</u>	361,350
Transfer Out	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>4,014,340</u>	<u>4,039,290</u>	<u>836,040</u>	<u>21</u>	<u>6,550,081</u>	<u>162</u>	<u>4,014,340</u>



Town of Altavista  
Water Department  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	688,690	688,690	50,038	7	629,316	91	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	6,545	4	62,451	42	147,100
Other Charges	242,450	254,500	12,976	5	195,949	77	242,450
Materials & Supplies	298,250	298,250	30,761	10	279,892	94	298,250
Debt Service	604,090	604,090	0	0	601,286	0	604,090
Capital Outlay	229,650	229,650	468,774	204	687,066	299	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>2,210,230</b>	<b>2,222,280</b>	<b>569,093</b>	<b>26</b>	<b>2,455,960</b>	<b>111</b>	<b>2,210,230</b>



Town of Altavista  
Wastewater Department  
FY 2021 Expenditure Report  
100% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	809,710	809,710	48,804	6	732,901	91	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	5,203	12	33,874	77	43,800
Other Charges	396,350	409,250	33,648	8	383,515	94	396,350
Materials & Supplies	240,200	240,200	26,128	11	182,497	76	240,200
Debt Service	182,350	182,350	0	0	139,076	76	182,350
Capital Outlay	131,700	131,700	153,165	116	2,622,258	1,991	131,700
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>1,804,110</b>	<b>1,817,010</b>	<b>266,947</b>	<b>15</b>	<b>4,094,121</b>	<b>225</b>	<b>1,804,110</b>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
100% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	705,000	705,000	9,214	1	252,810	36	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>0</u>	<u>0</u>	<u>87,778</u>	<u>38</u>	<u>231,810</u>
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>9,214</u>	<u>1</u>	<u>340,588</u>	<u>36</u>	<u>936,810</u>

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	50,550	50,550	2,807	6	26,365	52	50,550
CIP	0	0	0	0	0	0	0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>2,807</u>	<u>4</u>	<u>26,365</u>	<u>35</u>	<u>75,550</u>



Town of Altavista  
FY 2021 State/Highway Fund  
100% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	0	0	1,497	0	0
Street & Highway Maintenance	730,000	730,000	188,790	26	755,162	103	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	0	0	6	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b>936,810</b>	<b>936,810</b>	<b>188,790</b>	<b>20</b>	<b>756,665</b>	<b>81</b>	<b>936,810</b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	842	2	21,620	45	48,200
Maintenance - Pavement	400,000	400,000	0	0	25,512	6	400,000
Maintenance - Traffic Control Devices	56,800	56,800	4,394	8	60,438	106	56,800
Engineering - Repairs & Maintenance	10,000	10,000	798	8	1,180	12	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	0	0	31,519	53	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,489	5	56,831	114	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	692	1	55,708	70	80,000
State/Highway Reimb. Fund - Subtotal:	705,000	705,000	9,214	1	252,810	36	705,000
Motor Vehicles- Replc.	90,560	90,560	0	0	29,950	33	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	16,366	42	39,250
Machinery & Equip. - New	17,000	17,000	0	0	17,000	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	0	0	24,462	29	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b>231,810</b>	<b>231,810</b>	<b>0</b>	<b>0</b>	<b>87,778</b>	<b>38</b>	<b>231,810</b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b>936,810</b>	<b>936,810</b>	<b>9,214</b>	<b>1</b>	<b>340,588</b>	<b>36</b>	<b>936,810</b>



Town of Altavista  
FY 2021 Cemetery Fund  
100% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	17,250	17,250	0	0	24,500	142	17,250
Interest/Interest Income	0	0	0	0	9,064	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	150	4	9,950	249	4,000
Miscellaneous/Misc.	0	0	25	0	100	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>175</b>	<b>0</b>	<b>43,614</b>	<b>58</b>	<b>75,550</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	133	1	8,784	91	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	1,153	115	1,000
Benefits/FICA	800	800	10	1	691	86	800
Benefits/VRS	1,000	1,000	0	0	180	18	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	22	1	1,235	80	1,550
Benefits/Group Life	200	200	2	1	119	59	200
VRS Hybrid Employer Contr.	0	0	12	0	603	0	0
ICMA Hybrid Employer Contr.	0	0	2	0	86	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	26	0	879	9	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	2,600	10	11,635	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>2,807</b>	<b>4</b>	<b>26,365</b>	<b>35</b>	<b>75,550</b>



Town of Altavista  
Investment and Deposit Totals  
Balance as of  
June 30, 2021



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	3,879,425.77	
Certificate of Deposit	2,926,394.54	
LGIP	7,645,571.31	
Sub-Total		\$ 14,451,391.62

**Enterprise Fund Reserves**

Money Market Account	229,994.62	
Certificate of Deposit		
LGIP	556,959.16	
Sub-Total		\$ 786,953.78

**Total Undesignated** \$ 15,238,345.40

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,006,151.97	
Sub-Total		\$ 1,063,501.97

**Green Hill Cemetery**

Money Market Account	50,482.49	
Certificate of Deposit	626,838.04	
LGIP	77,217.92	
Sub-Total		\$ 754,538.45

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,711.88	
Sub-Total		\$ 270,711.88

**Federal Forfeiture Account** \$0.00

**State Forfeiture Account** \$10,423.48

**Operating Cash Account** \$ 4,043,180.39

**Total Designated** \$ 6,142,356.17

**Grand Total Investments and Deposits** \$ 21,380,701.57

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	8,130,440.00
PCB	569,707.59
Accrued Liability	173,549.00
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for AOT No Interest Loan Program - Grant (5/11/21)	40,000.00
"Pop-Up" Altavista Funding - Downtown Business Invest Grant	10,000.00
Funds earmarked for items not completed during prior FY	637,135.31
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	229,600.00
Park Improvements as designated by Roberta F. Jenks' Estate	123,397.59
Park Improvements	11,300.00
AVOCA Maintenance Funds	230,348.59
Main St Sidewalk Extension Match (VDOT)	187,158.00
Operating Acct over recommended balance (taxes)	1,500,000.00
Proceeds from sale of Armory	212,826.00

**Balance Remaining of Undesignated Funds** \$ 2,832,660.22

**RESERVE POLICY FUNDS**

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

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

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