



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

510 7th Avenue

**Tuesday, August 10, 2021
6:00 PM - 510 7th Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

2.A [Personnel Milestones/Changes](#)

2.B [Facility Assessment & Improvement Plan Update
Attachment 1 FAIP UPDATE 2021.pptx](#)

3. CITIZEN'S TIME (NON-AGENDA ITEMS ONLY)

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

4. PARTNER UPDATES

5. CONSENT AGENDA

5.A [Town Council Meeting Minutes](#)

[Attachment 1 Council RM Minutes 7.13.21.pdf](#)

[Attachment 2 Council WS Minutes 7.27.21.pdf](#)

5.B [EOP Dewatering](#)

[Attachment 1-EcoMister Evaporator Disposal Costs_Altavista Sludge
Lagoons_HD30 Dual Pack.pdf](#)

[Attachment 2 - Altavista Sludge Lagoons_EcoMister Quote #1.pdf](#)

[Attachment 3- EcoMister Evaporator_Solid Waste-Wastewater Brochure_2020.pdf](#)

5.C [Acceptance of Monthly Financial Reports](#)

[Attachment 1 - Check List.pdf](#)

[Attachment 3 - Revenue_Expenditure Report.pdf](#)

[Reserve Balance_Investment Report.pdf](#)

5.D [FY2021 Year End Budget Amendments.](#)

[Attachment 1 - Budget Amendments](#)

5.E [Reserve Fund Policy](#)

[Attachment 1 - General Fund Policy Historical Data.pdf](#)

6. PUBLIC HEARING(S)

- 6.A Public Hearing - Ordinance Amendment Section 86-454(d)(2) Home Occupations in Primary and Accessory Structures
[Attachment 1 - Sec 86-454.pdf](#)
[Attachment 2 -Notice of PH - published.pdf](#)
[Attachment 3 - Floor Plan - Home Occupation.docx](#)
[Attachment 4 -Garage floor plan.docx](#)
- 6.B Public Hearing - Ordinance Amendment Section 86-454(d)(4) - To delete the requirement for a Special Use Permit for home occupations in accessory structuresd
[Attachment 1 - Sec 86-454.pdf](#)
[Attachment 2 - Notice of PH - published.pdf](#)
- 6.C Public Hearing - Ordinance Amendment - Section 86-427(2) - To delete the requirement for a SUP for a home occupation in the DRO
[Amendment 1 - Sec 86-427.pdf](#)
[Attachment 2 - Notice of PH - published.pdf](#)
- 6.D Public Hearing - Ordinance Amendment Section 86-427(3) - Food banks, food, pantries and similar uses in the DRO
[Attachment 1 - Sec 86-427.pdf](#)
[Attachment 2 - Notice of PH - published.pdf](#)

7. NEW BUSINESS

- 7.A Town Manager Search Process
[Attachment 1 - Executive Search Services.pdf](#)
- 7.B Hiring Interim Town Manager
[Attachment 1 - Interim Town Manager Assistance.pdf](#)

8. UNFINISHED BUSINESS

- 8.A WTP Filter Improvements Construction Bid Award Recommendation
[Attachment 1 Altavista WTP Filter Improvements Award Recommendation.pdf](#)
[Attachment 2 -Qualifications Statement for Town of Altavista.pdf](#)
- 8.B Spark Innovation Center - Bid Information
[Attachment 1 -BID TAB FORM_2021_09.pdf](#)
[Attachment 2 -BID TAB FORM_2021_09_with Alternates.pdf](#)
- 8.C Tree Removal English Park
[Attachment 1 - Danny Mason Tree Removal Quote.pdf](#)
- 8.D Milling and Paving Contract - Additional Areas.
[Attachment 1 - Quote Eagle Trail Road Extension.pdf](#)
[Attachment 2 - Proposed Eagle Trail Road Extension.pdf](#)

9. REPORTS AND COMMUNICATIONS

- 9.A Departmental Report - Community Development
Attachment 1 - CD July 2021 Monthly Report.pdf
- 9.B Departmental Report - Altavista On Track
Attachment 1 - AOT Monthly Report
- 9.C Departmental Reports - Finance
Attachment 1 Meals Tax Report.pdf
Attachment 2 Sales Tax Report.pdf
Attachment 3 Lodging Tax.pdf
Attachment 4 Cigarette Tax.pdf
- 9.D Departmental Report - Police
Attachment 1 - APD DAILY ACTIVITY REPORT-JULY 2021.pdf
Attachment 2 - Patrol Report - July 2021.pdf
- 9.E Departmental Reports - Public Works
Attachment 1 - PWD August 2021.pdf
Attachment 2 - B&G MONTHLY REPORT JULY 2021.pdf
Attachment 3 - FLEET Report- JULY 2021.pdf
Attachment 4 - STREETS REPORT- JULY 2021.pdf
- 9.F Departmental Reports - Utilities
Attachment 1 - Melinda HPZ Mattern and Craig
Attachment 2 Clarion Rd. Status Report.pdf
Attachment 3- SCADA Springs Status Report.pdf
Attachment 4-VDEM Generators Status Report.pdf
Attachment 5- Filter Upgrades Status Report.pdf
Attachment 6- Aerators Status Report.pdf
Attachment 7 - WWTP Electrical Upgrade Status Report.pdf
Attachment 8 -McMinnis Water Status Update 7-22-21.doc
Attachment 9 - Lynch Creek Sewer Status Update 7-22-21.doc
Attachment 10 -July 2021 Monthly Report for Council Members[24750].pdf
Attachment 11 - July 2021 Monthly Report for Council Members2[24751].pdf

10. MATTERS FROM COUNCIL

11. CLOSED SESSION (IF NEEDED, PROPER CERTIFICATIONS WILL BE PROVIDED)

- 11.A CLOSED SESSION - Section 2.2-3711 (A) (1) and (3)

12. ADJOURNMENT

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

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 2.A

RECOGNITIONS AND PRESENTATIONS

Title: Personnel Milestones/Changes

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Explanation:

Background:

PERSONNEL UPDATES

NEW HIRES

Brandon Dillard	Public Works	B & G Maint Worker	7/19/2021
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DEPARTURES

James Searly	Public Works	Maint Worker	7/14/2021
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Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 2.B

RECOGNITIONS AND PRESENTATIONS

Title: Facility Assessment & Improvement Plan Update

Staff Resource: Tom Fore

Action(s):

N/A

Explanation:

Staff will update Council with where we are in the (FAIP)

Background:

In 2017 Council directed staff to assess the Utility Assets. An engineering firm was hired that created the FAIP document and did a rate study to be able to provide a road map to rehabilitate, replace, improve all utility assets and fund the projects.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[*Attachment 1 FAIP UDATE 2021.pptx*](#)

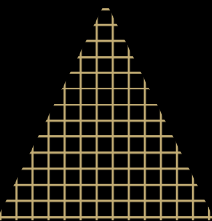


Facility Assessment & Improvement Plan (FAIP) Now & Future



TOM FORE

DATE08/24/2021





Working the Plan

In November of 2017, the Town Council was provided with direction with a Facility Assessment & Improvement Plan (FAIP). In July 2018 Council approved the plan & Town staff began implementation.

Thanks to the Council, staff and those that are assisting with working out this Infrastructure Improvement Plan.

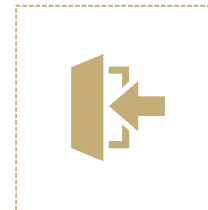
Elements of Utilities Infrastructure Replacement & Improvements



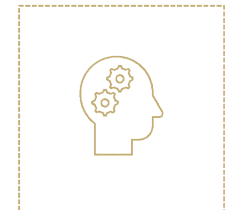
Facility Assessment
& Improvement Plan



Set Affordable &
Sustainable Utility
Rates

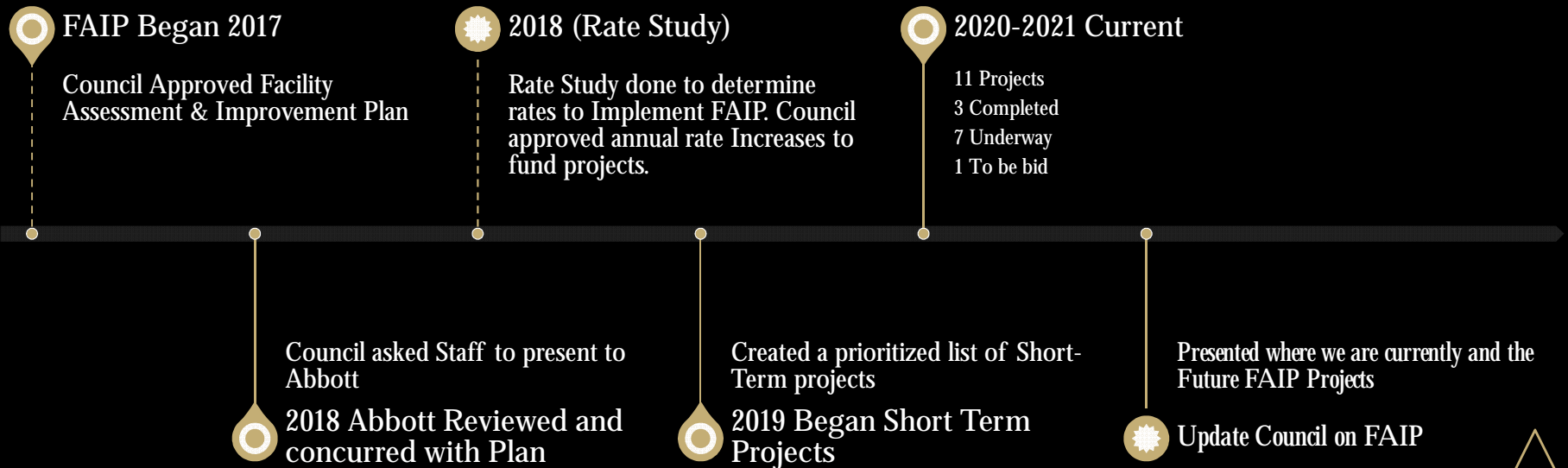


Plan Implemented



Re-evaluate, Update
& Continue Plan

History





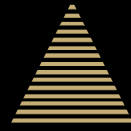
Current Short-Term Projects

- Riverview Road Sewer Line Replacement. Cost approximately \$130,000.00 (COMPLETED)
- Melinda and Avondale Drive Pump Station and Pipe Network. Cost approximately \$1,400,000.00 (Under Contract)
- SCADA Springs & Pump Stations. Cost approximately \$130,000.00 (Under Contract)
- McMinnis Water Line Replacement. Cost approximately 1,650,000.00 (Under Contract)
- Standard Specifications and Details \$6000.00 (COMPLETED)
- Flow Control Valve (Dearing Ford Tank to Melinda Tank)\$140,00.00 (COMPLETED)
- Emergency Power For Pump Stations & Springs. Cost Approximately \$625,000.00 of which \$524,000.00 is grant (Under Contract)
- Filter Improvements Current Estimate \$926,000.00. Bid awarded at nearly \$800,000.00 (Under Contract)
- Source Water Protection (Funded by VDH) \$0.00 (WTP STAFF IMPLEMENTING)
- Wastewater Treatment Plant Electrical Upgrade Phase 1, 2 & 3 Cost approximately \$4,800,000.00 (Under Contract)
- Lynch Creek Sewer Line Project Current Estimate \$1,582,240.00 (Gain Council approval to bid project, +\$1,600,000 remaining in 2020 Borrowing)



Future Short-Term Projects

- Sedimentation and Solids Handling Improvements
- WTP Security Improvements
- Tank Electrical and SCADA Improvements
- Water Treatment Plant SCADA Improvements
- WWTP Pump Station Rehabilitation
- Riverview Pump Station
- Secondary Clarifiers
- Solids Handling Rehabilitation
- Building & Site Upgrades



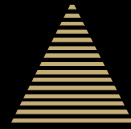
Intermediate Improvements (7 – 14 years)

- Water Line Project (Beverly Heights Community)
- Sewer Line Project
- Spring Sites Infrastructure Improvements
- Bedford Tank and Pump Station Improvements
- Chemical Delivery, Storage, and Dosing Improvements
- Increased System Storage
- Meter Replacement
- WWTP Disinfection Improvements
- WWTP Headworks Rehabilitation
- Solids Handling

**LOOK CLOSELY AT
THE PRESENT YOU
ARE CONSTRUCTING:
IT SHOULD LOOK
LIKE THE FUTURE
YOU ARE DREAMING.**

ALICE WALKER

ZERODEAN.COM



Long-Term Improvements

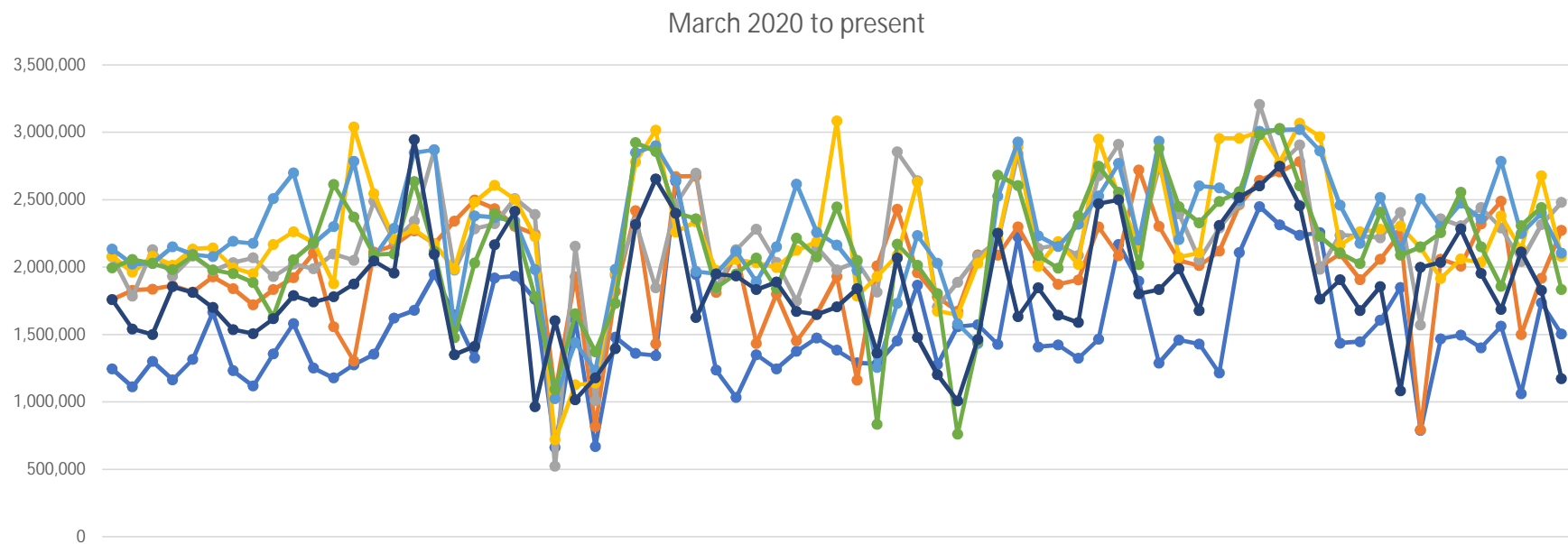
WATER:

- Filter Air Scour
- Ogden Road Main Replacement
- Staunton River Intake Rehabilitation
- Route 668 Bridge Crossings Replacement
- Reynolds Spring Main Replacement
- Main Street Parallel Main Installation
- Clarion Tank Main Replacement
- Increase Capacity Upgrade Plant

WASTEWATER

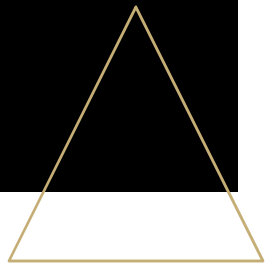
- Solids Handling
- Increase Capacity Upgrade Plant

Water Production





QUESTIONS?





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.A

CONSENT AGENDA

Title: Town Council Meeting Minutes

Staff Resource: Crystal Hailey

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 Council RM Minutes 7.13.21.pdf](#)

[Attachment 2 Council WS Minutes 7.27.21.pdf](#)

Town Council Regular Meeting July 13, 2021

The Altavista Town Council held a regular scheduled meeting in Council Chambers of the Town Hall/ J.R. Burgess Municipal Building, 510 Seventh Street, on July 13, 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
Mr. Timothy George
Mr. Jay Higginbotham – entered at 6:14 p.m.
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

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, 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 US Pledge of Allegiance.

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the July 13th meeting agenda.

- #11 Closed Session: a third 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 July 13, 2021 Town Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the July 13th Town Council Meeting Agenda as amended.

Motion carried

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

2. Recognitions and Presentations

▪ Personnel Changes

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

Town Council Regular Meeting July 13, 2021

- Milestones:
None at this time
- New Hires:

Logan Anthony	Police - Trainee	6/01/2021
David Scruggs	Transit - Bus Drive (P/T)	6/28/2021
- 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 or comments, 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, concern, or item regarding a subject that was not listed on the July 13th, 2021 Council Meeting Agenda.

- Ms. Harriet Hardy, 1617 Melinda Drive, Altavista, came before Council and shared her appreciation with the town's recent improvements to English Park. She stated, when she is at the park, she enjoys being outside and feels safe while at the park.

Ms. Hardy stated she and her children always brag on what a beautiful town Altavista is. She thanked Town Council and Town Staff for all they do to make the Town of Altavista a great community.

Mayor Mattox and Council members thanked Ms. Hardy for her kind words and for taking the time to attend Council meetings

- Mr. Jesse Bean, 1421 Broad Street, Altavista, came before Council, as Safety Director of the Wing Racing League (WRL) organization, with a request for permission to use the back portion of English Park for a FPV (Flying First Person View) model aircraft event.

Mr. Bean stated, if approved, the event would be held on Saturday July 24th and Sunday July 25th and the WRL expected 18-20 FPV Pilots to participate in the event.

Mr. Bean stated the WRL follows the Academy of Model Aeronautics' Safety Guidelines when setting up course borders; and the event is performed very safely around spectators.

Mr. Bean informed Council that all of the pilots have \$2.5 million of Academy of Model Aeronautics (AMA) insurance coverage. He stated, in addition, he also sanctions each event with an additional \$1 million of coverage for property owners that allow the event, which in this case, would be the Town of Altavista.

Mr. Bean introduced a 10 year old pilot, Braydon, which showed Council his "Mystery Machine" themed FPV Aircraft. He stated his organization strives to offer safe places for pilots to fly and he is an advocate for promoting safety while FPV racing/performing.

Mayor Mattox asked Town Council if they had any questions for Mr. Bean in regard to the WRL request to use English Park.

Councilman Mitchell shared his favor in the proposed event. He asked that Mr. Bean check with Altavista On Track and the Chamber of Commerce to make sure they had no events scheduled in that area on the same dates; as well as, checking with Public Works Director David Garrett for any potential work planned for those two dates.

Town Council Regular Meeting July 13, 2021

Councilman Emerson stated it seemed as if Mr. Bean had all of the appropriate items covered for the event. He shared his favor with allowing the event and wished him luck.

Vice Mayor Bennett stated he had the opportunity to attend a FPV model racing event and was amazed at the precision of the technology. He shared his favor with Mr. Bean and the WRL involving youth in their activities/events.

Mr. Bennett stated he felt this would be a wonderful event for the community and he would support a vote in favor of allowing the proposed event.

Mayor Mattox asked Mr. Bean how many pilots and spectators usually attend these events.

Mr. Bean stated there were 18 pilots at the last event held in Gretna, and he expected about the same amount to attend the Altavista event. He stated, with this being the first event to be held in the Town of Altavista, he felt the number of spectators may be minimal.

Mayor Mattox asked APD Chief Merricks and Public Works Director David Garrett if they foresaw any issues with allowing this event in the portion of the park requested.

Chief Merricks and Mr. Garrett both stated they did not.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if he had any concerns in regard to allowing the event request.

Mr. Coggsdale stated, if approved, staff would consult with legal counsel and work with Mr. Bean in regard to the liability insurance the WRL would need in order to hold this event in Altavista.

Councilman Higginbotham joined the Council meeting at this time, 6:14 p.m.

Mayor Mattox informed Mr. Higginbotham of the current subject being discussed. He asked Mr. Higginbotham if he had any questions or concerns with the proposed event.

Councilman Higginbotham stated he previously had the opportunity to be a spectator at such an event and he would be in favor of allowing the event at English Park.

Councilman George shared his favor with allowing the proposed event. He referenced the diagram of the event map and suggested the spectator's designated area be moved to the adjacent newly paved parking lot, instead of being in the field.

Mr. Bean stated the map was the initial estimate of placement, and he also felt the parking lot would be a better area for spectators. He assured Council that he would update the event map to reflect the change.

Councilman Lowman stated he was excited to see such an event coming to the Town of Altavista and if approved, he would be attending the event.

Mayor Mattox asked the Town Manager if a consensus would be appropriate, or if Council needed to vote on this item.

Mr. Coggsdale stated a consensus would be sufficient. He stated, if Council approved the event, Town Staff would work with Mr. Bean to complete all of the necessary details in regard to the event being held in Altavista/English Park.

There was a unanimous consensus by Town Council to allow the WRL event to be held in English Park; and for Town Staff to work with Mr. Bean regarding the necessary details.

Mayor Mattox thanked Mr. Bean and the WRL for bringing this event to the Town of Altavista.

Town Council Regular Meeting July 13, 2021

Mr. Bean thanked Town Council for their time and consideration. He stated he was also a “trail walker and bicyclist” and enjoyed utilizing Altavista’s beautiful park system.

Mayor Mattox asked if there were any other citizens wishing to address Council, to which there were none. He reminded citizens that 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 the community.

4. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox shared with Town Council a brief overview for some of the Chamber’s upcoming events.

Ms. Mattox referenced the WRL aeronautics event previously discussed that evening. She confirmed that the Chamber of Commerce did not have any events scheduled in English Park that would conflict with the WRL’s Altavista event dates.

- Ms. Mattox reminded Town Council of the Chamber’s next TGIF event. She stated the event would be held at the Avoca Museum on Friday, July 30th from 6-9 p.m.

Ms. Mattox stated the Chamber’s TGIF events have been very successful and she invited Council members to attend one of the upcoming events. She stated the last TGIF event for this summer would be held on Friday, August 27th.

- Ms. Mattox informed Town Council the Chamber would be continuing its “Summer Drive-In Movie” events in September and October at Shreve Park. She stated they would be conducting a citizen poll to determine what movies to play.

Ms. Mattox stated, with COVID restrictions recently being lifted, the movie events would now offer both tailgating and lawn chair areas for seating options.

- Ms. Mattox stated the Chamber of Commerce would also be continuing its “Coffee & Conversation” events, with the next one being in August at the Main Street Café.

Councilman Mitchell encouraged the Chamber to send out event reminders to the public “early and often”, in order to achieve a high attendance.

Ms. Mattox stated the Chamber was working on improving its marketing strategies.

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.

Mayor Mattox thanked Ms. Mattox for the Altavista Area Chamber of Commerce updates.

B. Altavista On Track (AOT)

Altavista Main Street Coordinator George Sandridge gave Town Council a brief update of AOT’s current projects and upcoming events.

Town Council Regular Meeting July 13, 2021

- Mr. Sandridge stated that AOT was continuing its efforts in planning the town's 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival, to be held in English Park on October 2nd.

Mr. Sandridge stated he would continue to update Council on the progress of this event as details become available.

- Mr. Sandridge stated AOT was also continuing to plan for its "Birdies for Businesses" Golf Tournament being held in August at London Downs Golf Course. He stated, at this time, there were 18 individuals signed up to participate in the tournament.
- Mr. Sandridge informed Council that AOT was co-sponsoring the upcoming "Altavista Block Party" with the Campbell County Public Library System (CCPLS), to be held at the Staunton River Memorial Library in Altavista.

Mr. Sandridge stated the event was scheduled for Friday, August 20th, from 4:30-7:30 p.m. and he would be bringing additional details to Council as he receives them.

- Mr. Sandridge stated staff was still awaiting an official response in regard to AOT's application to the DHCD for a Downtown Investment Grant.

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

Mayor Mattox asked Council if they had any questions in regard to AOT's updates.

Vice Mayor Bennett referenced the recent act that the State of Virginia would be dedicating \$53 million to the state's "Downtown Program". He asked Mr. Sandridge if there had been any word of when, or how much, Altavista's downtown program would be receiving.

Mr. Sandridge stated, at that time, he did not have any details of that information. He stated he would update Council when staff received the details.

There were no further comments or questions from Council in regard to Altavista On Track.

Mr. Sandridge referenced the Uncle Billy's BBQ, Bourbon, & Beer Festival. He stated planning for such a large event was new to him and he would like to thank Sharon Williams, Altavista's Community Development Director, for her assistance in planning the event.

Mayor Mattox thanked Mr. Sandridge, Ms. Williams, and AOT for the work they do for the community.

5. Consent Agenda

- A. Approval of Council Meeting Minutes
 - June 8th, 2021 Regular Meeting
 - June 22nd, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
 - June 2021 Revenue And Expenditures
- C. Approval of FY2021 Budget Amendments

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

Town Council Regular Meeting July 13, 2021

Councilman Emerson made a motion, seconded by Councilman George, to approve the July 13th Council Meeting Consent Agenda as presented.

Motion carried.

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

6. Public Hearings

Representative: Community Development Director Sharon D. Williams

Ms. Williams asked that Town Council discuss public hearings one and two together, as they pertain to one another, but that each hearing being voted on separately, to which they agreed.

A. #OA-21-07 Central Business District – Definition

Background Summary:

The Community Development Director recently discovered that during the town's 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. Staff has operated under the assumption that the parking exemptions existed until a recent review of the ordinance revealed the omission. At its April 5th and May 3rd, 2021 meetings, the Planning Commission discussed whether parking should be required in the Downtown Revitalization Overlay District (DRO). That discussion included consideration whether parking should be required in what was formerly known as the 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 CBD due to the number of available town public parking lots. 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.

Ms. Williams stated it was the 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.

Ms. Williams stated the first public hearing was intended for Council to consider accepting the Planning Commission's recommendation and amend Sec. 86-22 of Altavista's Zoning Ordinance to define the Central Business District.

Ms. Williams stated, if the first public hearing's subject was accepted/approved, the second public hearing was intended for Council to consider allowing this language be inserted back into Altavista's Town Code as such.

Mayor Mattox opened this public hearing at 6:23 p.m.

There were no public comments.

Mayor Mattox closed the public hearing at 6:24 p.m.

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

Town Council Regular Meeting July 13, 2021

Councilman Emerson made a motion, seconded by Councilman Mitchell, to accept the Planning Commission and Town Staff’s recommendation to amend Section 86-22 of the town’s Zoning Ordinance to define the Central Business District as presented.

Motion carried.

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

B. #OA-21-05 Central Business District – Parking

Background Summary:

Town 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. At its April 5th and May 3rd 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, 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 CBD due to the number of available town public parking lots. At is June 7th meeting, the Planning Commission held a public hearing and voted 5-0 to recommend Town Council amend Sec. 86-561 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.

Ms. Williams stated it was this opinion of Town 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. She stated staff had operated under the assumption that the parking exemptions existed until the recent review of the ordinance revealed the omission.

Ms. Williams informed Council that staff concurred with the Planning Commission to amend the Zoning Ordinance to reflect the town’s intent concerning parking in the CBD.

Mayor Mattox opened this public hearing at 6:25 p.m.

There were no public comments.

Mayor Mattox closed the public hearing at 6:26 p.m.

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

Councilman Mitchell made a motion, seconded by Councilman Emerson, to accept the Planning Commission and Town Staff’s recommendation to amend Section 86-561, *Minimum Off-street Parking-Generally*, to add a provision that would exempt required parking for commercial uses in the CBD if located within 200’ of a public parking lot.

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Motion carried.

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

C. #OA-21-06 Downtown Revitalization Overlay (DRO) District - Materials Usage

Background Summary:

During a recent review of the town's Zoning Ordinance, Town Staff revealed a provision that prohibited the use of corrugated or sheet metal in the DRO.

Ms. Williams stated, through discussions by staff and the Planning Commission, it was their opinion that metal would be an acceptable architectural roofing treatment and was recommending that the town consider permitting its use, along with metal usage in other ways by acquiring a Special Use Permit.

Ms. Williams stated, at this time, Town Staff was requesting Town Council consider amending Section 86-244, *Architectural Treatment*, of the Zoning Ordinance to permit the use of metal in the Downtown Revitalization Overlay District.

Ms. Williams stated she and the Town Attorney would be happy to answer any questions Council may have in regard to this matter/request.

Councilman Mitchell asked Ms. Williams if she knew why metal roofs and metal usage had been previously prohibited.

Ms. Williams stated, it was her understanding, there had been some concern that metal shipping containers would be used for businesses and/or dwellings in the DRO; and discussion of whether or not that would be appropriate.

Ms. Williams stated, since that time, there had been more and more exterior use of metal materials by businesses, and it was vastly becoming a standardize material.

Councilman Higginbotham shared his concern with allowing metal material usage in the DRO. He stated he felt there should be some type of regulation in regard to the colors allowed, in order to maintain a similar "historic look" to the downtown district.

Ms. Williams stated regulating color choices had been discussed, however, the town does not currently regulate colors that businesses can use, only "treatments".

Ms. Williams stated it would be difficult for the town to set a standard for color choices because it could be seen as arbitrary by Town Staff.

Councilman George referenced a previous discussion pertaining to what colors a downtown business could use on their buildings; and stated the business owners were unsatisfied with not having the ability to make their own choices.

Councilman Emerson stated that discussion was in regard to the town's Façade Upgrade Program, which was funded through state grant monies, and had its own set of regulations.

Mr. Emerson shared his favor with having some type of regulation for use of colors in the DRO. He stated, if not addressed, there may be a business that paints their building "pink", which would not blend in with the downtown district's historic esthetics.

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Councilman Higginbotham suggested, if the use of metal is permitted with a Special Use Permit, the town could offer a select number of “neutral” color choices that coincide with the current historic look of the downtown district.

Vice Mayor Bennett reminded Council, even though the town desired to keep the DRO having a historic esthetic, Altavista’s Downtown District did not hold a “historic status”.

Mr. Bennett stated there were numerous shades of any given color, such as red. He stated some light reds were pinker in color and some reds were more orange in color.

Mr. Bennett stated he felt the town would be crossing unnecessary boundaries if they start dictating what colors property owners could use on their buildings.

Councilman Lowman stated he concurred with Vice Mayor Bennett, not to limit color usage to property owners in the DRO.

Mayor Mattox stated the town would need to decide if they want the downtown district to have a certain esthetic, or leave the choice “wide open” for property owners to decide. He stated it was impossible for anyone to predict what the best option would be.

Mayor Mattox stated, as a business/property owner, he felt an owner should use a certain amount of discretion in regard to their color and esthetic choices.

Town Manager Waverly Coggsdale reminded Town Council that the public hearing was in regard to metal usage only. He stated, if there was a consensus of Council to add a set of standards to this allowance, staff would research the item for further opportunity.

Mayor Mattox shared his favor with investigating both sides of whether color standards should be implemented in the DRO. He suggested allowing staff time to gather input from downtown business and property owners before Council makes a decision on the matter.

Councilman Emerson referenced the Façade Update Grant Program for the DRO that was started by the town a few years ago. He stated property owners that utilized the program were limited to specific colors in order to keep the downtown area in a cohesive theme.

Mr. Emerson stated the town had invested a lot of money to improve the downtown area and he felt there should be a certain amount of regulation to keep it that way.

Councilman Mitchell reminded Council that this public hearing request, to allow usage of metal materials in the DRO, already has a Special Use Permit provision.

Mr. Mitchell suggested moving forward with the request as presented. He stated Council could take additional time to discuss implementing color standards at a later date.

Councilman George asked what the Planning Commission thought of this matter.

Community Development Director Sharon Williams stated the Planning Commission recommended (5-0) moving forward with the request as it was presented to Town Council.

Ms. Williams also informed Council that Town Staff was currently working with the Planning Commission to update the town’s Comprehensive Plan. She stated staff would take Council’s comments that evening into consideration while updating the plan.

Ms. Williams stated it was also staff’s intent to, not only rely on citizens to attend meetings, but to “have boots on the ground” by going out into the community seeking citizen input.

Councilman Higginbotham referenced Altavista’s Town Code, Section 86-424 *Architectural Treatments*. He stated, since Item (1) already regulates that building materials be “compatible with the district”, he suggested color choices be added to this ordinance.

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Ms. Williams stated, as a Zoning Administrator, she felt the “language” used in that code was quite vague. She stated this vagueness can sometimes make it difficult to review plans.

Ms. Williams stated, over the next year, while updating the Comprehensive Plan, it would be a good time for the town to also review and update its Town Code to reflect the language and intention the town has for the development of Altavista, including the DRO.

Councilman Higginbotham stated the Special Use Permit mentioned in this code does not address color regulations, to which Ms. Williams confirmed.

Councilman Lowman stated he was an advocate for property owner rights. He stated he was not in favor of the town regulating a property owner’s color choices.

Ms. Williams stated material “colors” were typically not regulated by localities, except in historical districts by the Secretary of Interior Standards.

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

Mayor Mattox opened this public hearing at 6:46 p.m.

There were no public comments.

Mayor Mattox closed the public hearing at 6:47 p.m.

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

Councilman Mitchell made a motion, seconded by Vice Mayor Bennett, to accept the Planning Commission’s and staff’s recommendation to amend Sec. 86-424, *Architectural Treatments*, of the Zoning Ordinance to permit the use of metal in the Downtown Revitalization Overlay District as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	No
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	No
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Town Manager Waverly Coggsdale asked for clarification and direction from Town Council in regard to whether or not to regulate “colors” when metal materials are used in the DRO. He asked if Council wanted Town Staff to investigate this matter further.

There was a consensus of Council to allow staff to investigate the option during the process of updating the town’s Comprehensive Plan.

7. Unfinished Business

A. Town Council “Procedures” Discussion

Representative: Assistant Town Manager Amie Owens

Background:

Town Council recently indicated that one of their focuses for the upcoming year would be to develop “Rules of Procedure” for Town Council meetings and Council conduct.

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Assistant Town Manager Amie Owens shared with Council a draft outline that provided a proposed structure for a document that could be developed into their desired procedures.

Mayor Mattox asked Town Council if they had any questions or comments in regard to the outline document presented.

Mayor Mitchell suggested adding an item in regard to “attire” to the procedure outline.

Mayor Mattox stated he felt Council members have always worked well together during his time as mayor. He stated, however, without knowing the experience of future Councils and what future Town Managers may need in order to maintain a cohesive meeting, he felt having such a document to implement said structure was a positive addition for existing and future Council meetings.

There was a consensus of Town Council for staff to continue developing the Rules and Procedures document for Council members and meetings.

Ms. Owens stated staff would continue the process and bring some additional information for review and consideration at Council’s July Work Session.

B. APD National Night Out - Event Update

Representatives: Altavista Police Chief Tommy Merricks

Background:

National Night Out (NNO) is held across the United States every year, with the intent to build relationships between local police departments and the community they serve.

Chief Merricks provided Town Council with a brief update on this year’s National Night Out event, scheduled for Tuesday, August 3rd, starting at 5:30 p.m. in English Park.

Chief Merricks informed Council the APD had been placing “door hangers” throughout the town, inviting everyone to attend the NNO event.

Chief Merricks reminded Council The Embers music group would be playing at the event. He stated the event has been a successful way for the police department and the community to come together and get to know one another.

Chief Merricks stated, although the APD utilizes local donations to fund its annual NNO event, it was considered a “town-sanctioned” event, therefore, he was seeking Council’s direction/approval for securing The Embers again for Altavista’s NNO next year (2022).

There was a consensus of Council for the Altavista Police Department to secure The Embers for next year’s National Night Out event in Altavista.

Chief Merricks informed Council there would also be a “dunking booth” at the NNO event this year. He stated he and Mayor Mattox volunteered to be in the booth, and he encouraged other Council members to participate as well.

Chief Merricks stated the funds collected from the dunking booth activity would be used towards the APD’s annual Shop-With-A-Cop Christmas Program.

Chief Merricks concluded his update and thanked Council for their continued support.

Mayor Mattox thanked Chief Merricks and the Altavista Police Department for the work they do for the Town of Altavista and its community.

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8. New Business

A. Assistant Town Manager Job Description Review

Background:

Prior to filling the position of Assistant Town Manager again, staff felt there should be clarification related to what Town Council views as the position's primary job functions.

Town Manager Waverly Coggsdale addressed Town Council in regard to this item. He suggested Council take time to review the existing job description of the Assistant Town Manager, and determine if they felt there were any changes that needed to be made as it relates to current job duties.

Mr. Coggsdale stated staff was seeking direction from Council to be sure the job description and job posting/advertisement were more comprehensive as it relates to the goals and expectations of Town Council.

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

Town Council members were in consensus to review the existing job description/duties for the Assistant Town Manager position in consideration of any potential changes needed; to be discussed further at a later date.

Mr. Coggsdale stated he would place this item on a future Council Work Session Agenda for further discussion by Council.

B. Urban Archery Season – Bow Hunting on Town-owned Property

Background:

The Urban Archery season gives hunters one month before (September 1-October 1, 2021) 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.

Town Manager Waverly Coggsdale stated, each year, Town Staff seeks direction from Town Council in regard to the process by which the town allows individuals to "bow" hunt on town-owned property during the Urban Archery season.

Mr. Coggsdale stated, at this time, staff was seeking approval by Town Council authorizing Town Staff to proceed with the annual process of advertising and receiving applications from hunters for bow hunting on certain town-owned property.

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

Councilman Higginbotham asked if Altavista was receiving enough participants to justify renewing the program each year.

Mr. Coggsdale stated there were usually about 10-15 applicants each year, over the past few years of the program. He stated, however, he did not feel there had been as much "thinning out" of the deer as the town would have liked.

Councilman Mitchell asked if there had been any complaints from town citizens in regard to the bow hunting program, to which Mr. Coggsdale stated there had not.

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Councilman Higginbotham asked if there was any way to expand the program to increase the number of deer that was being removed.

Councilman Emerson stated, the town-owned properties being hunted were not very large, so it would not be safe for the town to increase the number of hunters.

Mr. Coggsdale stated there was an “accountability system” the town used to regulate how many hunters were on a property at any given time. He stated, currently, the town did not track how many times a permitted hunter utilizes the town-owned properties each year.

Mr. Coggsdale also reminded Town Council that the property adjacent to Green Hill Cemetery was removed from the program in 2021, due to the new trail system in that area.

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

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve Town Staff’s request and authorize the town to proceed with its annual process of receiving applications for bow hunters on certain town-owned properties during the 2021/2022 Urban Archery season.

Motion carried.

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

C. USDA Rural Innovation Stronger Economy (Rise) Grant – Resolution Request
Representative: Altavista Community Development Director Sharon D. Williams

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.

Ms. Williams stated, as part of the grant the town received from the Tobacco Region Revitalization Commission (TRRC), the town was required to create an “accelerator program” at the Spark Innovation Center.

Ms. Williams informed Council that staff was currently working with GO Virginia to create such programs that could be used at multiple co-working spaces across the region, including Altavista’s Spark Innovation Center.

Ms. Williams stated staff recently became aware of funding through the USDA in the form of a Rural Innovation Stronger Economy (RISE) Grant. She stated the RISE Grant could be used to build or support a business incubator facility, such as the Spark Innovation Center, as well as, provide workforce training to assist in the creation of new jobs, and/or train the existing workforce with skills to obtain higher-paying jobs, all to improve the town’s ability to offer opportunities for workers at new or existing local industries.

Ms. Williams informed Council, if approved, the RISE Grant required a 20% match from the town, however, she and the Town Manager were investigating the possibility of the town’s ability to utilize their TRRC Grant (\$184,000) towards the 20% RISE requirement.

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Ms. Williams stated Town Staff was seeking Town Council’s approval of the required resolution in support of the town’s application for the RISE Grant.

Mayor Mattox complimented Ms. Williams for finding the RISE Grant as another source of funding for the Spark Innovation Center Project.

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

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve Town Staff’s request to adopt a resolution in support of a RISE Grant application to the USDA, and if approved, would be used towards Altavista’s Spark Innovation Center Project.

Motion carried.

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

**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 13th day of July 2021.

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D. Paving Contract Amendment

Representative: Altavista Public Works Director David Garrett

Background:

The 2021/2022 Town Milling/Paving Project bid documents were developed by Bobby Wampler, Engineering Concepts. The low bidder was Patterson Brothers Paving, with a bid of \$750,207, 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. Paving the English Park Boat Ramp parking area was included with a proposed CIP item that was removed by Council during the FY2022 budget process.

Mr. Garrett stated, due to an increase in usage, the parking lot was deteriorating and had numerous pot holes. He stated, based on the current contract's pricing, paving the parking lot was estimated to cost \$106,192, excluding "stripping" the lot.

Mr. Garrett stated Town Staff was recommending paving the area as part of the town's upcoming biennial paving process.

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

Councilman Higginbotham asked if the cost estimate included base and surface work.

Mr. Garrett stated the quote consisted of a two inches of surface overlay.

Councilman George stated he felt the parking lot had been in "bad shape" for years and shared his favor in approving staff's request to pave the lot.

Mayor Mattox asked Mr. Garrett if he felt the portion of the proposal to also pave the boat ramp was needed at this time.

Mr. Garrett stated, currently, the boat ramp was only surface treated with tar and gravel and was very difficult for town workers to remove mud and debris from the ramp after flooding. He stated the ramp would be much easier to clean if it was paved.

Councilman Emerson stated there was approximately 150-200 individuals floating the river that past weekend. He shared his favor with approving the boat ramp and parking area paving proposal.

Mr. Garrett referenced the paving proposal and cost estimate of \$106,192 not including "stripping" the finished pavement. He stated staff would bring a cost estimate for stripping to Council at their July Work Session after a desired layout was considered.

Councilman George asked if the paving project included the walkway closest to the river.

Mr. Garrett stated the project currently included the said walkway, starting at the boat ramp until you reach the picnic tables at the far end of the walk.

Mr. George suggested including the entire walkway until it reaches the existing pavement that is next to the LOVE sign, before entering Eagle Trail.

Councilman Mitchell disagreed with adding additional paving to this project, stating, without pricing, it could complicate staff's request and hold up the progress of the project. He shared his favor with voting on the project as it was presented.

Town Manager Waverly Coggsdale stated, if Council desired, staff could use the existing contract to figure the cost of the suggested additional paving and bring the estimate to Council at their July Work Session.

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Town Council was in consensus to allow Town Staff to do so; and vote on the paving project amendment request as it was originally presented.

Councilman Emerson made a motion, seconded by Councilman George, to approve Town Staff's request to amend the 2021/2022 Town Paving Schedule to include four additional streets, and also the English Park Boat Ramp and its adjacent large parking lot.

Motion carried.

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

E. Food Trucks / Vending on Public Property

Background:

Mobile Restaurants (Food Trucks) are identified in Altavista's Zoning Ordinance with the *Use and Design Standards* set forth in Section 86-520 of the Town Code. This section of the code only addresses this use on "private property", as well as, setting forth the use to operate on public property at town-sanctioned events.

Town Manager Waverly Coggsdale addressed Council in regard to this item. He stated several inquiries had been made to Town Staff in regard to food truck vendors desiring to operate in town (public) parks, particularly, English Park near the new splash pad.

Mr. Coggsdale stated, if Council was interested in allowing food truck vendors to operate on public property, they would need to decide on a procedure by which vendors would be selected and/or approved.

Councilman Higginbotham asked if a vendor would be charged for the allowance to operate on public property.

Mr. Coggsdale stated that would be another item Council would need to consider, which would be in addition to the town's Meals Tax requirement.

Vice Mayor Bennett asked if the Planning Commission needed to consider this item.

Mr. Coggsdale stated, since Town Council was the "policy maker" for the town, it would ultimately be up to Council whether or not to allow food truck vendors to operate on public property.

Mr. Coggsdale stated, at this time, Town Staff was seeking direction from Council in regard to this item.

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

Councilman George stated, before the COVID-19 pandemic last year, he felt there were food truck vendors operating in town more often than they were currently.

Mr. Coggsdale stated that was primarily due to the town having more town-sanctioned events before the COVID-19 pandemic. He stated, per Town Code, food truck vendors are only allowed to operate on private property or at town-sanctioned events.

Councilman Higginbotham asked how much vendors are charged to sell their products at the Altavista Trade Lot during the monthly 1st Saturday events.

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Mr. Coggsdale stated vendors are charged \$5 per space, but for non-food items only. He stated there were no other food vendors allowed at the Trade Lot other than the Altavista Band Boosters in the on-site concession stand, unless approved for a “special event”.

Mayor Mattox reminded Town Council that the Town of Altavista receives over \$1 million in Meals Tax revenue annually from its brick-and-mortar restaurants/food services. He stated he felt it would be a disservice to those businesses for the town to allow food truck vendors to operate on public property and in town parks, potentially lowering their revenue resource and annual income.

Councilman Mitchell asked if Town Staff felt there was an advantage or disadvantage to allowing the request.

Mr. Coggsdale referenced the comment made by Mayor Mattox and stated that would be the main concern.

Mr. Mitchell referenced the increase in park patrons due to the recent park updates and the multiple individuals that float the river taking their boats/kayaks out at the park boat ramp. He shared his favor in the convenience that a food truck would offer these individuals.

Mr. Mitchell stated, if Council approved of allowing food truck vendors at town parks, he suggested Council allow Town Staff to draft a policy for their review and consideration.

Councilman Emerson stated he had been asked several times if the town was going to have food trucks or concessions at the splash pad area of English Park.

Mr. Emerson stated, if approved, the food truck vendors could be limited to specific areas and for specific time periods.

Mr. Emerson shared his favor in having sample policies to look at and consider before Council makes its final decision whether or not to allow the service.

Mr. Bennett stated the town could consider allowing the service on a “temporary basis” to see if the service would be utilized enough to offer full-time.

Vice Mayor Bennett also suggested, if Council did not have a consensus to allow food truck vendors on public property, the town could consider having a town-owned concession stand located in English Park near the playground/splash pad area.

Mr. Bennett reminded Council there was also the option of having vending machines.

Mayor Mattox shared his favor in having a town-owned concession stand at English Park, and potentially having “local non-profit organizations” operate the concession stand. He stated it would be a “win/win” situation for both the town and the organizations.

Councilman George stated, as long as the vendors were required to pay Meals Tax and BPOL fees, he would be in favor of allowing food truck vendors on public property, or either the town having a concession stand at English Park.

Councilman Lowman stated he felt all of his fellow council members had good points in regard to this subject. He stated he would like to have additional information from staff, before making a final decision.

Town Manager Waverly Coggsdale stated, if Council desired, staff would be happy to gather additional information for Council’s review regarding what other localities do in this situation and also offer Council some draft policies for their consideration.

Town Council was in consensus for Town Staff to do so.

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Councilman Emerson referenced a “Food Truck Court” located in Forest, VA. He suggested Town Staff contact Bedford County for insight/information on that location.

Mr. Coggsdale stated the area Mr. Emerson mentioned was a “private venture”, which was allowed by Bedford County’s Zoning Ordinance.

Mr. Emerson referenced the town-owned lot, adjacent to the Town Hall parking lot. He suggested the town consider using the lot for the same type of public service as the fore-mentioned Food Truck Court.

Mr. Coggsdale stated staff would investigate Bedford County and other surrounding localities for options to consider on this subject.

9. Reports and Communication

- A. Town Manager’s June 2021 Monthly Report
- B. June 2021 Departmental Reports
- C. Council Monthly Calendars – July and August
- 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 July Regular Council Meeting Pre-Packet.

Mr. Coggsdale and Staff members gave Council updates on a few items from their June reports

- Mr. Coggsdale referenced the Spark Innovation Center. He informed Council the town received “bids” for this project earlier that day. He stated Town Staff would give Council an update on the progress of this project at their July Work Session.
- Mr. Coggsdale also referenced the Vista Theater Project and stated the RFQ proposals for this project were due that Thursday, July 15th, by 2 p.m. He stated, once received, Council would need to evaluate the proposals and select a consultant for the project.

Councilman Emerson suggested Council designated a future work session to this item.

Mayor Mattox stated he thought Town Staff would need to review the RFQs before Council could move forward.

Mr. Coggsdale stated staff would receive the RFQs from consultants available to conduct a feasibility study for the Vista Theater Project. He stated it would be up to Council to evaluate the consultants and devise a criteria for ranking them.

Mr. Coggsdale stated, after that time, staff would attempt to negotiate a contract with the highest ranked consultant to conduct a feasibility study for Phase I and Phase II of this project. He stated the selected consultant would then assist Council with moving the process forward.

- Mr. Coggsdale also informed Town Council that the pedestrian bridge for the newest portion of Eagle Trail in English Park had been successfully “placed”. He stated Altavista’s Public Works Department (PW) was currently working to finalize a few items of the project in order to open this portion of the town’s trail system.

Mr. Coggsdale thanked Mr. Garrett, PW Director, and his staff, as well as Councilman Higginbotham, English Construction Engineer, for helping to move this project forward.

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- Public Works Director David Garrett referenced the Booker Building Interior Floor Refurbishing Project. He informed Town Council that the contractor had completed polishing down the floor, and was now awaiting the arrival of the “filler grout” in order to move forward.
- Mr. Coggsdale referenced the Eagle Trail River Overlook. He stated the town expected the dedication plaque for Pat deBernard to arrive within the next two weeks, and at that point, a dedication ceremony would be scheduled.
- Community Development Director Sharon D. Williams referenced Town Council’s recent adoption of a resolution allowing Town Staff to submit an application to the Tobacco Commission for a Broadband Grant.

Ms. Williams informed Council that staff did not submit the fore-mentioned application. She stated, with assistance from Councilman Lowman, Town Staff was able to uncover another grant option that would better address the town’s broadband needs as a whole.

There were no further comments or updates from Town Staff.

Mr. Coggsdale stated he and Town Staff would be glad to answer any questions Council may have in regard to the monthly reports, to which there were none.

10. Matters from Council

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

- Councilman Emerson referenced the new Dalton’s Landing Canoe Launch. He thanked Town on Council and Town Staff for their part on the project.

Mr. Emerson stated he knew of several individuals that come from out-of-town to utilize the new boat launch and he felt the site was a “jewel” for the community. He stated, whether using the boat launch or site-seeing, he encouraged everyone to visit the location.

- Vice Mayor Bennett stated he would like to thank “every member” of Town Staff, from Department Directors to street sweepers, for the work they do on a daily basis to help the Town of Altavista run successfully and help keeping it a beautiful place to live.
- Mayor Mattox stated he was happy to be working with an excellent group of individuals that were either from Altavista, or that chose to move and work there.

Mayor Mattox stated that included, not only Town Council and Town Staff, but also town citizens. He stated he really appreciated the efforts everyone in the community puts forth to look out for one another and to make Altavista a great community to live and work in.

- Councilman George referenced the River Overlook on Eagle Trail in English Park. He suggested the town stain the concrete and add landscaping to the area to help the site blend in more with its surroundings.

Councilman Emerson shared his favor with adding additional landscaping.

Councilman Higginbotham stated it would be hard to stain the concrete without it turning really dark and possibly changing its esthetic; and painting the concrete would involve continuous maintenance.

Mr. Higginbotham stated he did not see an issue with adding “low maintenance” landscaping at the Overlook, but he did not agree with staining or painting the concrete.

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- Councilman Lowman referenced Ms. Williams update on the Tobacco Commission Grant. He stated the grant was narrow in scope and required a 50/50 match.

Dr. Lowman stated Ms. Williams was able to find other ways to accomplish the town's broadband needs, with a broader scope, that did not require any match from the town. He stated he liked when "things happen like that".

There were no other comments from Town Council at this time.

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)(1) Discussion, consideration or interviews of prospective candidates for employment, 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 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.

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

Motion carried.

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

Town Council went into Closed Session at 7:46 p.m.

Notice was given that Town Council was back in regular session at 8:43 p.m.

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.

Town Council Regular Meeting July 13, 2021

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	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 8:45 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Town Council Work Session July 27, 2021

The Altavista Town Council’s July 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday July 27th, 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
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Members absent: Mr. Timothy George
Mr. Jay Higginbotham

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Kenneth Moorefield, APD Deputy 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, 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 July Work Session Agenda.

- Remove: Section #5, Item F. Vista Theater Discussion
- Additional Item: Section #9 Closed Section, 2.2-3711 (A)(1)

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed July 27th, 2021 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

2. Recognitions and Presentations

A. Altavista Water Treatment Plant – Solar Proposal by Keystone Power Holdings

Utilities Director Tom Fore introduced Anthony Fotopoulos, Co-Founder of Keystone Power Holdings, a US based renewable solar energy development company.

Mr. Fotopoulos gave Town Council a brief overview of his company, which he co-founded with William R. DePhillipo. He stated his mission was to help clients realize utility cost savings through the production of clean energy, while also reducing their carbon footprint.

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Mr. Fotopoulos informed Council of the Virginia Clean Energy Economy Act (VCEA) adopted by the State of Virginia in 2020 in regard to solar energy. He stated, if the Town of Altavista was interested in utilizing solar energy production, now was the time to do so.

Mr. Fotopoulos went over some of the benefits of Keystone's Solar Proposal.

- Reduced utility bills and operation costs for WTP
- No investment – system installed and operated by Keystone
- Hedge against rising electricity prices – locking prices below current utility rates
- Preserve natural resources and become an environmental leader

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

Mayor Mattox asked how long would the proposed solar panels last.

Mr. Fotopoulos informed Town Council that the solar panels that his company uses were top quality and had a twenty-five year warranty, but were expected to last at least forty years. He stated the energy inverters had a ten year warranty.

Mayor Mattox asked, at the end of a contract, who would be responsible for removing the solar panels and returning the ground to its original state, in the area the panels were located

Mr. Fotopoulos stated there were three options available at the end of each contract. He stated a contract usually had a default requirement that Keystone was responsible for removing the solar equipment, or the town had the option to purchase the equipment. He stated the town would also have the option to extend its contract with Keystone.

Vice Mayor Bennett asked who would be responsible for maintenance on the equipment.

Mr. Fotopoulos informed Council that Keystone was responsible for the maintenance of the solar equipment during the entire term of a contract.

Mr. Bennett asked if the solar panels Keystone uses were foreign or domestically made.

Mr. Fotopoulos stated Keystone only uses solar panels from the top five manufacturers of the product in the world, which were all foreign. He stated, while there were a few Asian manufacturers that assemble their product in the US, there were currently no American-made solar panels available in the United States that were the quality Keystone requires.

Mr. Fotopoulos continued his presentation by sharing a document with Council for a visual reference of the projected utility cost savings over the duration of the proposed contract. He stated the town would save approximately \$750,000 in utility costs by the end of its (30 year) "Power Purchase Agreement" (PPA) with Keystone to produce solar energy.

Vice Mayor Bennett asked if the proposed solar plan could include the Town Hall.

Mr. Fotopoulos stated the town could consider incorporating the Town Hall building into its solar plan, and accordingly in the RFPs, as well as the Waste Water Treatment Plant. He stated, however, he would not recommend an RFP for the Town Hall only. He stated the building/project would be too small to amount to any significant utility cost savings.

Mayor Mattox asked Town Council if they had any further questions for Mr. Fotopoulos, to which there were none.

Town Attorney John Eller referenced the fact that Altavista's Water Treatment Plant, the site of the proposed solar project, was actually in Pittsylvania County. He asked Mr. Fotopoulos if he was aware of the rules and regulations of that county for such a project.

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Mr. Fotopoulos stated that Tom Fore, Altavista Utilities Director, has made him aware of Pittsylvania County's Bylaws. He assured Council that Keystone would follow all rules and regulations required by both Pittsylvania County and the Town of Altavista.

Councilman Mitchell stated he did not have any questions for Mr. Fotopoulos, but did have a couple of issues in regard to "large" solar projects, such as the one being proposed.

Mr. Mitchell shared his concerns with how solar items are discarded or disposed of after their use/expiration, which has become an unsightly issue in other countries.

Mr. Mitchell also stated, while solar lights on a home can be useful and decorative, large solar projects and solar farms could be visually displeasing to its surroundings/neighbors.

Mr. Mitchell stated his comments were not intended to be suggestive, but for his fellow Council members to be aware of his concerns.

There were no additional questions or comments from Town Council.

Mayor Mattox thanked Mr. Fotopoulos for his presentation by Keystone Power Holdings in regard to their solar proposal to the Town of Altavista for potential utility cost savings.

Utilities Director Tom Fore recognized Brian Mawyer and Polly Brown, WTP employees, for their help with gathering the WTP's historical data needed for the solar proposal.

Mayor Mattox also thanked Mr. Mawyer and Ms. Brown for their contribution to this item.

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 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

A. Town Milling and Paving Contract

Background:

Per Town Council's direction at their regular meeting on July 13, 2021, an estimate to pave a section of trail in English Park was obtained.

Public Works Director David Garrett addressed Town Council in regard to this item.

Mr. Garrett shared with Council the estimated cost for adding the boat ramp parking lot and walking trail in English Park to the FY2021-2022 Town Paving Schedule. He stated staff drafted an addition to the contract in a "not to exceed" amount of \$100,000.

Mayor Mattox asked Town Council if they had any comments or questions.

Councilman Mitchell stated he felt the addition of paving the trail should be postponed and added to the list of potential projects to consider during Council's next fiscal year process.

Mayor Mattox reminded Council and Town Staff that was the normal process for new/additional items for consideration.

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Town Manager Waverly Coggsdale reminded Town Council they previously approved adding the boat ramp parking lot to the paving schedule. He stated staff was sharing with Council the cost of also adding the trail to the paving schedule at their request. He stated it was up to Council whether or not they wished to approve paving the trail at this time, or to postpone it until a later date.

Vice Mayor Bennett asked what the current cost of asphalt was, and if the cost was rising.

Mr. Garrett stated the town currently has a “fixed contract” with a rate of \$93.97 per ton for asphalt placement.

Mr. Bennett referenced Eagle Trail in English Park. He stated, currently the walking trail was only paved to the two lower parking lots, where the driving trail ends. He suggested the town consider extending the driving trail to the new river overlook, in order to offer better access to the site, making it ADA accessible.

Mr. Bennett stated, if the town desired/approved of extending the driving trail, the town may save money on the cost of asphalt by implementing the project sooner rather than later.

Councilman Lowman asked if there would be a cost savings to add the walking trail to the current paving schedule now rather than later, due to the contractor only needing to “mobilize” his equipment once.

Mr. Garrett confirmed Dr. Lowman was correct. He stated, if an add-on is requested, the fact that he is already in town is a factor the contractor takes into consideration when quoting the cost of the addition.

Councilman Emerson reminded Council that the fore-mentioned section of walking trail was the only section left in the front part of English Park that was not paved.

Mr. Emerson asked Mr. Garrett, considering convenience and cost, for his input.

Mr. Garrett stated it was his recommendation the proposed section of walking trail be added to the current paving schedule.

Mayor Mattox asked Mr. Garrett if he could possibly find \$30,000 for the trail addition in his existing budget, or would the additional cost need to come from reserve funds.

Mr. Garrett stated he would evaluate his new (FY2022) budget for the possibility.

Councilman Mitchell referenced the FY2022 CIP project that would address the erosion issue along the river bank in the same area as the trail that was being proposed to be paved. He asked, if approved, would the new asphalt on that section of trail be affected by the work to be done to the riverbank.

Mr. Garrett stated, if approved, the trail’s new asphalt would not be affected/damaged by the upcoming project that will address the riverbank erosion issue.

Town Manager Waverly Coggsdale reminded Town Council that the FY2022 Town Budget was just recently adopted. He stated that budget was compiled with CIP items that were previously approved by Council, and paving the trail was not part of that budget.

Mr. Coggsdale stated it may be difficult, at this point, for Mr. Garrett to project having any additional funds left over from his current budget to help pay for the trail paving addition. He stated, therefore, if Council approved the paving addition, the cost would come from reserve funds.

Mayor Mattox stated he felt the Town Manager shared a “fair point” to the matter.

Vice Mayor Bennett asked how much the town would save by paving the proposed section of trail now, rather than later.

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Mr. Garrett stated the town would save approximately \$15,000-\$20,000 by adding the walking trail to the paving schedule now, rather than having the contractor come back at a later date for just paving the trail.

Councilman Mitchell referenced the recent decision by staff, and approved by Council, to change the town's paving schedule from annually to semi-annual. He stated it would be more cost effective to add the trail to either this paving schedule, or the next one in two years, rather than making it a separate CIP project on its own.

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

Councilman Emerson made a motion, seconded by Councilman Lowman, to approve the addition of the proposed section of walking trail in English Park (adjacent to the river between the boat ramp and the Eagle Trail entrance parking lot) to the FY2021-2022 Town Paving Schedule; and utilizing reserve funds to do so.

Motion carried:

VOTE:	Mr. Wayne Mitchell	No
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Dr. Scott Lowman	Yes

Town Manager Waverly Coggsdale referenced Vice Mayor Bennett's suggestion to consider extending the driving portion of Eagle Trail down further and closer to the river overlook. He asked for clarification and Council's direction on whether or not Town Staff needed to pursue this matter.

There was a consensus of Council for staff to investigate the option further and gather cost estimates for Council's consideration as a CIP item during the FY2023 budget process.

B. Town Council "Rules of Procedure"

Background:

One goal Council desired to pursue from their Council Retreat in March 2021, was to develop Council "Rules of Procedure". Town Council was provided with an outline of potential topics for such a document at their July 13, 2021 regular meeting.

Assistant Town Manager Amie Owens provided Council with a draft document of Rules of Procedure, as well as, a Code of Ethics for their review and consideration.

Mayor Mattox asked Town Council if they had any comments or questions in regard to the draft document, or if they needed additional time to review this item.

Councilman Mitchell shared his favor with having additional time for review of this item.

Councilman Emerson suggested Council consider allowing staff to place this item on the August Work Session Agenda for further review and discussion.

There was a consensus of Town Council to do so.

5. Items for Discussion (New and Unfinished)

A. Spark Innovation Center – Bid Information

Representatives: Town Manager Waverly Coggsdale and Community Development Director Sharon D. Williams

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Background:

The Spark Innovation Center has been a project that has been developed over the past year, and is now reaching the point of construction: the Town of Altavista contracted with Hurt & Proffitt and Dominion Seven for design work for the Spark Innovation Center. Town Council requested that the individuals who would bid for the Spark Innovation Center Project be “prequalified” in advance of the RFP. Five firms were prequalified for the project and all submitted bids on Tuesday, July 13, 2021, and were opened by the engineer.

Town Manager Waverly Coggsdale informed Town Council, based on the bids received, Hurt & Proffitt recommends Piney Ridge Contracting as the lowest responsive and responsible bidder, based solely on the base bid amount of \$632,000.

Mr. Coggsdale stated, in addition, there were some alternate items included in the RFP for Council’s consideration, such as the roof of the building. He stated there were grant funds available for asbestos abatement that could be used toward roof modifications.

Mr. Coggsdale reminded Council of the \$200,000 the town allocated in the FY2022 Budget for the Spark Innovation Center Project. He also referenced the \$184,300 in TRRC grant funds received for the project.

Mr. Coggsdale stated the town spent an estimated \$66,150 to-date for engineer costs, leaving a remaining balance of \$318,150 available. He stated the town would need an additional \$320,000 to cover the \$632,000 needed for Piney Ridge’s base bid, if approved.

Mr. Coggsdale stated he would be happy to answer any questions Council may have, and also, members of the design team were available for questions that evening as well.

Mayor Mattox asked Dominion Seven Architect Jacob Caldwell if he thought the received bids were reasonable, or if the town would save money by waiting for material costs to potentially decrease.

Mr. Caldwell stated, without knowing if material costs would decrease or increase over the next six months to two years, he recommended moving forward with the lowest base bid estimate of \$632,000 by Piney Ridge Construction. He stated Piney Ridge was a reputable company and local to the area (Appomattox).

Councilman Mitchell asked Community Development Director Sharon Williams if the grant funds received for this project had a set deadline/timeframe for use.

Ms. Williams informed Council that she recently submitted a request to the USDA for an extension of the \$100,000 grant funds the town was already awarded. She stated the request was approved with a new deadline of June 30th, 2022 for the town to use the funds (for Spark Innovation Equipment).

Ms. Williams stated the Tobacco Commission Grant was a three-year grant, with the timeframe starting in September of 2020.

Mrs. Williams reminded Town Council of their recent approval allowing staff to submit an application to the USDA for a \$2 million grant by August 2, 2021. She stated there was no guarantee the town would be approved for the grant, but if so, the \$2 million would help “bridge the gap” between the funds the town currently has and the additional funds needed to continue moving the Spark Innovation Center Project forward.

Mayor Mattox asked Ms. Williams when the town could expect to receive the federal funding (CARES Act) for this project.

Ms. Williams stated the federal government anticipated awarding those funds around September 25th, 2021.

Ms. Williams stated the old Altavista Fire Station, where the town will be housing the new Spark Innovation Center, was built prior to the current building code.

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Ms. Williams stated, when the town decided to utilize the building for the new center, it changed the “use” of the facility under State Code, and therefore, the biggest initial cost of the project was to bring the building “up-to-code” for its current desired use.

Ms. Williams stated the feasibility study for this project did not offer the town an engineer’s report in regard to the condition of the building’s structure. She stated, the engineers on this project later found that the town would need to add additional support walls, in order to ensure its structural integrity.

Ms. Williams also informed Council that the upstairs of the building was currently zoned Residential and not commercial, which also needed to be addressed/corrected.

Councilman Lowman asked if the “base bid” from the quotes received would cover all of the initial fore-mentioned issues.

Mr. Caldwell confirmed the base bid did address all of the “structural” issues of the building, including the second floor.

Ms. Williams stated the base bid funds would address the “basics” enabling the town to be able to occupy the first floor of the building. She stated, however, there was additional work that would need to be done before the town could occupy the second floor.

Councilman Mitchell referenced the “operable partitions” labeled as an Alternate Item for this project. He stated he thought the item would be part of the “equipment” purchase.

Mr. Caldwell stated the partitions were considered structural, but would allow for the option to split the large conference room into two separate spaces.

Mr. Caldwell then referenced the removal of the existing siding on the old fire station building. He informed Council that the base bid also covered replacing the entire amount of “sheathing” underneath the siding.

Mr. Caldwell stated, even though there may only be a need to replace some of the sheathing, he felt it was important to be prepared for the “worse-case scenario”.

Mayor Mattox asked what the cost estimate would be to tear down the existing building and replace it with a new building.

Mr. Caldwell stated, based on the overall cost estimate from all of the fore-mentioned base bids, the current cost estimate was \$189 per square foot. He stated there was a current cost estimate of \$225-\$275 per square foot for new builds.

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

Town Manager Waverly Coggsdale stated, before Council made any final decisions, he wanted them to be aware of certain information pertaining to one of the Alternate Items.

Mr. Coggsdale referenced Item #2 of the “Alternates”: Shingle Roof Replacement. He informed Town Council that the town’s Brownfields Grant for the Spark Innovation Center Project would cover approximately 30% of this item, due to having to remove the existing asbestos roofing material.

Mr. Coggsdale stated, when considering the base bids, Council may also want to consider moving forward with Alternate #2 sooner, rather than later, in order to utilize the current Brownfields Grant, not knowing if the town would be able to secure another one.

Mayor Mattox stated, since two Town Council members were absent that evening, he suggested Council allow staff to place this item on their August Regular Meeting Agenda, allowing for additional review and consideration.

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Mayor Mattox asked if there was a deadline to consider when making their decision in regard to the “base bids”.

Mr. Caldwell stated all of the bids were good for sixty days from their receipt of July 13th.

Town Council was in consensus to place this item on their August 10th Meeting Agenda.

Mayor Mattox asked Mr. Caldwell, Dominion Seven, if he could also attend the August 10th meeting as well, to which Mr. Caldwell stated he would.

B. Reserve Fund Policy – General Fund Historical Data Representative: Town Manager Waverly Coggsdale

Background:

Town Council adopted the Town of Altavista’s existing Fiscal Policies on September 8, 2020. During the 2021 Town Council Strategic Retreat and various meetings since, the Reserve Policy, specifically the General Fund Reserve Policy, has been mentioned several times by Town Council. With several large projects in the works, such as the renovation of the Altavista Theatre and the Spark Innovation Center, that may require additional funding beyond any already allocated funds, the possibility of changing the GF Reserve Policy from 100% of annual recurring revenue to a lesser percentage or flat amount is an option for Town Council to consider.

Town Manager Waverly Coggsdale shared with Council a comparison chart of the last three fiscal years of the town’s recurring Revenue (this figure is used to establish the Policy amount) and the town’s recurring Expenditures.

Mr. Coggsdale stated the town’s current policy provides in excess of 100% of the needed funds to cover the recurring expenses in the General Fund.

Mr. Coggsdale stated, at this time, Town Staff was seeking direction from Town Council in regard to whether or not they wished to amend the town’s current policy and lower the percentage amount.

Mayor Mattox asked if reducing the policy (by half) would affect the town’s credit rating.

Mr. Coggsdale informed Council that most localities only held 20-30% in fiscal policy. He stated, with the Town of Altavista only looking to reduce their amount to 50%, they would still be above the standard, so he did not feel it would damage the town’s credit rating.

Mr. Coggsdale stated, if Council approves amending the town’s fiscal policy to reflect a 50% reduction, it would free-up a “one time” amount of approximately \$3 million to be added to the town’s General Fund “Undesignated” Reserve Fund Balance.

Councilman Mitchell stated Council should be cautious and invest the money “wisely”.

Mayor Mattox agreed with Mr. Mitchell and stated there should be an understanding for the current Town Council and future Councils that the fore-mentioned Reserve Fund should only be used for projects with a sole purpose for the “betterment of the community”.

There was a unanimous consensus of Town Council to place this item on the August 10th Regular Meeting Consent Agenda for official approval to amend the Town of Altavista’s Fiscal Policy to reflect reducing the General Fund Undesignated Reserves from 100 to 50%

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C. FY2021 Year-end Budget Amendments
Representative: Town Treasurer Tobie Shelton

Background:
Items that arise during a fiscal year, that have been previously approved by Town Council, require amendments to the budget.

Town Treasurer Tobie Shelton reminded Town Council the 2021 Fiscal Year ended on June 30th, 2021. She stated, in preparation of the town’s annual audit process, due to begin the last week of August, Town Staff was currently reviewing and adjusting accounts, making sure the accounts were accurately reflecting activities that occurred during the 2021 Fiscal Year.

Mrs. Shelton shared with Council a list of amendments necessitated by previous Council action, or the receipt of funds to cover an associated expense. She stated the adoption of these amendments would complete the FY2021 Budget process.

• Purchase of 89 acres	\$241,530	Council Approval: April 27, 2021
• Memorial Plaque, Pat DeBernard	\$1,210	Consensus: April 27, 2021
• Dalton’s Landing Canoe Launch: Const.	\$56,840	Council Approval: July 14, 2020
• Professional Services: Brownfields Grant	\$13,930	Council Approval: June 25, 2019
• Avoca, additional security camera	\$1,600	Council Approval: January 26, 2020
• Mowing Contract, Avoca	\$630	Council Approval: April 13, 2021
• McMinnis Spring Project	\$730,420	Council Approval: March 24, 2020
• WTP Filter Improvement	\$28,050	Council Approval: October 8, 2019
• WTP Melinda Tank HPZ Project	\$5,530	Consensus: April 13, 2021
• WTP Electrical Project	\$30,170	Council Approval: August 11, 2020
• Abbott Water Line Project	\$16,540	Council Approval: May 11, 2021
• Wastewater Electrical Project	\$184,800	Council Approval: October 13, 2020

There was a unanimous consensus of Town Council to place this item on the August 10th Regular Meeting Consent Agenda for approval.

D. Dearing Ford Business & Manufacturing Center
Representative: Town Manager Waverly Coggsdale

Background:
The Town of Altavista recently purchased the parcel of land adjacent to the Dearing Ford Business and Manufacturing Center, and will need to request a “boundary-line adjustment” through Campbell County. Town Council, at their March 2021 Retreat, expressed interest in learning more about the town’s options for conveyance of the industrial property to the Altavista Economic Development Authority (AEDA).

Town Manager Waverly Coggsdale stated he was continuing to have discussions with the Campbell County Administrator and County Attorney in regard to the boundary-line adjustment that would bring Altavista’s newly acquired property in to town limits.

Mr. Coggsdale stated, at this point, the county only needed a letter of intent from the Town Manager/Town of Altavista to begin the boundary-line adjustment process.

There was a consensus of Town Council to authorize the Town Manager to do so.

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Mr. Coggsdale referenced the town's desire to convey the said property to the AEDA. He stated he would confirm with the Town Attorney, John Eller, if there were any items, such as a public hearing, the town needed to complete in order to complete the conveyance process.

Mayor Mattox asked if the town needed to secure an agreement with the AEDA in regard to the AEDA accepting the property.

Councilman Mitchell, also an AEDA member, stated he felt it was a good idea to do so.

Mr. Coggsdale stated Town Staff would consult with the Town Attorney to learn the correct process to do so. He stated there was probably an agreement that needed to exist between the two parties that would cover the Town of Altavista and the AEDA during this endeavor.

Mr. Coggsdale stated the information/agreement may also help the AEDA understand their responsibility in the matter and possibly protect them from a project that was potentially too big for them to complete.

Mr. Coggsdale stated, if Council desired, staff would gather the necessary information and bring the item back to Council at their August Work Session for further discussion.

Town Council was in consensus for Town Staff to do so.

Town Manager Waverly Coggsdale informed Town Council that he was continuing his conversations and efforts with the Lynchburg Regional Business Alliance (LBRA) and Campbell County in regard to a GO VA Grant pertaining to the town's desire to extend the gas pipeline in that area to the Dearing Ford Business & Manufacturing property.

Vice Mayor Bennett asked if the town needed to send the AEDA a "formal letter" requesting an agreement between the two parties regarding conveyance of the said property

Mr. Coggsdale reminded Town Council that the AEDA meets at 8:15 a.m., on the same Tuesday as Council has their Work Sessions, the next one being August 24th.

Mr. Coggsdale stated the AEDA would have an item on their August agenda for further discussion in regard to conveyance of the said property. He stated staff would bring information from that meeting to Council at their Work Session.

Mayor Mattox asked for clarification why the town needed to enter into an agreement with the AEDA and convey the fore-mentioned property in order to sell it.

Mr. Coggsdale stated the AEDA was a "conduit" allowing the town the ability to offer incentives for new industrial businesses to locate at the property.

Mr. Coggsdale reminded Town Council, confirmed by Sharon Williams, Altavista's Community Development Director and Zoning Administrator, the town would also need to go through a "zoning process" in regard to both the Dearing Ford Business & Manufacturing property and the newly acquired property adjacent to it.

E. WWTP – Dewatering the Emergency Overflow Pond (EOP) Representative: Utilities Director Tom Fore

Background:

Council has looked at several options to resolve the PCB problem at Altavista's Waste Water Treatment Plant (WWTP) Facility. Town Staff has discussed the possibility of dewatering the water from the EOP by way of an analogous biological treatment process, along with sorption to activated carbon to treat the overlying water and prevent untreated discharge from leaving the pond.

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This work follows from decades of studies demonstrating the feasibility of treating wastewater containing PCBs by using a bed of active carbon sorbent and enhancing the life of the activated carbon by colonizing the carbon surface with PCB degrading bacteria. After presenting this option to the Virginia Department of Environmental Quality (DEQ), Town Staff was advised by the DEQ that the process would require permitting.

Utilities Director Tom Fore informed Town Council that Town Staff had been made aware of another option to remediate the town's PCB issue, "misting".

Mr. Fore stated Town Staff investigated the misting process and found it would dewater the Waste Water Treatment Plant's (WWTP) Emergency Overflow Pond (EOP) in approximately a one and a half year time period.

Mr. Fore stated staff discussed this option with DEQ and it was confirmed the proposed option of using a "mister" to dewater the EOP would not require permitting. He stated he felt this was the best option available and recommended the town move forward.

Mr. Fore stated, once the pond has been emptied Town Staff would request authorization from Council to acquire permission from the DEQ to encapsulate the pond with usable fill material and close out the town's use of the WWTP Emergency Overflow Pond.

Mr. Fore stated, per Shawn Boudreau, Division Manager of Eco Mister Evaporators, Slimline Manufacturing Ltd., the cost of a mister, including shipping, was \$155,000, and an electrical installation for the equipment that is estimated at \$10,000. He stated the annual electrical cost would be about \$15,000 per year until the pond was emptied.

Councilman Mitchell asked if the cost Mr. Fore gave was for renting or purchasing an Eco Mister, to which Mr. Fore confirmed the cost was to purchase the equipment.

Mr. Mitchell asked, after the town has finished using the Eco Mister for the WWTP EOP issue, what the town planned to do with the said equipment.

Mr. Fore stated the equipment was widely used by localities with similar projects, so the town would have the option to sell the equipment after completion of the WWTP's project.

Mr. Mitchell asked, if approved, where the money would come from to fund this project.

Mr. Fore stated his request/recommendation included authorization for Town Staff to utilize a portion of the existing funds (\$600,000), already allocated for use towards the EOP's PCB issue, for this project.

Councilman Emerson stated he felt this was a great idea and stated he would be happy to make the motion to accept staff's recommendation.

Mayor Mattox suggested Council authorize staff to place this item on the August 10th Regular Meeting Consent Agenda for final approval.

Mr. Fore stated the additional time would allow staff to gather the information needed to move forward with the RFP process once approved on August 10th.

There was a unanimous consensus of Town Council to place this item on the August 10th Regular Meeting Consent Agenda for an official approval.

6. Updates and Informational Items

A. Vista Theater Discussion

There was a consensus of Town Council to move this item to their August Work Session.

Town Council Work Session July 27, 2021

7. Public Comments (Non-Agenda Items)

There were no citizens wishing to speak at the July 27th, 2021 Town Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

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

- Councilman Mitchell referenced the Town Manager, Waverly Coggsdale, leaving the Town of Altavista on August 6th. He thanked Mr. Coggsdale for his commitment and service to the Town of Altavista, town citizens, and Town Staff.

Mr. Mitchell also thanked Mr. Coggsdale for his service and guidance to Town Council during his time in office.

Mr. Mitchell referenced Mr. Coggsdale as Town Manager and his wife, Heather, as a teacher in Altavista, and stated he felt Mr. Coggsdale and his family have been an asset while citizens of the Town of Altavista.

- Councilman Emerson stated he agreed with Mr. Mitchell. He stated he felt Mr. Coggsdale to be an honest man that has done his best for the town and its citizens.

Mr. Emerson stated he considered Mr. Coggsdale as a friend and stated he and his family would be greatly missed.

Mr. Emerson also referenced the new bridge that was recently installed on the Jenks River Trail. He thanked David Garrett, Public Works Director, and his crew for doing such a great job.

Mr. Emerson stated it was exciting to see English Park continue to improve and grow.

- Vice Mayor Bennett stated he has really enjoyed working with Mr. Coggsdale during his time on Town Council. He asked everyone to stand and join him in applauding Mr. Coggsdale for his sixteen years of service as Town Manager to the Town of Altavista.
- Councilman Lowman referenced a subject discussed earlier on the agenda, the WWTP EOP PCB issue. He stated he felt it was funny and ironic that the first time he met Mr. Coggsdale, and the last meeting with him, would include PCB discussions.

Dr. Lowman thanked Mr. Coggsdale for all of his work and accomplishments during his time as Town Manager.

- Mayor Mattox stated he was on Town Council when Mr. Coggsdale was hired as the Town Manager. He stated it was an honor for him to be the one to read the proclamation in regard to Mr. Coggsdale's service to the town.

Mayor Mattox stated he felt Mr. Coggsdale has given great service to Town Council and to the Town of Altavista and its community.

**TOWN OF ALTAVISTA
PROCLAMATION HONORING THE SERVICE OF
*Town Manager J. Waverly Coggsdale, III***

WHEREAS, On April 4, 2005, John Waverly Coggsdale, III, began his career with the Town of Altavista as the Town Manager; and

WHEREAS, Waverly dutifully and without compromise performed his duties as Town Manager during his entire sixteen (16) year tenure with Altavista; and

WHEREAS, he made his home in Altavista with his wife Heather and raised their three sons John, Ethan and Peyton; and

WHEREAS, Waverly has served the citizens of Altavista in the most faithful and committed manner, upholding positive values and integrity, while making decisions in the best interests of the citizens of Altavista; and

WHEREAS, a multitude of projects, policies and positive changes have been made within Altavista that can be directly attributed to Mr. Coggsdale and his work; and

WHEREAS, Waverly has provided sound, effective leadership within the Town of Altavista, fostering positive relations, demonstrating humility and strength, while leading by the example of being ready to serve the public with pride and excellence.

NOW, THEREFORE, BE IT RESOLVED, THAT I, Michael E. Mattox, Mayor of the Town of Altavista, on behalf the Town Council of the Town of Altavista and Town Staff, formally thank Town Manager John Waverly Coggsdale, III for his years of service to the Town of Altavista and its citizens, for his many contributions, dedication, and commitment. We wish him well in his future endeavors.

IN WITNESS WHEREOF, I, Mayor Michael E. Mattox, have hereunto set my hand and caused the Seal of the Town of Altavista to be affixed,

This the 27th day of July 2021.

Mayor Mattox stated Mr. Coggsdale had been a great friend and mentor to him over the years.

Mayor Mattox stated he also felt Mr. Coggsdale to be an honest man. He stated, as Mayor, when the Town Manager saw that he was doing something the wrong way, he told him so. He stated he felt he was a better man and a better Mayor because of Mr. Coggsdale's honesty.

Mayor Mattox asked that everyone join him in standing and applauding the Town Manager Waverly Coggsdale for his sixteen years of service to the Altavista Community.

Town Manager Waverly Coggsdale gave a speech in appreciation of the town's proclamation for his service.

Mr. Coggsdale thanked the town for "giving him a chance" sixteen years ago to serve Altavista as their Town Manager.

Mr. Coggsdale stated the Town of Altavista had been good to him and his family. He stated being Town Manager of Altavista has had a great impact on him.

Mr. Coggsdale stated he felt Altavista had so many great things on its horizon, and he would continue to keep up with Altavista's projects and accomplishments.

9. Closed Session

Date: Tuesday July 27th, 2021

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

Town Council Work Session July 27, 2021

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

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

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

Motion carried.

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

Town Council went into Closed Session at 6:30 PM.
Notice was given that Council was back in regular session at 7:00 PM.

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

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

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none.

Mayor Mattox adjourned the meeting at 7:02 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.B

CONSENT AGENDA

Title: EOP Dewatering

Staff Resource: Thomas W. Fore, Utilities Director

Action(s):

- Update Council on DEQ Correspondence regarding dewatering the Emergency Overflow Pond

Explanation:

Council has looked out several options to resolve the PCB problem at the WWTP Facility

Background:

Staff has discussed the process of dewatering the water from the pond by way of analogous biological treatment process along with sorption to activated carbon to treat the overlying water and prevent untreated discharge from leaving the pond. This work follows from decades of studies demonstrating the feasibility of treating wastewater containing PCBs using a bed of active carbon sorbent and enhancing the life of the activated carbon by colonizing the carbon surface with PCB degrading bacteria (Ghosh et al. 1999; Lin and Weber, 1992)

After presenting this to DEQ staff was advised by DEQ that this would require permitting. DEQ the proposed using a mister to dewater the pond because it would not require permitting.

The Staff has investigated a Mister that would dewater the pond over a year and a half period.

The current cost to utilize a mister provided to the staff by Shawn Boudreau, Division Manager - EcoMister Evaporators, Slimline Manufacturing Ltd.

The cost of the mister including shipping is about \$155,000.00 There would also need to be an electrical installation for the equipment that is estimated to be around \$10,000.00.

The Annual electrical cost would be about \$15,000.00/year until the pond was emptied.

Once the pond is nearing being emptied staff would request permission to ask the DEQ to encapsulate the pond with usable fill material and close out the EOP use. As was done at the Hurt site in the Town of Hurt.

Funding Source(s):

To be determined by Council..

Attachments: *(click item to open)*

[Attachment 1-EcoMister Evaporator Disposal Costs_Altavista Sludge Lagoons_HD30 Dual Pack.pdf](#)

[Attachment 2 - Altavista Sludge Lagoons_EcoMister Quote #1.pdf](#)

[Attachment 3- EcoMister Evaporator_Solid Waste-Wastewater Brochure_2020.pdf](#)

Disposal Cost for the HD30 Dual Pack

Altavista Sludge Lagoons

ECOMISTER
EVAPORATOR

Scenario

Clarification #1

Our evaporator motor designed to allow for extremely long electrical runs from source to evaporator we use a 40 HP when the actual horsepower required and consumed is 23.5 HP, if cable is sized correctly for the application.

Clarification #2

Our pump design assumes that the pump is located close to power source, to eliminate loss in cabling.

Operating Period

8 Months	Period	2,920	Hours		
	kW/HR Cost	\$0.08	Cost/kWh		
No. of Units	Pump	30	HP	22.4 kW	
	Evap	23.5	HP	17.5 kW	
1	Pump	22	kW		
2	Evap	35	kW		
Total					
	kW/period	57.4 kW	x	2,920 Hr	= 167,663.2 kWh
Total					
	Cost/period	167,663.19 kWh	x	\$0.08 /kWh	= \$13,413.06 per period

Evaporation Cost

Energy Cost \$0.0010 /US Gallons



ECOMISTER EVAPORATOR

June 28th, 2021

Paul Hill
Town of Altavista
510 Seventh Street
PO Box 420
Altavista, VA 24517
USA



Hello Paul,

Thank you for your inquiry about the Enhanced Evaporation System we call the “EcoMister Evaporator”. In our communications you requested a quote for an evaporation solution that will empty your sludge lagoon at the Town of Altavista Wastewater Treatment Plant.

EcoMister is a division of Slimline Manufacturing, the original developer of this type of mechanical, turbine based, trajectory evaporator. We have been engineering and building these systems for **more than 20 years**. With over **600 installations sites around the world** these systems have been used in all types of conditions including salt brine, acidic water, and nuclear wastewater.

Please see the below feasibility assessment and quote we have developed for you from the collected site data.

Feasibility Assessment - Collected Site Data

Location: Altavista, Virginia
Type of Water: EOP Supernatant/Effluent
Volume to Dispose: ~10,000,000 gallons in one year
Operational Period: Assuming 8 months a year
Evaporation data: Lynchburg, VA - NOAA Data

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inches	-	-	3.15	5.12	6.00	6.70	6.35	5.65	4.47	3.01	-	-

Seasonal Weather: Winter months are assumed to be minimal evaporation
Winds: Predominately form the southwest
Electrical: Assuming 3 phase, 460 volts, 60Hz on grid power
Pond Size: 640ft x 480ft x 4.5ft

Conclusions

Based on the goal of emptying your ~10,000,000 gallon pond, your site will require up to 2 X HD30 EcoMister Evaporators. Below is a table showing the disposal volume of a single HD30 EcoMister Evaporators in two operating scenarios (24 Hr. and 12 Hr. - Daylight).

Month	Evaporated Per Evaporator in US Gallons	
	24 Hr. Scenario	12 Hr. Scenario (Daylight)
January	0	0
February	0	0
March	1,108,456	775,919
April	1,245,715	872,001
May	1,358,752	951,126
June	1,349,525	944,667
July	1,394,509	976,156
August	1,322,996	926,097
September	1,211,112	847,778
October	1,072,699	750,890
November	0	0
December	0	0
Total for an 8-month period	10,063,764	7,044,634

Disposal Costs

Disposal costs have been calculated for the Dual Pack configuration below and is based on an energy rate of \$0.08/kWh (can be updated with actual rates as required):

- 1 X Dual Pack: \$0.0010/gallon

Scope of Supply

In terms of deployment configuration, we are recommending **One (1) Dual Pack of HD30 EcoMister Evaporators**.

1 X Dual Pack

Each Dual Pack consists of two (2) **HD30 Land Based EcoMister Evaporators** and a single Heavy-Duty Skid Based pump package to feed them. The scope of supply for this configuration is as follows:

- **2 X HD30 Land Based EcoMisters**
 - Stainless Steel lunar lander legs, with leveling capability
- **1 X Heavy-Duty Skid Based pump packages**, each consisting of:
 - A 316 Stainless Steel, vertical multistage centrifugal pump mounted to a Scotchkote™ 134 powder coated pump skid.
 - Pump package can provide 36 m3/hour (160 GPM) at 150PSI to supply the evaporators.
 - Floating intake with primer pump (intake barge)
- **1 X PLC based controls package:**
 - Optional wind speed and wind direction controls

The evaporators should be positioned next to the pond or containment area and spaced out by 50ft. More detailed specifications on the units can be found below.

Pricing

HD30 Land Based EcoMister Evaporator - Dual Pack

Item	Number of Units	Unit Price	Extended Price
HD30 Land Based EcoMister Evaporator Dual Pack (2 evaporators per pump package)	2	\$37,500	\$75,000
Skid Based Pump Package	1	\$28,500	\$28,500
PLC Controls Package	1	\$25,400	\$25,400
Floating Intake	1	\$9,600	\$9,600
Total:			\$138,500
Upgrade: Windspeed and Wind Direction Automation	1	\$10,100	\$10,100
Total including Options:			\$148,600

- All Prices are in USD. Applicable taxes not included.

Lead Times and Shipping

- Typical Production Delivery is 6 to 8 weeks.
- Shipping is typically DAP-Penticton, BC, Canada
- Pricing does not include applicable taxes, or shipping.

Warranty

- Standard Product Warranty is 12 months on all manufactured products and components. Vendor supplied components carry vendor supplied warranty, all which carry a minimum 12-month warranty, with **IEEE Motors carrying a minimum 24-month warranty.**

Payment Terms

Standard Payment terms outright purchase are:

- 25% on Order (deposit)
- 65% on Shipment
- 10% on delivery

Favorable payment and financing terms are available for credit approved customers.

Best regards,

Shawn Boudreau

Division Manager - EcoMister Evaporators

Slimline Manufacturing Ltd.

Office: 778-476-8432 | Mobile: 604-812-5672

Quote Acceptance

1. Validity

This offer is valid for acceptance within thirty (30) days from the date of this quote.

2. Acceptance:

Company Name _____

Accepted and Authorized by _____

Date Accepted _____

Slimline Manufacturing Ltd

Date _____

This proposal is subject to current stock pricing, availability, and revisions upon receipt of final authorization. Additions or changes after work is in progress will be subject to additional charges. Work will commence once final authorization and terms and conditions are accepted.

HD30 EcoMister Evaporator

The Heavy Duty, **HD30 EcoMister Evaporator** series has been developed and improved over more than 20 years, and is designed to operate 24 hours a day, 365 days a year.

All units in the HD series are designed to operate in the harshest environments and are available in land based, trailer based and float-based configurations, depending on your specific needs. Pump packages are also available to match the needs of your site along with wind speed and automated control systems.

FEATURES and BENEFITS

Longevity in the Harshest Environments

The HD30 EcoMister is built with our patented stainless-steel axial flow turbine and our stainless-steel directional wind tunnel and both are coated with specially blended 3M™ Scotchkote™ for durability against the elements and to meet the corrosive conditions of operating sites.

Motors are built to exceed IEEE-841 Severe Duty standards and are 3rd party tested to guarantee a 0.5 mil vibration rate to maximize the motor's operational lifetime.

Best in Class Evaporation

Equipped with a dynamically balanced aluminum fan and our directional air delivery tube which creates laminar air flow, the spray pattern is engineered to reduce water particle collision and to reach maximum loft or “hang time”. This longer “hang time” along with a specifically engineered droplet size maximizes your evaporation efficiency.

Low Operating Costs

To maximize efficiency and minimize operational costs the turbine is spun to a specific size allowing for manufacturing tolerances of fewer than 30 thousandths of an inch. This allows the turbine to operate at lower horsepower requirements but provides air volumes comparable to a much larger and more costly unit. Systems are designed for minimal maintenance and down time through thoughtful design like simplified greased ports on the motors to a quick release camlock on the nozzle ring manifold.

Flexibility

Each evaporator is available in multiple base configurations including fixed land based, trailer based, and float based, providing the best solutions and setup for the needs of each site. A simplified pitch adjustment system allows the operator to easily adjust the direction and angle of the wind tunnel to optimize plume control and evaporation efficiency in varying site conditions.



Figure 1 - HD30 EcoMister Tri Pack, ALCOA, BRAZIL

HD30 Specifications

- Max Throw from Machine (Length) is 180 FT (55 M)
- Annual Disposal Volume at 50% Efficiency is >21,000,000 US Gallons (79,400 Cubic Meters)
- Manufactured from a combination of stainless steel and carbon steel.
- All wetted components are 316L Stainless Steel.
- Our biggest enhanced evaporation fan at 30"
- Our most popular coating system, Scotchkote™ 134 powder coat
- Custom manufactured electric motor that exceeds the 841 standards, with stainless steel motor shafts (HD) and specialty high corrosion resistant paint
- Motors are designed with a 50% safety margin to allow for excessive cabling runs and power quality (traditionally installed 40 HP motor, **actual operational demand 23.5 HP**)
- Dual independent fan support bearings separated by vibration coupling which does not allow thrust/vibration to transfer from fan thrust and/or fan vibration to the motor.
- Powder coated Aluminum fan. **It is also available in Stainless steel for severe corrosion applications.**
- Independently inspected quality controlled
- Quality control to ensure that operational vibration is below 0.5 mil.
- Quick release nozzle ring with **Teflon nozzles**
- Available in a variety of configurations from land based, float based to units with sound enclosures.
- Pump volume through unit is **80.1 US GPM at 150 psi**
- Average weight of standard equipped land base unit is **1,540 pounds.**
- **WARRANTY:** All units have a minimum one-year parts and labor warranty.

Dual Pack Pump Package

We make a variety of evaporator pump packages for your consideration and we are recommending our premium Dual Pack pump package. This package utilizes a vertical multi-stage stainless-steel pump and motor - Heavy duty construction with a heavy-duty motor is designed to last in the harshest environments - and consists of the following:

- **Motor** is directly connected to the **stainless-steel pump** installed on a **powder coated pump skid** - **easy mobility with a fork-able pump skid and access for maintenance.**
 - Stainless steel system manifold c/w pressure gauge
 - Pressure monitor switch for suction and discharge failure.
- **Self-Cleaning Suction filter** encased in a stainless basket - **keeps larger particles and sediment out, which means less downtime for nozzle wear or clogging from algae and added protection for the pump.**
 - Throttling valve for flow control to self-cleaning filter and pressure gauge
 - Stainless steel piston check valve
- **Certified wire reinforced hose** which comes complete with Certificates of pressure testing
 - 100' (30 m) suction hose
 - 60' (18 m) of primer/filter hose
 - 100' (30 m) of discharge hose
- All plumbing fixtures & camlocks are **stainless steel.**



Figure 2 - Skid Based Pump Package



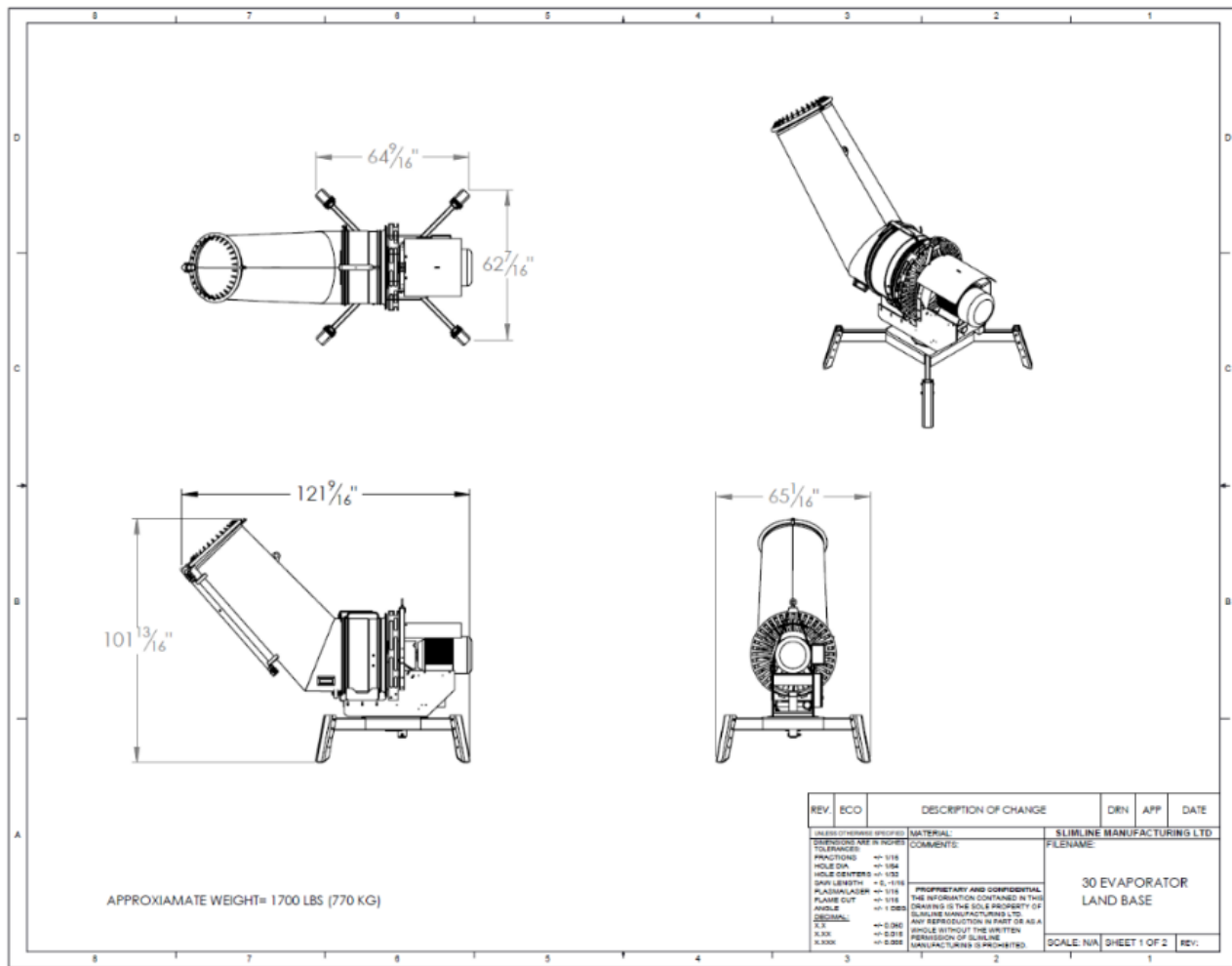
Figure 3 - HD30 EcoMister Evaporator

PLC Automated Control System - Compact Option

This system tracks the wind speed and direction, and various logging figures. It controls both pump and evaporator start up sequence plus monitors for any plumbing or pump system failures.

- Wind direction control for 360-degree presets
- Wind high speed shut down.
- Wind low speed start up.
- Loss of pressure shut down (high and low pressure)
- E-stop
- Sequential start
- Unit will sequentially shut down the Evaporator then pump.
- Data logging and runtime totalizer
- Control panel will be able to accommodate a centralized shut down location.
- Warning lights to inform personnel of status of the control center.
- System is programmed and tested as a functioning model before shipment.
- Panels are NEMA 4.





Typical Operation and Maintenance Costs

Historical data on our evaporators for maintenance, assuming that the unit is operational 12 months a year 24-7, is as follows.

Yearly:

- Units should be greased yearly at the beginning of each season.
- Nozzle replacement biannually per unit (every 2nd year) \$1,290.00 USD.

Every 5 - 10 Years:

- Fan bearing replacement per unit \$260.00 USD (Qty. of 2)

Note: No labor calculations have been shown but weekly inspections should be done for general condition of units during operation. It is recommended you check for such things as plugged nozzles or leaking hoses. A second nozzle ring is recommended to minimize down time for maintenance.

ECOMISTER

EVAPORATOR



Solid Waste Industry Solutions

Next Generation Wastewater Disposal Technology



www.ecomister.ca



Engineered for the Future

www.slimlinemfg.com

Leveraging Nature To Preserve Nature

The EcoMister Evaporator

Twenty years ago, the wind and water engineering team at Slimline Manufacturing Ltd. developed the EcoMister Evaporator 1.0, the first highly effective portable Evaporator technology for the global mining industry. Since then, we have installed over 600 EcoMister Evaporator Units on sites around the globe.

The initial prototypes were developed and tested at Mascot Mine (currently owned by Barrick Gold) in 1999, in Hedley BC, Canada. The goal of the project was to harness and dramatically accelerate the natural process of evaporation, while sequestering any and all contaminants from the pond, allowing the site to undergo bioremediation, and return to its natural state.

The Proof is in the Pond.

The Mascot Mine in Hedley BC, in 1999.

Slimline Engineers developed and tested the original prototypes between 1999 and 2003.

BEFORE:



AFTER:



The original site of the tailings pond at Mascot Mine is now returned to near original condition.

The Science Behind the Results

The EcoMister Evaporator

In designing the original EcoMister Evaporator (then called Turbo-Mister), the engineers at Slimline Manufacturing Ltd. accepted the following evidence, proven in separate studies at Virginia Tech and Ohio State University, as truths:

Evaporation is affected by humidity, temperature and wind conditions. The higher the temperature, the lower the humidity and the greater the wind conditions, which lengthen hang time of the spray, exposing it to more air, the greater the amount of evaporation achieved.

The smaller the water particle, the faster it will evaporate, but with a proportionate increase in the potential for "drift". The Ohio State University report concluded the following: "Spray droplet size is by far the most important factor affecting drift. Spray droplet diameters are measured in micrometers. A Micrometer is 1/25,000 of an inch, and is usually referred to as a micron. For reference, the thickness of a human hair or a sheet of paper is roughly 75 microns."

Exposing the maximum volume of water particles to the air with sufficient hang time to enable evaporation, while having the ability to precisely engineer water droplet size and control spray direction and loft would result in maximized evaporation while simultaneously minimizing the potential for drift.

Power Consumption Analysis/Single Model HD30 Evaporator Unit

Calculated based on a \$0.06 US Dollar Per Kilowatt Hour power rate

Vaporization and Pump Efficiency for 7 months (210 Days) *

- Total Gallons Evaporated Over 210 Days = **10,019,934 US Gallons**
- 5,112 total hours
- \$9,790.50 Total cost per 7 month evaporation season
- **\$0.0010 cost per US gallon**

* Clarification #1

Our evaporator motor is designed to allow for extremely long electrical runs from source to evaporator. We use a 40 HP motor when the actual horsepower required and consumed is 23.5 HP, if cable is sized correctly for the application.

* Clarification #2

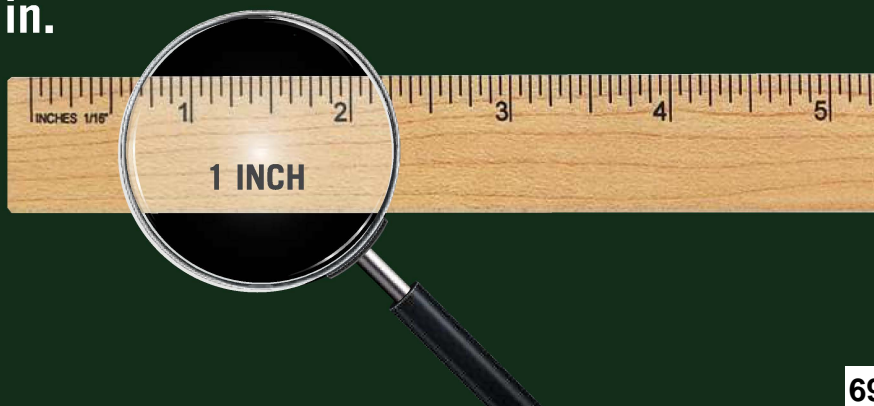
Our pump design assumes that the pump is located close to a power source to eliminate loss in cabling.

* Clarification #3

Using the pan evaporation data from <http://www.wrcc.dri.edu/htmlfiles/westevap.final.html>, a US government site, we have calculated the performance of the HD30 as if it was installed at Beowawe U of N Ranch in Nevada.

1 Micron = 1/25,000 in.

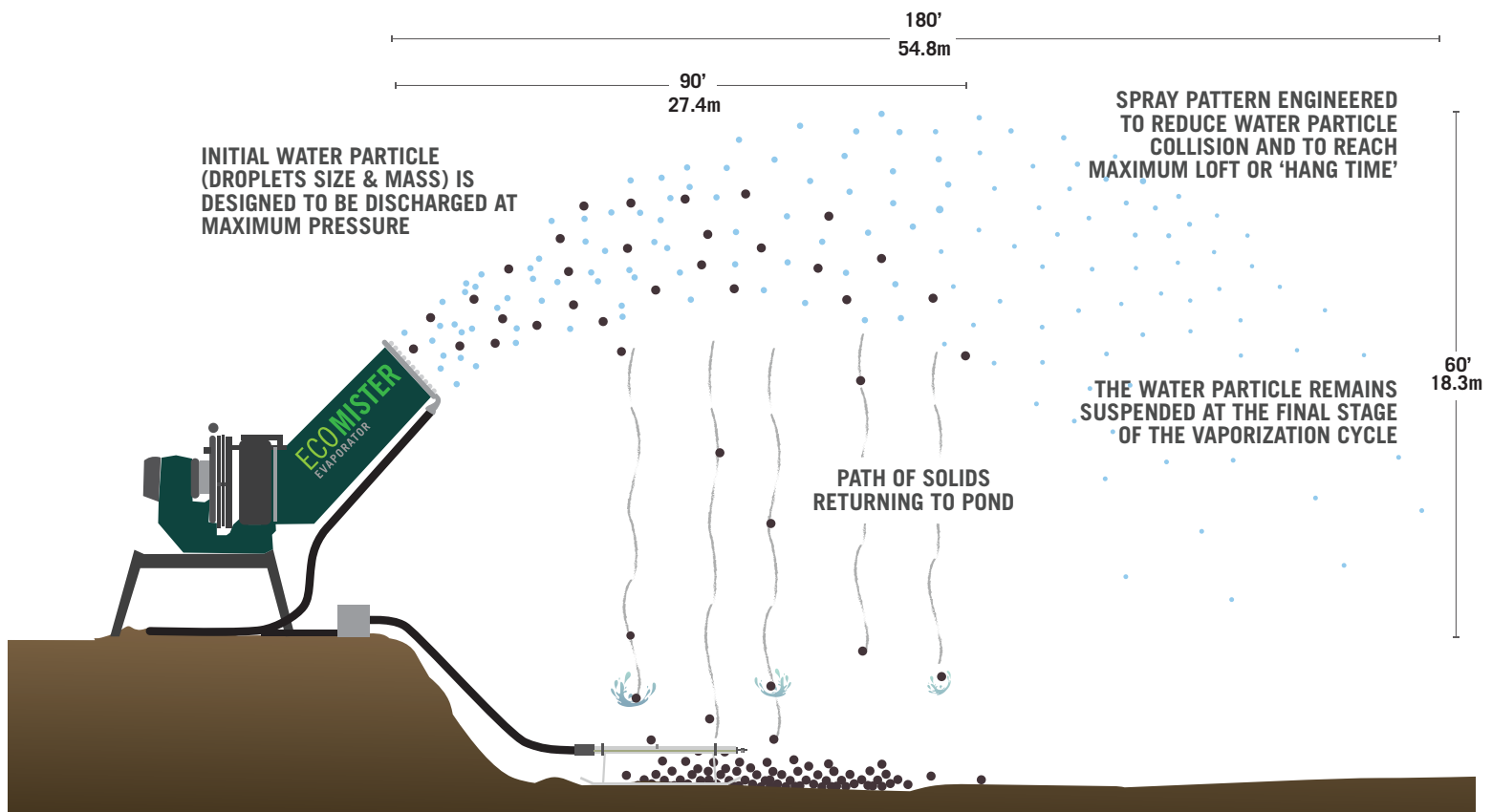
*Spray-droplet diameters
are measured in microns.*



Precision Engineering Predictable Results

The EcoMister Evaporator at work

Harnessing the natural process of evaporation is the future of wastewater disposal. The EcoMister Evaporator series from Slimline Manufacturing uses our patented Turbine technology to loft wastewater into the air, creating optimal 'hang time', and allowing nature to evaporate the water, while the solids are returned to the pond.



Slimline Manufacturing Ltd.'s patented Turbine and wind tunnel technology are combined to dramatically outperform any other evaporation system available. The Turbine in every handmade EcoMister Evaporator is engineered and manufactured to a clearance of 1/50th of an inch. With this precision, the EcoMister Evaporator generates 160 km/hour (100 MPH) air velocity through the wind tunnel, the nozzling atomizes the liquid exposing the maximum volume of water particles to the air creating optimal hang time to enable evaporation.

Having the ability to precisely engineer water droplet size and control spray direction and loft results in maximized evaporation while simultaneously minimizing the potential for drift.

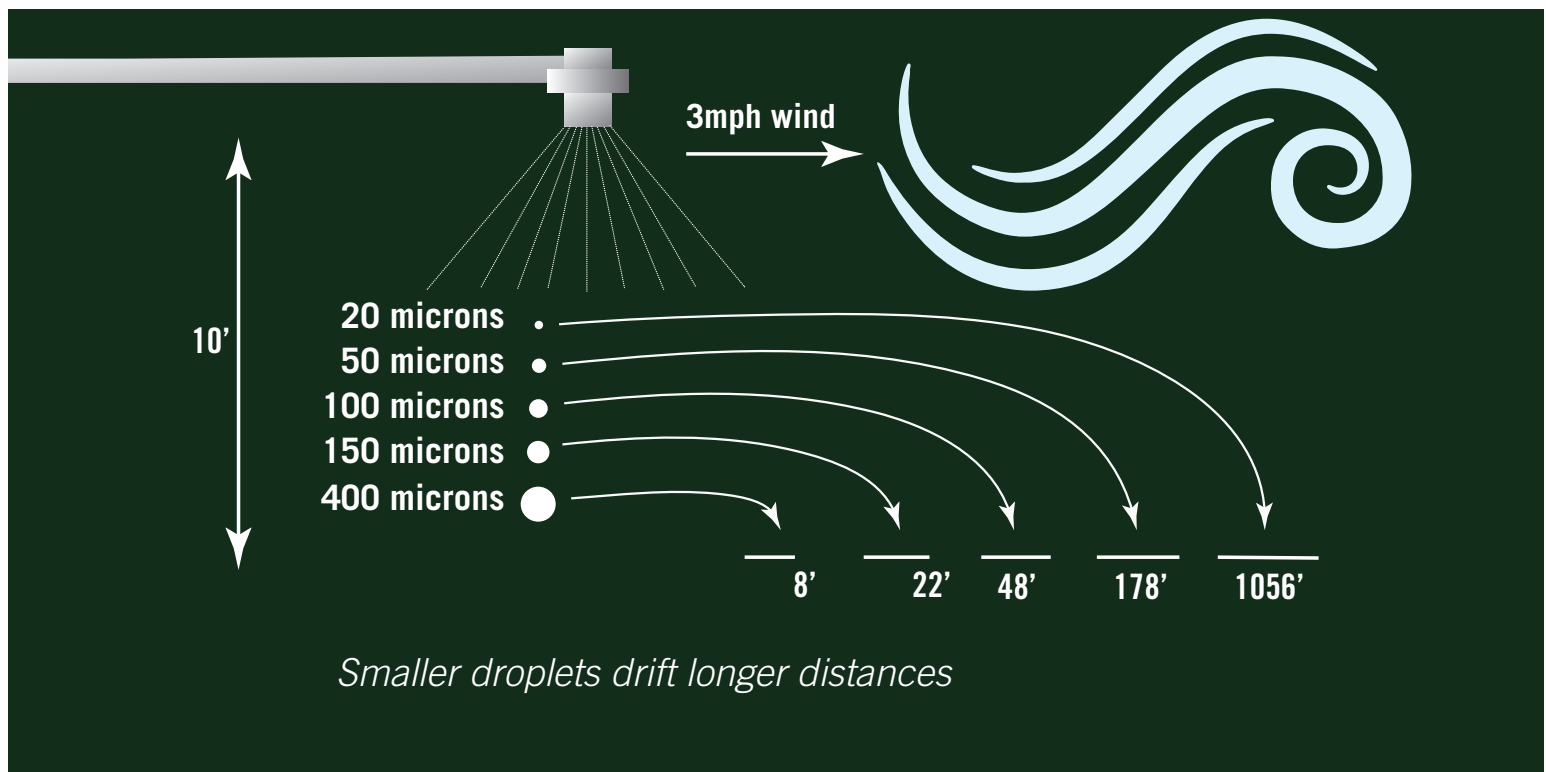
Based on prevailing winds, pond size and desired evaporation volumes, Slimline Manufacturing Ltd. will customize a solution that best meets your goals of cost savings, pond maintenance and environmental safety.

Precision Engineering. Predictable Results.

The EcoMister Evaporator at work

Research has shown that there is a rapid decrease in the drift potential of water droplets greater than 150-200 Microns. Droplet size where drift potential becomes insignificant depends on wind speeds, but lies in the range of 150 – 200 Microns for wind speeds of 1-9 MPH (Bode, 1984).

Based upon findings by Virginia Tech, a water droplet size of 150 microns will fall at 1.7 ft/sec, and take 16 seconds to evaporate, requiring the droplets to fall 27.2 feet to ensure evaporation. A water droplet of 100 microns will fall .91 ft/sec, and take 7 seconds to evaporate, which is a drop of only 6.37 feet- opening the door to drift.



Example of Savings.

Single HD30 EcoMister Evaporator in operation for 7 months in Nevada in the area around Beowawe U of N Ranch:

With an average pan evaporation rate of 46%

- Daily disposal rate for period was 46,041 US gallons
- Average monthly disposal for this period was 1,431,419 US gallons
- Total volume disposed in the 7 month period was 10,019,934 US gallons

Disposal cost based on power consumed

- Total power consumed during operation was 32 KW/hour
- Power Cost of 6 cents per Kilowatt
- Our cost of disposing 10,019,934 US gallons of water over a period of 7 months was 0.0010 cents per gallon

Landfill Case Study

Project Profile Slimline Manufacturing Ltd.

Everything that Comes Here, Stays Here

How a landfill managed by a not-for-profit association exemplifies progressive fiscal, environmental, and community values.



Emile Saindon oversees a staff of 11, three stormwater ponds, and two leachate ponds, and manages the Municipal Solid Waste for two towns in southern Alberta. Pincher Creek sits in a mining, oil, and gas community in western Canada, a region hit hard by low oil price and the myriad challenges including a new pipeline to get its product to market.

Originally built in 1976, by the mid-1990s the site became a Class 2 Registered Landfill and began accepting industrial waste. Today, the Crowsnest/Pincher Creek Landfill site manages over 100,000 metric tons of commercial and municipal waste in a typical year. Commercial contractors come from as far away as Vancouver, British Columbia, some 600 miles to the west, and from all points in between.

"We have the lowest tipping fees in Alberta" admits Emile, which is a reflection of the best in class technology, innovation, and cost containment that has been implemented to achieve the operating goals of the site.

"All of our equipment is GPS tracked by our suppliers; we don't have down-time, we have advance notice of servicing, and we plan for every contingency," says Emile. Operating 10 hours a day, 6 days a week, 52 weeks a year in a rugged northern climate requires some advanced planning, but it also demands innovation. "As a member of SWANA Northern Lights Chapter, and as a member of Alberta Recycling Management Authority, we have extremely high standards we

we have extremely high standards we are measured against. Our staff and engineering partners are always looking for ways to work smarter, reduce our footprint and generate operational savings; we receive no funding from any level of Government, so working smart isn't an option, it's the only option."

"We're saving \$200,000 to 250,000 a year, from a one time investment of \$75,000 all in. Our 5 year net return will be roughly \$1 million in savings."

One of Emile's cost-saving plans came into effect in 2016, in the form of a customized EcoMister Evaporator. (formerly known as the Turbo-Mister), from Slimline Manufacturing Ltd.

Landfill Case Study

Project Profile Slimline Manufacturing Ltd.

an OEM company known for engineering custom wastewater management solutions.

With two 55-by-55-meter (150-foot-by-150-foot) leachate ponds naturally running high in spring, the site would truck excess liquid from the ponds starting in early March to a deep-well site to be treated and disposed of, the volume of which was dependent on the severity of the winter snows and the amount of rainfall. Disposal costs averaged out at \$200,000 in low year and up to \$250,000 or more in heavier years. Emile recalls the decision point as a small but meaningful "eureka" moment: "One of our consulting engineers suggested the evaporator as a solution, allowing us to dramatically enhance natural evaporation, and bring the pond level down by three to six inches a week.

With the small diesel generator, we run the evaporator for pennies an hour, every day, all through the season.'

We knew we'd need a custom application, and as our ponds are remote, we'd need a self-contained power source. The Slimline Manufacturing Ltd.'s team created a model that met all of our criteria. For the past 2.5 years, we've run the evaporator 10 hours a day, six days a week, for six months each year, powered by a small diesel generator. Our maintenance costs have totaled about \$2,000, and we haven't had to truck off a single drop out of the ponds since." With some highly corrosive materials contained in the ponds, Emile expected some breakdowns, even if modest in scale, but none materialized.

"We haven't even changed a nozzle", said Emile, "after constant use over two and half years. We spent \$2,000 rebuilding the pump after the first year, because we didn't want to take any shortcuts, but that's about it. With the small diesel generator, we run the evaporator for pennies an hour, every day, all through the season. We're looking at getting a second evaporator now."

In an era where industry is being challenged to demonstrate a newfound commitment to environmental protection, and with cost minimization always the overwhelming priority, Emile and his team found a way to meet the challenge head on, saving fuel, saving money, and reducing their footprint. No wonder they have the best tipping fees in Alberta.

MSW





SAVE YOUR MONEY

- Total Gallons Evaporated Over 210 Days = 10,019,934 US Gallons
- 5112 total hours
- \$9,790.50 Total cost per 7 month evaporation season
- \$0.0010 cost per US gallon



PROTECT THE ENVIRONMENT

- Enhancing the natural evaporation process
- Allows contaminants to fall in the containment area
- No trucks, no dust: just air and water



HARNESS THE COMBINED POWER OF TECHNOLOGY & NATURE

- Patented turbine technology creates water particle isolation and optimal 'hang time' for maximum evaporation
- Portable Heavy or Light duty models; electric or fuel powered
- Customizable for any environment

Designed, Engineered and Manufactured by:



Engineered for the Future
www.slimlinemfg.com



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.C

CONSENT AGENDA

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Accept the Monthly Financial Reports

Explanation:

The following financial reports are provided to Council on a monthly basis for review and acceptance.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - Check List.pdf](#)

[Attachment 3 - Revenue_Expenditure Report.pdf](#)

[Reserve Balance_Investment Report.pdf](#)

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41956	39	ALL POINTS EAP & ORGANIZATIONA	07/16/2021	772.50		00	OUTSTANDING	
41957	951	ALTAVISTA ALARM CO	07/16/2021	1,600.00		00	OUTSTANDING	
41958	6	ALTAVISTA AREA YMCA	07/16/2021	25,000.00		00	OUTSTANDING	
41959	303	ALTAVISTA CHAMBER OF COMMERCE	07/16/2021	7,500.00		00	OUTSTANDING	
41960	170	ALTAVISTA ON TRACK	07/16/2021	1,250.00		00	OUTSTANDING	
41961	886	AT&T MOBILITY	07/16/2021	344.16		00	OUTSTANDING	
41962	424	BB & T GOVT FINANCE	07/16/2021	78,417.60		00	OUTSTANDING	
41963	103	BEACON CREDIT UNION	07/16/2021	330.00		00	OUTSTANDING	
41964	978	REGINALD C BENNETT	07/16/2021	50.00		00	OUTSTANDING	
41965	928	BRC INVESTMENTS LLC	07/16/2021	1,972.40		00	OUTSTANDING	
41966	208	CAMPBELL COUNTY TREASURER	07/16/2021	75.35		00	OUTSTANDING	
41967	16	CAMPBELL COUNTY UTILITIES & SE	07/16/2021	4,164.84		00	OUTSTANDING	
41968	967	CARDNO INC	07/16/2021	5,142.91		00	OUTSTANDING	
41969	736	MARVIN CLEMENTS	07/16/2021	75.00		00	OUTSTANDING	
41970	874	CORPORATE MEDICAL SERVICES	07/16/2021	48.00		00	OUTSTANDING	
41971	887	CVPDC	07/16/2021	1,063.00		00	OUTSTANDING	
41972	1	DALE MOORE	07/16/2021	1,795.00		00	OUTSTANDING	
41973	994	LARRY DALTON	07/16/2021	500.00		00	OUTSTANDING	
41974	164	DMV	07/16/2021	500.00		00	OUTSTANDING	
41975	36	DOMINION VIRGINIA POWER	07/16/2021	45,079.36		00	OUTSTANDING	
41976	20	J JOHNSON ELLER JR	07/16/2021	4,311.00		00	OUTSTANDING	
41977	937	ENGLISH CONSTRUCTION CO INC	07/16/2021	175,406.61		00	OUTSTANDING	
41978	301	ENGLISH'S LLC	07/16/2021	3,786.16		00	OUTSTANDING	
41979	38	FIRST NATIONAL BANK	07/16/2021	370,227.55		00	OUTSTANDING	
41980	916	GRANITE TELECOMMUNICATIONS	07/16/2021	702.25		00	OUTSTANDING	
41981	57	ICMA RETIREMENT TRUST-457 #304	07/16/2021	270.00		00	OUTSTANDING	
41982	386	IDS SECURITY	07/16/2021	72.00		00	OUTSTANDING	
41983	58	INSTRUMENTATION SERVICES INC	07/16/2021	708.00		00	OUTSTANDING	
41984	566	INTEGRATED TECHNOLOGY GROUP IN	07/16/2021	19,963.49		00	OUTSTANDING	
41985	998	J J KELLER & ASSOC	07/16/2021	1,116.75		00	OUTSTANDING	
41986	564	JOHN JORDAN	07/16/2021	75.00		00	OUTSTANDING	
41987	871	L&A'S LAWN CARE & CLEANING SER	07/16/2021	2,416.50		00	OUTSTANDING	
41988	717	LYNCHBURG REGIONAL BUSINESS AL	07/16/2021	4,268.00		00	OUTSTANDING	
41989	993	MENDON PIPELINE INC	07/16/2021	689,276.30		00	OUTSTANDING	
41990	218	MINNESOTA LIFE	07/16/2021	119.12		00	OUTSTANDING	
41991	829	MARIE MITCHELL	07/16/2021	75.00		00	OUTSTANDING	
41992	954	JENNIFER MORTON	07/16/2021	50.00		00	OUTSTANDING	
41993	154	MUNICODE	07/16/2021	250.00		00	OUTSTANDING	
41994	348	LYNDON T MYERS	07/16/2021	4,770.00		00	OUTSTANDING	
41995	67	ORKIN PEST CONTROL LLC	07/16/2021	328.00		00	OUTSTANDING	
41996	884	RESERVE ACCOUNT	07/16/2021	1,500.00		00	OUTSTANDING	
41997	857	RIVERSTREET NETWORKS	07/16/2021	369.89		00	OUTSTANDING	
41998	85	TREASURER OF VA /CHILD SUPPORT	07/16/2021	385.13		00	OUTSTANDING	
41999	900	US BANK EQUIPMENT FINANCE	07/16/2021	232.66		00	OUTSTANDING	
42000	601	VACORP	07/16/2021	331.27		00	OUTSTANDING	
42001	107	VIRGINIA MUNICIPAL LEAGUE	07/16/2021	2,138.00		00	OUTSTANDING	
42002	885	VIRGINIA RISK SHARING ASSOCIAT	07/16/2021	32,173.75		00	OUTSTANDING	
42003	756	WAGEWORKS INC	07/16/2021	115.15		00	OUTSTANDING	
42004	1	WGL ENERGY	07/16/2021	154.09		00	OUTSTANDING	
42005	793	XEROX FINANCIAL SERVICES	07/16/2021	415.78		00	OUTSTANDING	
42006	1	MONICA MCDANIEL	07/16/2021	276.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42007	9	AFLAC	07/22/2021	2,949.49		00	OUTSTANDING	
42008	84	ALTAVISTA JOURNAL	07/22/2021	1,285.30		00	OUTSTANDING	
42009	103	BEACON CREDIT UNION	07/22/2021	330.00		00	OUTSTANDING	
42010	12	BRENNTAG MID-SOUTH INC	07/22/2021	8,398.50		00	OUTSTANDING	
42011	294	BUSINESS CARD	07/22/2021	17,891.21		00	OUTSTANDING	
42012	145	CHANDLER CONCRETE CO INC	07/22/2021	154.00		00	OUTSTANDING	
42013	999	CONTECH ENGINEERED SOLUTIONS L	07/22/2021	26,850.00		00	OUTSTANDING	
42014	125	CVCJA	07/22/2021	6,075.00		00	OUTSTANDING	
42015	555	DUKE'S ROOT CONTROL INC	07/22/2021	3,747.85		00	OUTSTANDING	
42016	118	FERGUSON ENTERPRISES LLC	07/22/2021	5,493.82		00	OUTSTANDING	
42017	980	FIDELITY POWER SYSTEMS	07/22/2021	16,279.92		00	OUTSTANDING	
42018	305	HAWKINS-GRAVES INC	07/22/2021	17,353.44		00	OUTSTANDING	
42019	332	HURT & PROFFITT INC	07/22/2021	22,452.50		00	OUTSTANDING	
42020	838	I H MCBRIDE SIGN COMPANY INC	07/22/2021	947.70		00	OUTSTANDING	
42021	57	ICMA RETIREMENT TRUST-457 #304	07/22/2021	270.00		00	OUTSTANDING	
42022	300	NAPA AUTO PARTS	07/22/2021	1,424.36		00	OUTSTANDING	
42023	1000	OUTDOOR POWER EQUIPMENT	07/22/2021	26,399.00		00	OUTSTANDING	
42024	798	PEED & BORTZ LLC	07/22/2021	19,823.00		00	OUTSTANDING	
42025	380	R K CHEVROLET	07/22/2021	43,998.00		00	OUTSTANDING	
42026	1	SHAYNE PETRIE	07/22/2021	142.71		00	OUTSTANDING	
42027	778	SPRINT	07/22/2021	1,524.25		00	OUTSTANDING	
42028	894	THE EMBERS AGENCY	07/22/2021	500.00		00	OUTSTANDING	
42029	186	THE NEWS & ADVANCE	07/22/2021	423.00		00	OUTSTANDING	
42030	85	TREASURER OF VA /CHILD SUPPORT	07/22/2021	385.13		00	OUTSTANDING	
42031	35	TREASURER OF VA/VITA	07/22/2021	5.53		00	OUTSTANDING	
42032	95	UNITED WAY OF CENTRAL VA	07/22/2021	182.00		00	OUTSTANDING	
42033	730	VALLEY FASTENERS OF LYNCHBURG	07/22/2021	316.68		00	OUTSTANDING	
42034	130	VDH-WATERWORKS TECH ASSIST FUN	07/22/2021	5,037.00		00	OUTSTANDING	
42035	110	VUPS INC	07/22/2021	43.05		00	OUTSTANDING	
42036	1	AZTEC RENTAL	07/22/2021	186.00		00	OUTSTANDING	
42037	170	ALTAVISTA ON TRACK	07/29/2021	2,755.88		00	OUTSTANDING	
42038	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/29/2021	39,969.00		00	OUTSTANDING	
42039	886	AT&T MOBILITY	07/29/2021	344.16		00	OUTSTANDING	
42040	967	CARDNO INC	07/29/2021	11,042.73		00	OUTSTANDING	
42041	19	CARTER MACHINERY CO INC	07/29/2021	6,393.88		00	OUTSTANDING	
42042	427	CENTURYLINK	07/29/2021	619.48		00	OUTSTANDING	
42043	145	CHANDLER CONCRETE CO INC	07/29/2021	581.00		00	OUTSTANDING	
42044	1	CHERYL DUDLEY	07/29/2021	33.93		00	OUTSTANDING	
42045	28	COLUMBIA GAS	07/29/2021	174.76		00	OUTSTANDING	
42046	32	CONTROL EQUIPMENT CO INC	07/29/2021	12,872.50		00	OUTSTANDING	
42047	123	FIRE & SAFETY EQUIP CO INC	07/29/2021	1,448.92		00	OUTSTANDING	
42048	41	FISHER SCIENTIFIC	07/29/2021	2,262.63		00	OUTSTANDING	
42049	313	GAME TIME	07/29/2021	195.42		00	OUTSTANDING	
42050	332	HURT & PROFFITT INC	07/29/2021	945.00		00	OUTSTANDING	
42051	401	IDEXX DISTRIBUTION INC	07/29/2021	2,103.65		00	OUTSTANDING	
42052	58	INSTRUMENTATION SERVICES INC	07/29/2021	708.00		00	OUTSTANDING	
42053	935	MATTERN & CRAIG INC	07/29/2021	2,370.00		00	OUTSTANDING	
42054	218	MINNESOTA LIFE	07/29/2021	144.37		00	OUTSTANDING	
42055	121	MULTI BUSINESS FORMS INC	07/29/2021	60.00		00	OUTSTANDING	
42056	843	BETTY PICKERAL	07/29/2021	1,150.00		00	OUTSTANDING	
42057	1001	REXEL	07/29/2021	1,619.41		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42058	80	SOUTHSIDE ELECTRIC COOP	07/29/2021	992.16		00	OUTSTANDING	
42059	157	THC ENTERPRISES	07/29/2021	16,981.46		00	OUTSTANDING	
42060	894	THE EMBERS AGENCY	07/29/2021	2,750.00		00	OUTSTANDING	
42061	872	TIAA COMMERCIAL FINANCE INC	07/29/2021	153.00		00	OUTSTANDING	
42062	96	UNIVAR USA INC	07/29/2021	10,291.27		00	OUTSTANDING	
42063	700	WOODARD & CURRAN ENGINEER/GEOL	07/29/2021	2,000.00		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	108	CHECKS OUTSTANDING	1,843,794.62 ***	
OUTSTANDING CHECKS:	108	RECONCILED CHECKS:	VOID CHECKS:	
1,843,794.62		.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:	108	TOTAL CHECKS	1,843,794.62	***				
OUTSTANDING CHECKS:	108	RECONCILED CHECKS:						
	1,843,794.62		.00	.00				.00

Town of Altavista
FY 2022 Revenue Report
8% of Year Lapsed

General Fund Revenue	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	212,000	212,000	1,005	0	1,005	0	212,000
Public Service - Real & Personal	91,350	91,350	0	0	0	0	91,350
Personal Property	254,000	254,000	1,882	1	1,882	1	254,000
Personal Property - PPTRA	100,000	100,000	-4	0	-4	0	100,000
Machinery & Tools	1,980,000	1,980,000	0	0	0	0	1,980,000
Mobile Homes - Current	150	150	0	0	0	0	150
Penalties - All Taxes	4,500	4,500	378	8	378	8	4,500
Interest - All Taxes	3,500	3,500	309	9	309	9	3,500
Local Sales & Use Taxes	180,000	180,000	37,737	21	37,737	21	180,000
Local Electric and Gas Taxes	114,000	114,000	892	1	892	1	114,000
Local Motor Vehicle License Tax	46,000	46,000	901	2	901	2	46,000
Local Bank Stock Taxes	170,000	170,000	0	0	0	0	170,000
Local Hotel & Motel Taxes	80,000	80,000	13,922	17	13,922	17	80,000
Local Meal Taxes	990,000	990,000	104,420	11	104,420	11	990,000
Container Rental Fees	1,800	1,800	50	3	50	3	1,800
Communications Tax	30,000	30,000	2,443	8	2,443	8	30,000
Transit Passenger Revenue	5,000	5,000	0	0	0	0	5,000
Local Cigarette Tax	130,000	130,000	7,500	6	7,500	6	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	0	0	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	0	0	2,700

Town of Altavista
FY 2022 Revenue Report
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,300	1,300	80	6	80	6	1,300
Fines & Forfeitures - Court	6,000	6,000	585	10	585	10	6,000
Parking Fines	300	300	50	17	50	17	300
Interest and Interest Income	0	0	405	0	405	0	0
Rents - Rental of General Property	1,000	1,000	75	8	75	8	1,000
Rents - Pavilion Rentals	2,500	2,500	306	12	306	12	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	6,299	8	6,299	8	80,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Code Enforcement	500	500	0	0	0	0	500
Railroad Rolling Stock Taxes	16,000	16,000	15,703	98	15,703	98	16,000
State DCJS Grant	80,000	80,000	0	0	0	0	80,000
State Rental Taxes	1,000	1,000	191	19	191	19	1,000
State/Misc. Grants (Fire Grant & Others)	15,000	15,000	0	0	0	0	15,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,540	18,540	30,782	166	30,782	166	18,540
Skill Games Tax	0	0	0	0	0	0	0
Brownfield Assessment Grant	0	0	0	0	0	0	0
Spark Innovation Center	18,000	18,000	0	0	0	0	18,000
VRA	0	0	0	0	0	0	0
Litter Grant	1,700	1,700	0	0	0	0	1,700
Fuel - Fire Dept. (Paid by CC)	10,000	10,000	0	0	0	0	10,000
Federal Transit Revenue	81,820	81,820	0	0	0	0	81,820
Federal/Byrne Justice Grant	0	0	0	0	0	0	0

Town of Altavista
FY 2022 Revenue Report
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
CARES Funding	0	0	0	0	0	0	0
American Rescue Plan Act	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	7,552	101	7,552	101	7,500
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	14,000	14,000	5,057	36	5,057	36	14,000
Hurt / Lights	300	300	0	0	0	0	300
Hurt / Solid Waste Coll	35,960	35,960	0	0	0	0	35,960
Estate of Roberta F. Jenks	8,200	8,200	801	10	801	10	8,200
Avoca Reimbursement	0	0	1,420	0	1,420	0	0
From Reserves	58,000	58,000	0	0	0	0	58,000
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	1,183,120	1,183,120	0	0	0	0	1,183,120
Transfer In Designated	215,420	215,420	0	0	0	0	215,420
Transfer In PD Forf Account	0	0	0	0	0	0	0
	<u>6,340,710</u>	<u>6,340,710</u>	<u>240,742</u>	<u>4</u>	<u>240,742</u>	<u>4</u>	<u>6,340,710</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
8% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,862,510	7,862,510	465,841	6	465,841	6	7,862,510
Debt Service	759,120	759,120	448,645	0	448,645	0	759,120
CIP	7,505,400	7,505,400	130,497	2	130,497	2	7,505,400
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Transfer Out to Enterprise Fund Reserve	<u>65,550</u>	<u>65,550</u>	<u>0</u>	0	<u>0</u>	0	<u>65,550</u>
ALL FUNDS - GRAND TOTAL:	<u>16,284,830</u>	<u>16,284,830</u>	<u>1,044,983</u>	<u>6</u>	<u>1,044,983</u>	<u>6</u>	<u>16,284,830</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
8% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	2,557	6	2,557	6	39,400
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>49,400</u>	<u>49,400</u>	<u>2,557</u>	<u>5</u>	<u>2,557</u>	<u>5</u>	<u>49,400</u>
Administration							
Operations	914,250	914,250	78,909	9	78,909	9	914,250
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	0	0	7,000
Administration - TOTAL:	<u>921,250</u>	<u>921,250</u>	<u>78,909</u>	<u>9</u>	<u>78,909</u>	<u>9</u>	<u>921,250</u>
Non-Departmental							
Operations/Cardno	314,350	314,350	33,750	11	33,750	11	314,350
Transfer Out to Cemetery Fund	-56,400	-56,400	0	0	0	0	-56,400
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	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>192,950</u>	<u>192,950</u>	<u>33,750</u>	<u>17</u>	<u>33,750</u>	<u>17</u>	<u>192,950</u>
Non-Departmental - TOTAL:	<u>192,950</u>	<u>192,950</u>	<u>33,750</u>	<u>17</u>	<u>33,750</u>	<u>17</u>	<u>192,950</u>
Public Safety							
Operations	1,142,080	1,142,080	86,637	8	86,637	8	1,142,080
Debt Service	0	0	0	0	0	0	0
CIP	54,020	54,020	0	0	0	0	54,020
Public Safety - TOTAL:	<u>1,196,100</u>	<u>1,196,100</u>	<u>86,637</u>	<u>7</u>	<u>86,637</u>	<u>7</u>	<u>1,196,100</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
8% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,137,680	1,137,680	68,497	6	68,497	6	1,137,680
Debt Service	21,430	21,430	18,796	0	18,796	0	21,430
CIP	865,330	865,330	97,417	11	97,417	11	865,330
Public Works - TOTAL:	<u>2,024,440</u>	<u>2,024,440</u>	<u>184,710</u>	<u>9</u>	<u>184,710</u>	<u>9</u>	<u>2,024,440</u>
Economic Development							
Operations	279,400	279,400	0	0	0	0	279,400
CIP	1,000,000	1,000,000	0	0	0	0	1,000,000
Economic Development - TOTAL:	<u>1,279,400</u>	<u>1,279,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,279,400</u>
Community Development							
Operations	240,220	240,220	9,418	4	9,418	4	240,220
CIP	34,500	34,500	0	0	0	0	34,500
Community Development - TOTAL:	<u>274,720</u>	<u>274,720</u>	<u>9,418</u>	<u>3</u>	<u>9,418</u>	<u>3</u>	<u>274,720</u>
Transit System							
Operations	128,240	128,240	11,123	9	11,123	9	128,240
Debt Service	0	0	0	0	0	0	0
CIP	25,000	25,000	0	0	0	0	25,000
Transit System - TOTAL:	<u>153,240</u>	<u>153,240</u>	<u>11,123</u>	<u>7</u>	<u>11,123</u>	<u>7</u>	<u>153,240</u>
Avoca Museum							
Operations	69,810	69,810	5,567	8	5,567	8	69,810
Debt Service	0	0	0	0	0	0	0
CIP	58,000	58,000	0	0	0	0	58,000
Avoca Museum - TOTAL	<u>127,810</u>	<u>127,810</u>	<u>5,567</u>	<u>4</u>	<u>5,567</u>	<u>4</u>	<u>127,810</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
8% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
GENERAL FUND (FUND 10)							
GENERAL FUND TOTALS							
Operations	4,144,030	4,144,030	296,459	7	296,459	7	4,144,030
Debt Service	21,430	21,430	18,796	0	18,796	0	21,430
CIP	2,053,850	2,053,850	97,417	5	97,417	5	2,053,850
GENERAL FUND - GRAND TOTAL:	<u>6,219,310</u>	<u>6,219,310</u>	<u>412,673</u>	<u>7</u>	<u>412,673</u>	<u>7</u>	<u>6,219,310</u>

Town of Altavista
Council / Planning Commission
FY 2022 Expenditure Report
8% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,332	8	2,332	8	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	6,400	6,400	225	4	225	4	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	49,400	49,400	2,557	5	2,557	5	49,400

Town of Altavista
Administration
FY 2022 Expenditure Report
8% of year Lapsed

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<u>ADMINISTRATION - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	508,910	508,910	44,715	9	44,715	9	508,910
Other Employee Benefits	37,160	37,160	773	2	773	2	37,160
Services	246,350	246,350	18,767	8	18,767	8	246,350
Other Charges	75,230	75,230	12,244	16	12,244	16	75,230
Materials & Supplies	46,600	46,600	2,410	5	2,410	5	46,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	921,250	921,250	78,909	9	78,909	9	921,250

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
8% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	61,950	61,950	7,500	12	7,500	12	61,950
<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	0	0	1,000
Economic Development Incentives	0	0	0	#DIV/0!	0	#DIV/0!	0
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	25,000	25	100,000
Contribution - Altavista Fire Co.	15,000	15,000	0	0	0	0	15,000
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	182,950	182,950	33,750	18	33,750	18	182,950
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	0	0	0
Fuel & Lubricants	10,000	10,000	0	0	0	0	10,000
NON-DEPARTMENT - ND - TOTAL	10,000	10,000	0	0	0	0	10,000
NON-DEPARTMENTAL - SUBTOTAL	192,950	192,950	33,750	17	33,750	17	192,950
TRANSFER OUT							
Transfer Out - Cemetery Fund	56,400	56,400	0	0	0	0	56,400

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
8% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
EDA Checking Account	0	0	0	0	0	0	0
TRANSFER OUT - TOTAL	121,400	121,400	0	0	0	0	121,400
<u>CAPITAL OUTLAY - NEW</u>							
Improvements Other than Building / Cardno	0	0	0	0	0	0	0
CAPITAL OUTLAY - TOTAL	0	0	0	0	0	0	0
<u>DEBT SERVICE</u>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	314,350	314,350	33,750	11	33,750	11	314,350
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	192,950	192,950	33,750	17	33,750	17	192,950

Town of Altavista
Public Safety
FY 2022 Expenditure Report
8% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	955,130	955,130	75,196	8	75,196	8	955,130
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,750	47,750	1,765	4	1,765	4	47,750
Other Charges	59,400	59,400	9,077	15	9,077	15	59,400
Materials & Supplies	79,800	79,800	599	1	599	1	79,800
Capital Outlay	54,020	54,020	0	0	0	0	54,020
Total Expenditures	1,196,100	1,196,100	86,637	7	86,637	7	1,196,100

Town of Altavista
Public Works
FY 2022 Expenditure Report
8% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	736,800	736,800	47,670	6	47,670	6	736,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,660	56,660	197	0	197	0	56,660
Other Charges	52,000	52,000	3,947	8	3,947	8	52,000
Materials & Supplies	292,220	292,220	16,682	6	16,682	6	292,220
Debt Service	21,430	21,430	18,796	88	18,796	88	21,430
Capital Outlay	865,330	865,330	97,417	11	97,417	11	865,330
Total Expenditures	2,024,440	2,024,440	184,710	9	184,710	9	2,024,440

Town of Altavista
Transit System
FY 2022 Expenditure Report
8% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,610	102,610	10,698	10	10,698	10	102,610
Services	2,080	2,080	0	0	0	0	2,080
Other Charges	3,900	3,900	425	11	425	11	3,900
Materials & Supplies	19,650	19,650	0	0	0	0	19,650
Capital Outlay	25,000	25,000	0	0	0	0	25,000
Total Expenditures	153,240	153,240	11,123	7	11,123	7	153,240

Town of Altavista
Economic Development
FY 2022 Expenditure Report
8% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
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	0	0	30,000
Other Charges	246,400	246,400	0	0	0	0	246,400
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	1,000,000	1,000,000	0	0	0	0	1,000,000
Total Expenditures	1,279,400	1,279,400	0	0	0	0	1,279,400

Town of Altavista
Community Development
FY 2022 Expenditure Report
8% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
<u>COMMUNITY DEVELOPMENT - FUND 10</u>							
Wages & Benefits	146,270	146,270	8,841	6	8,841	6	146,270
Other Employee Benefits	0	0	0	0	0	0	0
Services	52,000	52,000	128	0	128	0	52,000
Other Charges	29,400	29,400	450	2	450	2	29,400
Materials & Supplies	12,550	12,550	0	0	0	0	12,550
Capital Outlay	34,500	34,500	0	0	0	0	34,500
Total Expenditures	274,720	274,720	9,418	3	9,418	3	274,720

Town of Altavista
Avoca Museum
FY 2022 Expenditure Report
8% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,120	69,120	5,567	8	5,567	8	69,120
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	0	0	0	0	450
Materials & Supplies	240	240	0	0	0	0	240
Capital Outlay	58,000	58,000	0	0	0	0	58,000
Total Expenditures	127,810	127,810	5,567	4	5,567	4	127,810

Town of Altavista
FY 2022 Revenue Report
8% of Year Lapsed

Enterprise Fund Revenue	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	0	0	28	0	28	0	0
Water Charges - Industrial	1,395,000	1,395,000	132,592	10	132,592	10	1,395,000
Water Charges - Business/Residential	306,000	306,000	8,188	3	8,188	3	306,000
Water Charges - Outside Community	185,000	185,000	10,148	5	10,148	5	185,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	0	0	1,500
Bulk Water Purchase	10,000	10,000	884	0	884	0	10,000
Sewer Charges - Industrial	1,700,000	1,700,000	139,235	8	139,235	8	1,700,000
Sewer Charges - Business/Residential	260,000	260,000	8,214	3	8,214	3	260,000
Sewer Charges - Outside Community	1,600	1,600	522	33	522	33	1,600
Sewer Charges - Sewer Connection Fees	2,000	2,000	2,000	100	2,000	100	2,000
Sewer Charges - Sewer Surcharges	50,000	50,000	16,765	34	16,765	34	50,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,326	9	4,326	9	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	163	0	163	0	140,000
Miscellaneous	25,000	25,000	2,350	9	2,350	9	25,000
Abbott Water Line Project	0	0	10,290	0	10,290	0	0
Transfer In from Reserves	33,550	33,550	0	0	0	0	33,550
Transfer from Water & Sewer	0	0	0	0	0	0	0
Bond Proceeds	4,714,250	4,714,250	0	0	0	0	4,714,250
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>8,880,600</u>	<u>8,880,600</u>	<u>335,703</u>	<u>4</u>	<u>335,703</u>	<u>4</u>	<u>8,880,600</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
8% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,395,850	1,395,850	94,542	7	94,542	7	1,395,850
Debt Service	598,360	598,360	397,698	0	397,698	0	598,360
CIP	3,511,760	3,511,760	16,280	0	16,280	0	3,511,760
Transfer Out	<u>32,780</u>	<u>32,780</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,780</u>
Water Department - TOTAL:	<u>5,538,750</u>	<u>5,538,750</u>	<u>508,520</u>	<u>9</u>	<u>508,520</u>	<u>9</u>	<u>5,538,750</u>
Wastewater Department							
Operations	1,546,730	1,546,730	67,349	4	67,349	4	1,546,730
Debt Service	139,330	139,330	32,151	23	32,151	0	139,330
CIP	1,623,020	1,623,020	0	0	0	0	1,623,020
Transfer Out	<u>32,770</u>	<u>32,770</u>	<u>0</u>		<u>0</u>		<u>32,770</u>
Wastewater Department - TOTAL:	<u>3,341,850</u>	<u>3,341,850</u>	<u>99,500</u>	<u>3</u>	<u>99,500</u>	<u>3</u>	<u>3,341,850</u>
ENTERPRISE FUND TOTAL							
Operations	2,942,580	2,942,580	161,891	6	161,891	6	2,942,580
Debt Service	737,690	737,690	429,849	0	429,849	0	737,690
CIP	5,134,780	5,134,780	16,280	0	16,280	0	5,134,780
Transfer Out	<u>65,550</u>	<u>65,550</u>	<u>0</u>		<u>0</u>		<u>65,550</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>8,880,600</u>	<u>8,880,600</u>	<u>608,020</u>	<u>7</u>	<u>608,020</u>	<u>7</u>	<u>8,880,600</u>

Town of Altavista
Water Department
FY 2022 Expenditure Report
8% of Year Lapsed

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WATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,830	710,830	50,780	7	50,780	7	710,830
Other Employee Benefits	0	0	0	0	0	0	0
Services	148,200	148,200	1,503	1	1,503	1	148,200
Other Charges	237,970	237,970	10,312	4	10,312	4	237,970
Materials & Supplies	298,850	298,850	31,946	11	31,946	11	298,850
Debt Service	598,360	598,360	397,698	0	397,698	0	598,360
Capital Outlay	3,511,760	3,511,760	16,280	0	16,280	0	3,511,760
Transfer Out to Reserves	32,780	32,780	0	0	0	0	32,780
Total Expenditures	5,538,750	5,538,750	508,520	9	508,520	9	5,538,750

Town of Altavista
Wastewater Department
FY 2022 Expenditure Report
8% of Year Lapsed

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WASTEWATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	851,930	851,930	49,347	6	49,347	6	851,930
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,300	45,300	98	0	98	0	45,300
Other Charges	407,000	407,000	4,084	1	4,084	1	407,000
Materials & Supplies	242,500	242,500	13,819	6	13,819	6	242,500
Debt Service	139,330	139,330	32,151	23	32,151	23	139,330
Capital Outlay	1,623,020	1,623,020	0	0	0	0	1,623,020
Transfer Out	32,770	32,770	0	0	0	0	32,770
Total Expenditures	3,341,850	3,341,850	99,500	3	99,500	3	3,341,850

Town of Altavista
Fund Expenditure Totals
FY 2022
8% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
State/Hwy Reimbursement Fund (Fund 20)							
Operations	725,000	725,000	5,306	1	5,306	1	725,000
CIP	316,770	316,770	16,800	5	16,800	5	316,770
State/Hwy Water Department - TOTAL:	1,041,770	1,041,770	22,106	2	22,106	2	1,041,770

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,900	50,900	2,185	4	2,185	4	50,900
CIP	0	0	0	0	0	0	0
Transfer Out - Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Cemetery Fund - TOTAL:	78,150	78,150	2,185	3	2,185	3	78,150

State/Highway Reimbursement Fund - Fund 20	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	50	0	50	0	0
Street & Highway Maintenance	730,000	730,000	0	0	0	0	730,000
Street & Highway Maintenance/Carry Over	311,770	311,770	0	0	0	0	311,770
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	1,041,770	1,041,770	50	0	50	0	1,041,770
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	3,285	7	3,285	7	48,200
Maintenance - Pavement	400,000	400,000	0	0	0	0	400,000
Maintenance - Traffic Control Devices	56,800	56,800	174	0	174	0	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	38	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	0	0	0	0	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	844	2	844	2	50,000
General Admin. & Misc. - Miscellaneous	100,000	100,000	964	1	964	1	100,000
State/Highway Reimb. Fund - Subtotal:	725,000	725,000	5,306	1	5,306	1	725,000
Motor Vehicles- Replc.	121,270	121,270	0	0	0	0	121,270
Machinery & Equip. - Replc.	102,500	102,500	0	0	0	0	102,500
Machinery & Equip. - New	18,000	18,000	16,800	0	16,800	0	18,000
Improvements Other Than Buildings - New	75,000	75,000	0	0	0	0	75,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	316,770	316,770	16,800	5	16,800	5	316,770
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	1,041,770	1,041,770	22,106	2	22,106	2	1,041,770

Town of Altavista
FY 2022 Cemetery Fund
8% of Year Lapsed

Cemetery Fund - Fund 90	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	17,250	17,250	400	2	400	2	17,250
Interest/Interest Income	0	0	350	0	350	0	0
Miscellaneous/Sale of Real Estate	4,500	4,500	0	0	0	0	4,500
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	56,400	56,400	0	0	0	0	56,400
Cemetery Fund - GRAND TOTAL:	78,150	78,150	750	1	750	1	78,150
EXPENDITURES							
Salaries and Wages/Regular	10,000	10,000	308	3	308	3	10,000
Salaries and Wages/Overtime	1,000	1,000	0	0	0	0	1,000
Benefits/FICA	850	850	21	3	21	3	850
Benefits/VRS	1,000	1,000	0	0	0	0	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	24	2	24	2	1,550
Benefits/Group Life	200	200	4	2	4	2	200
VRS Hybrid Employer Contr.	0	0	28	0	28	0	0
ICMA Hybrid Employer Contr.	0	0	4	0	4	0	0
Mowing Contract	24,800	24,800	0	0	0	0	24,800
Other Charges/Misc. Reimb.	0	0	1,795	0	1,795	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	0	0	10,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
CEMETERY TOTAL OPERATIONS	50,900	50,900	2,185	4	2,185	4	50,900
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Cemetery Fund - GRAND TOTAL:	129,050	129,050	2,185	2	2,185	2	129,050

Town of Altavista
Investment Deposit Totals
Balance as of July 31, 2021



General Fund Reserves

<i>Money Market Account</i>	3,879,425.77	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,645,949.89	
Sub-Total		\$ 14,451,770.20

Enterprise Fund Reserves

<i>Money Market Account</i>	229,994.62	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	556,986.74	
Sub-Total		\$ 786,981.36

Highway Fund

<i>Money Market Account</i>	57,350.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,006,201.79	
Sub-Total		\$ 1,063,551.79

Green Hill Cemetery

<i>Money Market Account</i>	50,482.49	
<i>Certificate of Deposit</i>	627,183.72	
<i>LGIP</i>	77,221.75	
Sub-Total		\$ 754,887.96

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,723.85	
Sub-Total		\$ 270,723.85

Federal Forfeiture Account

\$0.00

State Forfeiture Account

\$10,423.57

Operating Cash Account

\$ 1,997,082.06

Grand Total Investments and Deposits \$ 19,335,420.79

Designated Balance \$ 18,470,384.31

Undesignated Balance \$ 865,036.48



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.D

CONSENT AGENDA

Title: FY2021 Year End Budget Amendments.

Staff Resource: Tobie Shelton, Finance Director/Treasurer

Action(s):

Request Approval of Budget Amendments presented at the July work session.

Explanation:

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

Background:

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

Funding Source(s):

Amendments as directed by previous action of Council.

Attachments: *(click item to open)*

[Attachment 1 - Budget Amendments](#)



DATE: July 22, 2021
TO: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments

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

- Purchase of 89 acres \$241,530
(Council Approval: April 27, 2021)
- Memorial Plaque, Pat DeBernard \$ 1,210
(Consensus: April 27, 2021)
- Dalton's Landing Canoe Launch: Construction \$ 56,840
(Council Approval: July 14, 2020)
- Professional Services: Brownfields Grant \$ 13,930
(Council Approval: June 25, 2019)
- Avoca, additional security camera \$ 1,600
(Council Approval: January 26, 2020)
- Mowing Contract, Avoca \$ 630
(Council Approval: April 13, 2021)
- McMinnis Spring Project \$730,420
(Council Approval: March 24, 2020)
- WTP Filter Improvement \$ 28,050
(Council Approval: October 8, 2019)
- WTP Melinda Tank HPZ Project \$ 5,530
(Consensus: April 13, 2021)
- WTP Electrical Project \$ 30,170
(Council Approval: August 11, 2020)
- Abbott Water Line Project \$ 16,540
(Council Approval: May 11, 2021)
- Wastewater Electrical Project \$184,800
(Council Approval: October 13, 2020)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Improvements - Land (New) 010-1101-401.82-16	\$ 241,530.00	
Transfer In from Reserves 010-000-361.01-00		\$ 241,530.00

Summary

To appropriate \$241,530 for the purchase of 89 acres, as approved by Council at the April 27th, 2021 Work Session.

Budget Impact

This will result in a net increase to the budget of \$241,530.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works - Miscellaneous 010-4101-601.50-32	\$ 1,210.00	
Transfer In from Reserves 010-000-361.01-00		\$ 1,210.00

Summary

To appropriate \$1,210 for the memorial plaque in honor of Pat DeBernard to be placed at Eagle Trail Overlook in dedication for the good work he did for the town. Consensus of Council at the April 27th, 2021 Work Session.

Budget Impact

This will result in a net increase to the budget of \$1,210.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works - Miscellaneous 010-4104-602.81-30	\$ 56,840.00	
Transfer In from Designated Reserves 010-000-361.03-01		\$ 56,840.00

Summary

To appropriate \$56,840 for the final cost of construction for Dalton's Landing Canoe Launch as approved at the July 14, 2020 Council meeting in addition to the the deposit for the solar lights and additional amenities as Council consented to at the January 26, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget of \$56,840.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Brownfields Grant Project		
010-9102-801.82-30	\$ 13,930.00	
Transfer In from Designated Reserves		
010-0000-341.17-00		\$ 13,930.00

Summary

To appropriate \$13,930 for costs associated with the professional services related to the Brownfields Grant Process, as approved by Council at the June 25, 2019 Work Session.

Budget Impact

This will result in a net increase to the budget of \$13,930. There is an offsetting revenue to cover the expense.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Avoca - Miscellaneous		
010-9105-801.50-32	\$ 1,600.00	
General Fund		
Transfer in from Designated Reserves - Avoca Main. Funds		
010-0000-361.03-01		\$ 1,600.00

Summary

To appropriate \$1,600 for the installation of an additional security camera at Avoca using a portion of Avoca's "reserve" maintenance funds to cover the cost of the project, as approved by Council at the January 26, 2020.

Budget Impact

This will result in a net increase to the budget of \$1,600.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Avoca - Mowing Contract		
010-9105-801.30-36	\$ 630.00	
General Fund		
Avoca Reimbursement		
010-0000-351.05-00		\$ 630.00

Summary

To appropriate \$630 associated with the mowing contract for Avoca. Council approved at the April 13th 2021 Regular Meeting to include Avoca on the Mowing Contract, with Avoca reimbursing the Town 100% of the costs.

Budget Impact

This will result in a net increase to the budget of \$630.00. There is an offsetting revenue to cover this expenditure.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - McMinnis Project		
050-5010-701.81-06	\$ 730,420.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 730,420.00

Summary

To appropriate \$730,420 to cover costs associated with the McMinnis Spring Project. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$730,420. Project is funded with bond proceeds.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Filter Improvement Project		
050-5010-701.81-22	\$ 28,050.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 28,050.00

Summary

To appropriate \$28,050 to cover engineering costs associated with the WTP Filter Improvement Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$28,050. Project is funded with bond proceeds.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Melinda Tank HPZ Project		
050-5010-701.81-35	\$ 5,530.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 5,530.00

Summary

To appropriate \$5,530 to cover engineering costs associated with the Melinda Tank HPZ Project, as consented by Council at the April 13, 2021 Regular Meeting. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$5,530. Project is funded with bond proceeds.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Electrical Project		
050-5010-701.81-40	\$ 30,170.00	
Federal - VDEM Reimbursement		
050-0000-343.10-00		\$ 22,620.00
State - VDEM Reimbursement		
050-0000-341.18-00		\$ 6,030.00
Transfer in from Reserves		
050-0000-361.01-00		\$ 1,520.00

Summary

To appropriate \$30,170 to cover costs associated with the WTP Emergency Generator Project. Council approved at the August 11, 2020 Regular Meeting to execute the FEMA/VDEM Grant agreement for this project.

Budget Impact

This will result in a net increase to the budget in the amount of \$30,170. Project is funded with VDEM Grant revenue and local funds.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - Abbott Water Line Project		
050-5010-701.82-22	\$ 16,540.00	
Reimbursement		
050-0000-351.04-05		\$ 16,540.00

Summary

To appropriate \$16,540 to cover costs associated with the Abbott Water Line Project. Council approved at the May 11, 2021 Regular Meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$16,540. Project is no cost to the Town, as Abbott is reimbursing the Town for all costs.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA

BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Improvement - WW Electrical Project		
050-5110-702.81-40	\$ 184,800.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 184,800.00

Summary

To appropriate \$184,800 for costs associated with the WW Electrical Project. This project is funded through the VRA borrowing, as approved by Council at the October 13, 2020 regular meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$184,800.

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

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.E

CONSENT AGENDA

Title: Reserve Fund Policy

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Amend the Town's Fiscal Policies to reduce the amount of funds needed to be earmarked in Reserves for the General Fund Undesignated Fund Balance.

Explanation:

During the Town Council Strategic Retreat and various meetings since, the Reserve Policy specifically the General Fund Reserve Policy has been mentioned several times. With several large projects in the works such as the renovation of the Altavista Theatre and the Spark Innovation Center that may require funding in addition to any already allocated funds, the possibility of changing the GF Reserve Policy from 100% of annual recurring revenue to a lesser percentage or flat amount is an option to consider.

Attached please find a comparison (last three fiscal years) of the recurring Revenue (this figure is used to establish the Policy amount) and the recurring Expenditures). As you can see the current policy provides in excess of 100% of needed funds to cover the recurring expenses in the General Fund. There is draft language that would amend the policy from 100% to 50% of recurring Revenue, this would dip the Policy funds below the 100% coverage of annual recurring Expenditures.

Background:

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

The current Reserve Policy for the General Fund states the Undesignated Fund Balance at the close of each fiscal year per the Town's audit should be 100% of annual recurring revenues. The current General Fund balance, based on the FY2020 Financial Report, is \$6,133,612.

Funding Source(s):

FY2022 Budget

Attachments: *(click item to open)*

[*Attachment 1 - General Fund Policy Historical Data.pdf*](#)

[*Attachment 2 Fiscal Policy Amendment.pdf*](#)

GENERAL FUND FISCAL POLICY HISTORICAL DATA

Annual Recurring Expenses and Annual Policy Review

Client:	050830 - Town of Altavista, Virginia						
Engagement:	2020Audit - Town of Altavista, Virginia						
Period Ending:	6/30/2020						
Trial Balance:	TB						
Workpaper:			FY2020		FY2019		FY2018
Account	Description	FINAL	OPERATIONS ONLY	FINAL	OPERATIONS ONLY	FINAL	OPERATIONS ONLY
		6/30/2020	6/30/2020	6/30/2019	6/30/2019	6/30/2018	6/30/2018
EXPENSES	TOTALS	7,946,038.58	3,540,002.08	4,896,090.23	3,276,771.88	4,981,797.84	3,119,813.16
REVENUES	POLICY		6,133,612.00		5,800,233.00		5,647,309.00
			173%				181%

THIS COMPARISON SHOWS THE RELATION BETWEEN THE ANNUAL RECURRING EXPENDITURES (TOTALS) TO THE ANNUAL RECURRING REVENUES (POLICY) IN REGARD TO THE TOWN'S ABILITY TO SUSTAIN A DECREASE IN REVENUES DUE TO UNFORESEEN CIRCUMSTANCES. THE PERCENTAGE BELOW THE TABLE INDICATES THE RELATION BETWEEN REVENUE AND EXPENDITURES (100% would indicate that the Expenditures could be covered for a full year without the receipt of any Revenue; through the use of the Policy Funds that would be earmarked in Reserves.

NOTES:

EXPENSES TOTALS = Annual Expenditures less Capital Improvement Program (CIP) Items.

REVENUES POLICY = Annual Recurring Revenues (100%)

Policy A – Fund Balance

DRAFT

General Fund

Undesignated Fund Balance

- The Town of Altavista's Unassigned General Fund Balance will be maintained at a level to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.
- The Town shall not use the Undesignated General Fund Balance to finance recurring operating expenses.
- The Town will maintain an Undesignated General Fund Balance (UGFB) equal to ~~100%~~ **not less than six months or 50%** of General Fund Annual Recurring Revenues (based on previous year's Financial Report). In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the Town shall restore the Undesignated General Fund Balance to the minimum of ~~100%~~ **50%** within three years.
- Funds in excess of the targeted ~~100%~~ **50%** fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.

Committed Fund Balance

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

Assigned Fund Balance

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

Restricted Fund Balance

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

Non-Spendable Fund Balance

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

PUBLIC HEARING(S)

Title: Public Hearing - Ordinance Amendment Section 86-454(d)(2) Home Occupations in Primary and Accessory Structures

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

Action(s):

Amend Sec 86-454(d)(2) of the Zoning Ordinance "Home Occupations" to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation.

Explanation:

Background:

The Town Attorney and the Community Development Director recently discussed the home occupation regulations for the town while they were preparing the draft ordinance to permit home occupations in the Downtown Revitalization Overlay District (ORO) without a Special Use Permit. During the discussion, the question was raised about the provision which limited home occupations to the primary dwelling. The Community Development Director shared that many localities allowed home occupations in accessory dwelling provided it was incidental to the principal use of the premises for dwelling purposes.

In reviewing the town's home occupation regulations, staff discovered that home occupations are not permitted in accessory structures without a Special Use Permit. The Zoning Ordinance allows "Home craft businesses, including pottery, model making, weaving, dressmaking, furniture making, and artists and sculptors or other similar occupations, provided such products are made using machinery or equipment which is customary for purely domestic household purposes". These types of businesses normally are conducted in an accessory structure due to the nature of the equipment used and the debris that is created during the process. Staff is of the opinion that the existing regulations address the noise, obnoxious odors, vibrations, glare, fumes, or electric interferences that could occur with any of these uses and that a Special Use Permit (SUP) should not be required.

A public hearing was held on this matter at the Planning Commission meeting on July 6, 2021. The recommendation was unanimously approved by the Planning Commission to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation.

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1 - Sec 86-454.pdf

Attachment 2 -Notice of PH - published.pdf

Attachment 3 - Floor Plan - Home Occupation.docx

Attachment 4 -Garage floor plan.docx

An Ordinance to repeal, amend and re-ordain Section 86-454 of the Code of the Town of Altavista, 1968, relating to home occupations.

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

1. That Section 86-454 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-454. - Home occupations.

- (a) *Intent.* The purpose of the home occupation provisions of this division is to allow for home occupations that are compatible with the residential character of the neighborhood in which they are located. These provisions recognize that certain small-scaled commercial activities may be appropriate accessory uses on residential properties. The character and scale of such commercial activities must be subordinate and incidental to the principal use of the premises for dwelling purposes. The provisions contained in this division shall supersede any provisions to the contrary found elsewhere in this chapter.
- (b) *Permit procedures.* Home occupations complying with the criteria established in section 86-454 shall be considered minor in character and permitted by right. The zoning administrator may issue a zoning permit for such uses upon application and evidence of payment of the appropriate business license tax. So long as the business remains in compliance with the criteria set forth in subsection 86-454(d), it may continue to operate. Evidence of continued compliance shall be certified annually to the town clerk in such manner as the clerk may require.
- (c) Permitted home occupations include the following uses and those with similar land use characteristics:
 - (1) Professional offices, including offices for a physician, dentist, lawyer, engineer, architect, accountant, salesperson, real estate agent, insurance agent, or other similar occupation.
 - (2) Personal service establishments (other than tattoo parlors and body piercing establishments), photographers, or other similar occupations.
 - (3) Instructional service businesses, including music instruction, academic tutoring, or other similar occupations limited to no more than two pupils at one time.
 - (4) Home craft businesses, including pottery, model making, weaving, dressmaking, furniture making, and artists and sculptors or other similar occupations, provided such products are made using machinery or equipment which is customary for purely domestic household purposes.

- (5) Business offices, including offices for building trades, provided that the conduct of any phase of the trade on the property is prohibited.
 - (6) Managing, processing, and filling of orders from in-home parties for a specialized product sales business distributed by mail order or other delivery service excluding general retail sales of the products from the site.
- (d) *Criteria for home occupations.* Uses classified as home occupations shall be permitted in all zoning districts which allow single-family residences. The following regulations shall apply to all home occupations:
- (1) No person other than family members residing on the premises and one non-family member shall be engaged in such occupation.
 - (2) A home occupation or combination of home occupations may be conducted in either the primary residence on a parcel or in a detached accessory building on that parcel but not both. The home occupation shall be clearly incidental and subordinate to the primary use or accessory use of the dwelling. ~~as a residence.~~ Not more than 25 percent of the gross floor area of the dwelling or 25% of the floor area of a detached accessory building shall be used in conjunction with the home occupation or combination of home occupations.
 - (3) There shall be no change in the outside appearance of the dwelling or structure and surrounding property. No display of goods or business-related items of any kind shall be visible from the street or from adjoining property. The use of colors, materials, construction, lighting, or other means inconsistent with a residential use shall be prohibited.
 - (4) Home occupations shall be confined to the primary dwelling. However, a home occupation may be conducted in an on-site accessory structure, such as a garage, only with the issuance of a special use permit by the town council. No automotive or other vehicle repair shall be permitted as a home occupation.
 - (5) There shall be no outside display, specifically including signs, or storage of equipment or materials associated with the home occupation. No more than one vehicle with the business name on it may be parked so as to be visible from the street or from adjoining property and no vehicle which is to be parked so as to be visible from the street or from adjoining property may contain signage in excess of ten square feet for the entire vehicle.
 - (6) No traffic shall be generated by a home occupation or combination of home occupations in greater volumes than would normally be expected in a residential neighborhood.
 - (7) No installation or use of mechanical or electrical equipment is permitted which could endanger surrounding persons or property or which can be heard outside of

the dwelling unit. No toxic, explosive, flammable, radioactive, or other hazardous materials used in conjunction with the home occupation shall be used, sold, or stored on the site. The sale of firearms as a home occupation shall be prohibited.

- (8) No on-site use, parking or storage of vans with a length in excess of 20 feet, tractor trailers, or heavy equipment, such as construction equipment, used in connection with the home occupation is permitted.
- (9) No home occupation shall produce noise, obnoxious odors, vibrations, glare, fumes, or electric interferences detectable to normal sensory perception beyond the property line; nor shall such home occupation produce electric emissions or signals which interfere with normal radio and television reception in the surrounding neighborhood.
- (10) A home occupation shall comply with all applicable local, state or federal regulations.
- (11) Parking generated by the conduct of such home occupation shall be on-premises, off-street and in designated driveway areas.
- (12) Other than standard delivery services, such as UPS and FedEx, the home occupation shall not involve the commercial delivery of materials or products to or from the premises.
- (13) No illegal discharges of any materials, fluids or gases will be permitted to enter the sewer system or storm-drain system.
- (14) There shall be no sale of goods or products not produced on the premises, except that the sale of products in connection with a service which service is the principal business being conducted on the premises shall be permitted; and except that orders previously made by telephone or at a sales party may be filled on the premises.
- (15) No activity in conjunction with a home occupation shall adversely impact any neighboring property owners.

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

ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARINGS
AMENDMENTS TO ZONING ORDINANCE

The Altavista Town Council will hold four public hearings on Tuesday, August 10, 2021 at 6:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of these public hearings is to consider proposed text amendments to the Town Code. The specific code sections proposed to be amended are as follows:

Sec. 86-454 – Home Occupations. Section 86-454 (d)(2) is amended to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation.

Sec. 86-454-Home Occupations. 86-454 (d)(4) is amended to delete the requirement of a special use permit for a home occupation in an accessory building so that such use will be “by right”.

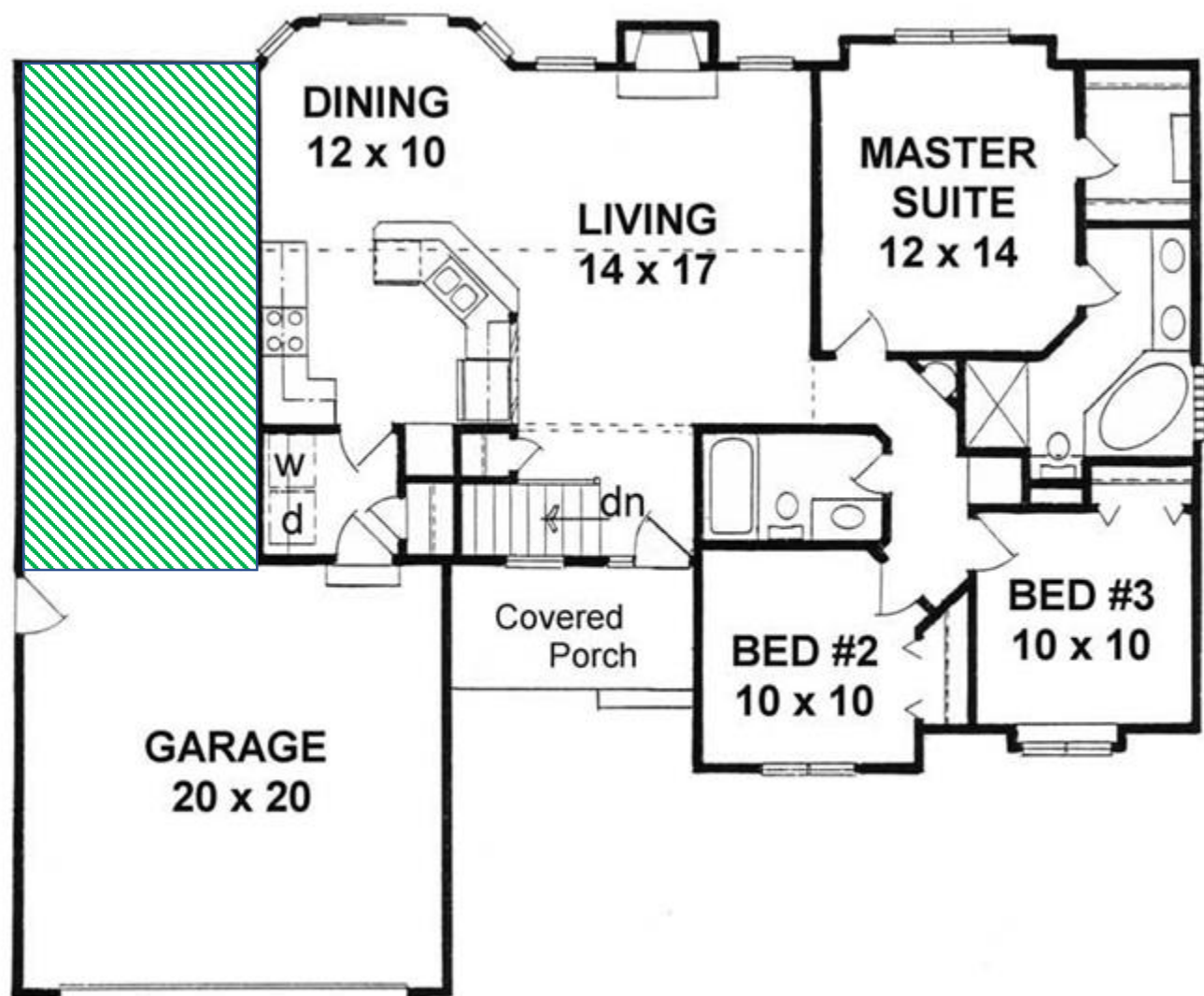
Sec. 86-427 – Permitted Uses in the Downtown Revitalization Overlay District (DRO). Section 86-427(2) is amended to delete the requirement of a special use permit for home occupations, subject to Section 86-454.

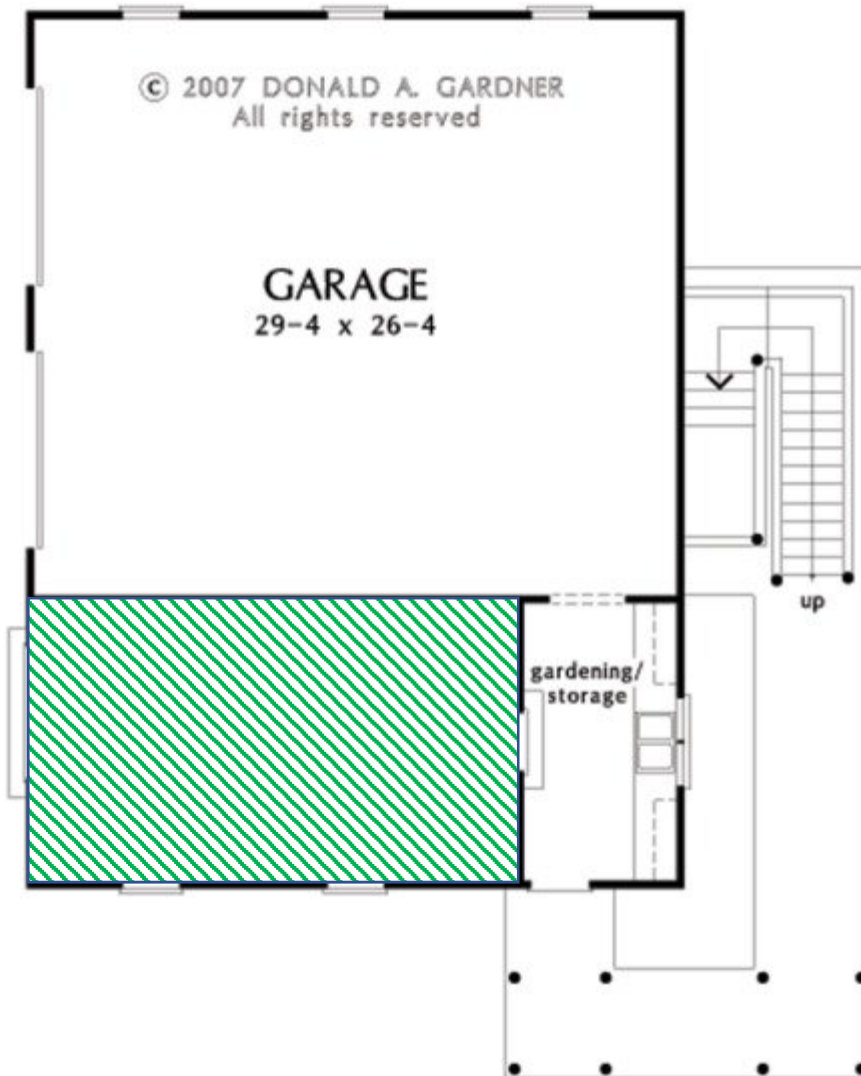
Sec. 86-427 Permitted Uses in the DRO. Section 86-427(3) is amended to add food banks, food pantries and similar uses subject to Section 86-482.1 in the DRO with a special use permit required.

The text of the proposed changes may be examined during regular business hours in the Altavista Town Hall. A copy is also available on the Town of Altavista website, www.altavistava.gov.

The public and all interested parties are invited to attend these public hearings to make their views known on these proposed zoning actions. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager





GARAGE FLOOR PLAN

PLAN NO. G-19



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

PUBLIC HEARING(S)

Title: Public Hearing - Ordinance Amendment Section 86-454(d)(4) - To delete the requirement for a Special Use Permit for home occupations in accessory structuresd

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

Action(s):

Amend Sec. 86-454(d)(4) - Home Occupations of the Zoning Ordinance to delete the requirement for a special use permit for a home occupation in an accessory building.

Explanation:

Background:

The Town Attorney and the Community Development recently discussed the home occupation regulations for the town while they were preparing the draft ordinance to permit home occupations in the Downtown Revitalization Overlay District (ORO} without a Special Use Permit. During the discussion, the question was raised about the provision which limited home occupations to the primary dwelling. The Community Development Director shared that many localities allowed home occupations in accessory dwelling provided it was incidental to the principal use of the premises for dwelling purposes.

In reviewing the town's home occupation regulations, staff discovered that home occupations are not permitted in accessory structures without a Special Use Permit. The Zoning Ordinance allows "Home craft businesses, including pottery, model making, weaving, dressmaking, furniture making, and artists and sculptors or other similar occupations, provided such products are made using machinery or equipment which is customary for purely domestic household purposes". These types of businesses normally are conducted in an accessory structure due to the nature of the equipment used and the debris that is created during the process. Staff is of the opinion that the existing regulations address the noise, obnoxious odors, vibrations, glare, fumes, or electric interferences that could occur with any of these uses and that a Special Use Permit (SUP} should not be required.

A public hearing was held by the Planning Commission at their July 6, 2021 meeting. The Planning Commission voted unanimously to recommend to remove the requirement of a special use permit for a home occupation in an accessory building so that such use will be "by right".

Funding Source(s):

N/A

Attachments: *(click item to open)*

Attachment 1 - Sec 86-454.pdf

Attachment 2 - Notice of PH - published.pdf

An Ordinance to repeal, amend and re-ordain Section 86-454 of the Code of the Town of Altavista, 1968, relating to home occupations.

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

1. That Section 86-454 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-454. - Home occupations.

- (a) *Intent.* The purpose of the home occupation provisions of this division is to allow for home occupations that are compatible with the residential character of the neighborhood in which they are located. These provisions recognize that certain small-scaled commercial activities may be appropriate accessory uses on residential properties. The character and scale of such commercial activities must be subordinate and incidental to the principal use of the premises for dwelling purposes. The provisions contained in this division shall supersede any provisions to the contrary found elsewhere in this chapter.
- (b) *Permit procedures.* Home occupations complying with the criteria established in section 86-454 shall be considered minor in character and permitted by right. The zoning administrator may issue a zoning permit for such uses upon application and evidence of payment of the appropriate business license tax. So long as the business remains in compliance with the criteria set forth in subsection 86-454(d), it may continue to operate. Evidence of continued compliance shall be certified annually to the town clerk in such manner as the clerk may require.
- (c) Permitted home occupations include the following uses and those with similar land use characteristics:
 - (1) Professional offices, including offices for a physician, dentist, lawyer, engineer, architect, accountant, salesperson, real estate agent, insurance agent, or other similar occupation.
 - (2) Personal service establishments (other than tattoo parlors and body piercing establishments), photographers, or other similar occupations.
 - (3) Instructional service businesses, including music instruction, academic tutoring, or other similar occupations limited to no more than two pupils at one time.
 - (4) Home craft businesses, including pottery, model making, weaving, dressmaking, furniture making, and artists and sculptors or other similar occupations, provided such products are made using machinery or equipment which is customary for purely domestic household purposes.

- (5) Business offices, including offices for building trades, provided that the conduct of any phase of the trade on the property is prohibited.
 - (6) Managing, processing, and filling of orders from in-home parties for a specialized product sales business distributed by mail order or other delivery service excluding general retail sales of the products from the site.
- (d) *Criteria for home occupations.* Uses classified as home occupations shall be permitted in all zoning districts which allow single-family residences. The following regulations shall apply to all home occupations:
- (1) No person other than family members residing on the premises and one non-family member shall be engaged in such occupation.
 - (2) A home occupation or combination of home occupations may be conducted in either the primary residence on a parcel or in a detached accessory building on that parcel but not both. The home occupation shall be clearly incidental and subordinate to the primary use or accessory use of the dwelling. ~~as a residence.~~ Not more than 25 percent of the gross floor area of the dwelling or 25% of the floor area of a detached accessory building shall be used in conjunction with the home occupation or combination of home occupations.
 - (3) There shall be no change in the outside appearance of the dwelling or structure and surrounding property. No display of goods or business-related items of any kind shall be visible from the street or from adjoining property. The use of colors, materials, construction, lighting, or other means inconsistent with a residential use shall be prohibited.
 - (4) Home occupations shall be confined to the primary dwelling. However, a home occupation may be conducted in an on-site accessory structure, such as a garage, only with the issuance of a special use permit by the town council. No automotive or other vehicle repair shall be permitted as a home occupation.
 - (5) There shall be no outside display, specifically including signs, or storage of equipment or materials associated with the home occupation. No more than one vehicle with the business name on it may be parked so as to be visible from the street or from adjoining property and no vehicle which is to be parked so as to be visible from the street or from adjoining property may contain signage in excess of ten square feet for the entire vehicle.
 - (6) No traffic shall be generated by a home occupation or combination of home occupations in greater volumes than would normally be expected in a residential neighborhood.
 - (7) No installation or use of mechanical or electrical equipment is permitted which could endanger surrounding persons or property or which can be heard outside of

the dwelling unit. No toxic, explosive, flammable, radioactive, or other hazardous materials used in conjunction with the home occupation shall be used, sold, or stored on the site. The sale of firearms as a home occupation shall be prohibited.

- (8) No on-site use, parking or storage of vans with a length in excess of 20 feet, tractor trailers, or heavy equipment, such as construction equipment, used in connection with the home occupation is permitted.
- (9) No home occupation shall produce noise, obnoxious odors, vibrations, glare, fumes, or electric interferences detectable to normal sensory perception beyond the property line; nor shall such home occupation produce electric emissions or signals which interfere with normal radio and television reception in the surrounding neighborhood.
- (10) A home occupation shall comply with all applicable local, state or federal regulations.
- (11) Parking generated by the conduct of such home occupation shall be on-premises, off-street and in designated driveway areas.
- (12) Other than standard delivery services, such as UPS and FedEx, the home occupation shall not involve the commercial delivery of materials or products to or from the premises.
- (13) No illegal discharges of any materials, fluids or gases will be permitted to enter the sewer system or storm-drain system.
- (14) There shall be no sale of goods or products not produced on the premises, except that the sale of products in connection with a service which service is the principal business being conducted on the premises shall be permitted; and except that orders previously made by telephone or at a sales party may be filled on the premises.
- (15) No activity in conjunction with a home occupation shall adversely impact any neighboring property owners.

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

ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARINGS
AMENDMENTS TO ZONING ORDINANCE

The Altavista Town Council will hold four public hearings on Tuesday, August 10, 2021 at 6:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of these public hearings is to consider proposed text amendments to the Town Code. The specific code sections proposed to be amended are as follows:

Sec. 86-454 – Home Occupations. Section 86-454 (d)(2) is amended to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation.

Sec. 86-454-Home Occupations. 86-454 (d)(4) is amended to delete the requirement of a special use permit for a home occupation in an accessory building so that such use will be “by right”.

Sec. 86-427 – Permitted Uses in the Downtown Revitalization Overlay District (DRO). Section 86-427(2) is amended to delete the requirement of a special use permit for home occupations, subject to Section 86-454.

Sec. 86-427 Permitted Uses in the DRO. Section 86-427(3) is amended to add food banks, food pantries and similar uses subject to Section 86-482.1 in the DRO with a special use permit required.

The text of the proposed changes may be examined during regular business hours in the Altavista Town Hall. A copy is also available on the Town of Altavista website, www.altavistava.gov.

The public and all interested parties are invited to attend these public hearings to make their views known on these proposed zoning actions. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

PUBLIC HEARING(S)

Title: Public Hearing - Ordinance Amendment - Section 86-427(2) - To delete the requirement for a SUP for a home occupation in the DRO

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

Action(s):

Amend Sec, 86-427(2) of the Zoning Ordinance "Permitted Uses" in the Downtown Revitalization Overlay District (DRO) to delete the requirement of a Special Use Permit for home occupations, subject to Section 86-454.

Explanation:

Background:

Under Section 86-427(2) of the Zoning Ordinance, any resident living within the DRO must apply for a Special Use Permit to operate a home-based business. The town has expressed an interest in revitalizing downtown and desires to have more people living downtown. Staff has reviewed this provision and is of the opinion that this provision is an unnecessary restriction. Based on the Home Occupation Rules, anyone operating a home-based business in the town must adhere to certain restrictions. Any violation of those provisions would cause the Zoning Administrator to revoke the home occupation permit and therefore the SUP requirement is not necessary.

A public hearing was held at the Planning Commission's July 6, 2021 meeting. The Planning Commission voted unanimously to recommend to delete the requirement of a special use permit for home occupations, subject to Section 86-454.

Funding Source(s):

Attachments: *(click item to open)*

[*Amendment 1 - Sec 86-427.pdf*](#)

[*Attachment 2 - Notice of PH - published.pdf*](#)

An Ordinance to repeal, amend and re-ordain Section 86-427 of the Code of the Town of Altavista, 1968, relating to permitted uses in the DRO District.

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

1. That Section 86-427 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-427 – Permitted uses.

The following uses are permitted by right or by special use permit in the DRO downtown revitalization overlay district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated. This list of permitted uses for the DRO supersedes the list of permitted uses for the underlying zoning district.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-426

Home occupation—Subject to section 86-454, special use permit required

Upper-story residential unit—Subject to section 86-462

(3) *Civic use types.*

Club—Subject to section 86-473, special use permit required

Cultural service

Food bank, food pantry or similar uses subject to Sec. 86-482.1, special use permit required.

Governmental service

Guidance service

Post office

Public assembly—Special use permit required

Public parks and recreational areas—Special use permit required

Religious assembly—Subject to section 86-479

Safety service

Utility service, minor—Special use permit required.

(4) *Office use types.*

Financial institution—No guidelines listed in Code

General office

Medical office

(5) *Commercial use types.*

Antique shop

Automobile repair service, minor—Special use permit required

Assembly hall—Special use permit required

Bed and breakfast—Subject to section 86-507, special use permit required

Brewpub

Business support service

Business/trade schools—Special use permit required

Commercial indoor entertainment—Special use permit required

Commercial indoor sports and recreation—Special use permit required

Communications service—Special use permit required

Consumer repair service

Convenience store

Dance hall—Special use permit required

Day care center—Subject to section 86-510, special use permit required

Farmers market—Special use permit required

Flea market—Special use permit required

Funeral service—Special use permit required

Hotel/motel/motor lodge—Special use permit required

Microbrewery

Pawn shop—Special use permit required

Payday loan establishment—Special use permit required

Personal improvement service

Personal service

Restaurant, small

Restaurant, fast food or drive-thru—Subject to section 86-562, special use permit required

Restaurant, general

Restaurant, mobile per section 86-520

Retail sales

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower—Subject to section 86-542

Parking facility, surface

Parking facility, structure—Special use permit required

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

ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARINGS
AMENDMENTS TO ZONING ORDINANCE

The Altavista Town Council will hold four public hearings on Tuesday, August 10, 2021 at 6:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of these public hearings is to consider proposed text amendments to the Town Code. The specific code sections proposed to be amended are as follows:

Sec. 86-454 – Home Occupations. Section 86-454 (d)(2) is amended to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation.

Sec. 86-454-Home Occupations. 86-454 (d)(4) is amended to delete the requirement of a special use permit for a home occupation in an accessory building so that such use will be “by right”.

Sec. 86-427 – Permitted Uses in the Downtown Revitalization Overlay District (DRO). Section 86-427(2) is amended to delete the requirement of a special use permit for home occupations, subject to Section 86-454.

Sec. 86-427 Permitted Uses in the DRO. Section 86-427(3) is amended to add food banks, food pantries and similar uses subject to Section 86-482.1 in the DRO with a special use permit required.

The text of the proposed changes may be examined during regular business hours in the Altavista Town Hall. A copy is also available on the Town of Altavista website, www.altavistava.gov.

The public and all interested parties are invited to attend these public hearings to make their views known on these proposed zoning actions. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.D

PUBLIC HEARING(S)

Title: Public Hearing - Ordinance Amendment Section 86-427(3) - Food banks, food, pantries and similar uses in the DRO

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

Action(s):

Amend Sec, 86-427(3) of the Zoning Ordinance - Permitted Uses in the DRO to add food banks, food pantries and similar uses subject to Section 86-482.1 with a Special Use Permit.

Explanation:

Background:

In 2019, the Zoning Ordinance was amended to allow food banks, food pantries and similar type uses in the C-2 (General Commercial) and M (Industrial) zoning districts. At the time concern was expressed on whether the use was appropriate in the Downtown Revitalization Overlay (ORO) district. As such, it was not included.

After the passage on the amendment a food pantry opened in the ORO. The ministry that runs the food pantry did not realize there was an overlay district downtown and thought it was permitted based on the C-2 zoning on the property.

Due to the coronavirus pandemic, staff permitted the ministry to continue to operate. It also gave the town an opportunity to determine if it was an appropriate use in the DRO. It is staff opinion that the impact has been minimal. The largest impact has been vehicular circulation and stacking when the ministry offers drive-thru pickups. While staff believes this use is appropriate in the DRO, it is recommended that a Special Use Permit (SUP) be required to allow necessary limitations as Town Council sees fit to address any potential nuisances that could be caused by the use.

A public hearing was held at the Planning Commission meeting on July 6, 2021. The Planning Commission voted unanimously to amend the section to add food banks, food pantries and similar uses subject to Section 86-482.1 in the DRO with a special use permit required.

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - Sec 86-427.pdf](#)

[Attachment 2 - Notice of PH - published.pdf](#)

An Ordinance to repeal, amend and re-ordain Section 86-427 of the Code of the Town of Altavista, 1968, relating to permitted uses in the DRO District.

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

1. That Section 86-427 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-427 – Permitted uses.

The following uses are permitted by right or by special use permit in the DRO downtown revitalization overlay district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated. This list of permitted uses for the DRO supersedes the list of permitted uses for the underlying zoning district.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment—Subject to section 86-426

Home occupation—Subject to section 86-454, special use permit required

Upper-story residential unit—Subject to section 86-462

(3) *Civic use types.*

Club—Subject to section 86-473, special use permit required

Cultural service

Food bank, food pantry or similar uses subject to Sec. 86-482.1, special use permit required.

Governmental service

Guidance service

Post office

Public assembly—Special use permit required

Public parks and recreational areas—Special use permit required

Religious assembly—Subject to section 86-479

Safety service

Utility service, minor—Special use permit required.

(4) *Office use types.*

Financial institution—No guidelines listed in Code

General office

Medical office

(5) *Commercial use types.*

Antique shop

Automobile repair service, minor—Special use permit required

Assembly hall—Special use permit required

Bed and breakfast—Subject to section 86-507, special use permit required

Brewpub

Business support service

Business/trade schools—Special use permit required

Commercial indoor entertainment—Special use permit required

Commercial indoor sports and recreation—Special use permit required

Communications service—Special use permit required

Consumer repair service

Convenience store

Dance hall—Special use permit required

Day care center—Subject to section 86-510, special use permit required

Farmers market—Special use permit required

Flea market—Special use permit required

Funeral service—Special use permit required

Hotel/motel/motor lodge—Special use permit required

Microbrewery

Pawn shop—Special use permit required

Payday loan establishment—Special use permit required

Personal improvement service

Personal service

Restaurant, small

Restaurant, fast food or drive-thru—Subject to section 86-562, special use permit required

Restaurant, general

Restaurant, mobile per section 86-520

Retail sales

Studio, fine arts

(6) *Industrial use types.*

(None)

(7) *Miscellaneous uses.*

Amateur radio tower—Subject to section 86-542

Parking facility, surface

Parking facility, structure—Special use permit required

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

ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARINGS
AMENDMENTS TO ZONING ORDINANCE

The Altavista Town Council will hold four public hearings on Tuesday, August 10, 2021 at 6:00 PM in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of these public hearings is to consider proposed text amendments to the Town Code. The specific code sections proposed to be amended are as follows:

Sec. 86-454 – Home Occupations. Section 86-454 (d)(2) is amended to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation.

Sec. 86-454-Home Occupations. 86-454 (d)(4) is amended to delete the requirement of a special use permit for a home occupation in an accessory building so that such use will be “by right”.

Sec. 86-427 – Permitted Uses in the Downtown Revitalization Overlay District (DRO). Section 86-427(2) is amended to delete the requirement of a special use permit for home occupations, subject to Section 86-454.

Sec. 86-427 Permitted Uses in the DRO. Section 86-427(3) is amended to add food banks, food pantries and similar uses subject to Section 86-482.1 in the DRO with a special use permit required.

The text of the proposed changes may be examined during regular business hours in the Altavista Town Hall. A copy is also available on the Town of Altavista website, www.altavistava.gov.

The public and all interested parties are invited to attend these public hearings to make their views known on these proposed zoning actions. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 7.A

NEW BUSINESS

Title: Town Manager Search Process

Staff Resource: Mayor Mike Mattox

Action(s):

Determine if Council wishes to contract for Executive Search Services for the town manager position.

Explanation:

Background:

The Berkley Group (BG) has been contacted to request a scope of services for the Executive Search for a Town Manager. This is a multi-step process where Council would work with representatives from the Berkley Group to determine a position profile and then BG would handle the application process and assist with the selection process including negotiations. The proposed lump sum fee for this service is \$30,000.00.

Funding Source(s):

Administration - Salary line item

Attachments: *(click item to open)*

[Attachment 1 - Executive Search Services.pdf](#)

WORK ORDER 1: SCOPE OF SERVICES FOR TOWN MANAGER
EXECUTIVE SEARCH SERVICES
TOWN OF ALTAVISTA, VIRGINIA

The Berkley Group will provide Town Manager executive search services to the Town of Altavista. Mr. Kimball Payne will serve as the project manager. Our project team will be integrally involved in the executive search process and work closely with the Council throughout the executive transition period. The scope of services will include the following items:

1. **Position Profile**: Development of the Town Manager Profile will be performed in conjunction with the Town Council in a work session setting. Profile questions will be provided to the Council in advance of the work session and a position profile will be developed at the work session.
2. **Advertising & Outreach**: Utilizing the profile, a job advertisement will be developed to include position roles, responsibilities and requirements will be developed. The position will be advertised with local government organizations such as the Virginia Municipal League (VML), Virginia Association of Counties (VACo), and Virginia Chapter of the American Planning Association (APA Virginia), along with the National Association of County Administrators (NACA), International City/County Management Association (ICMA), and others the County may request. Additionally, the Berkley Group will use its extensive network of Executive Managers to directly solicit qualified candidates who might have an interest in the Town Manager position.
3. **Application Process**: Applicants will be directed to submit their interest in the position in a standardized format that will include cover letter, resume, and salary history. Submissions will be submitted electronically to The Berkley Group and will be kept confidential amongst the Town staff, Council, and Berkley Group staff. The position will be open until filled.
4. **Selection Process**: Berkley Group staff will review all applications and classify into three categories: interview; consider interviewing; not recommended for interview. Interviews will be set with top applicants with either the entire Council or a subcommittee of the Council. The Berkley Group will arrange interview times in coordination with town staff. The Berkley Group will work in conjunction with Town officials to negotiate with the final applicant(s).
5. **Periodic Check In**: Berkley Group staff will check in with the Council up to three times in the first year after hire and provide the Council with an annual performance review template.
6. **Onboarding Support (Alternate Service)**: The Berkley Group can provide on-boarding and coaching consultation to the successful candidate for a period of two to four months after hire.

Assumptions

1. Client will pay for any publishing fees to advertise the position.
2. Client will make space available for interviews and provide Contractor with all contact information for Council members and staff.
3. Client will reimburse reasonable travel expenses for candidates invited to come to the town for an interview. Such expenses may include those incurred for transportation (mileage, air fare, rental car), lodging (at a pre-approved facility as identified to the candidates by BG staff), and a per diem for meals of up to thirty dollars (\$30) a day. Additional expenses, such as for spouses, may be reimbursed if approved in advance by the Client.
 - a. For its convenience, the Client authorizes The Berkley Group to collect all receipts for travel expenses and to reimburse candidates directly. The Berkley Group will then invoice the Client for those expenses, plus five percent (5%). Such charges shall be separate and in addition to the compensation stipulated in the agreement.
 - b. The Berkley Group will maintain supporting documents for candidate travel expense reimbursement and will share such documentation with the Client as stipulated in Section 5, paragraph D (3) of the agreement.

COVID-19 Assumptions: Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent. When engaging in face-to-face meetings with clients and citizens, The Berkley Group requires adherence with the Commonwealth of Virginia's prevailing guidelines as it pertains to social gatherings for business sectors and/or the locality's, in the event they are more stringent. For meetings where attendance from the general public is expected, the locality should consider if/how the prevailing safety guidelines will be enforced and what acceptable measures will be taken for those refusing compliance and communicate those plans to The Berkley Group prior to the meeting date.

Schedule

The Berkley Group anticipates making an offer on behalf of the Town to a selected candidate within 120 days upon a signed Notice to Proceed.

Fee

The Executive Search Process will be a lump sum fee of \$30,000. This amount will include all non-direct expenses related to travel, etc., for Berkley Group staff. Fifty percent (\$15,000) will be due upon receipt of a signed Notice to Proceed. The remaining balance, plus all advertising costs, will be invoiced upon completion of the search process. Onboarding Support, if it is utilized, will be an additional \$1,500 per month (up to 8 hours or \$200/hour for over 8 hours).

If desired, the Berkley Group offers the following additional services:

Service Item	Type of Service	Fees
Additional Services	Community Engagement	\$ 3,500
	ADVanced Insights Test (per finalist)	\$ 500
	ADVanced Insights Test Board Presentation of Results	\$ 2,000
	EQ-i 2.0 Assessment (per finalist)	\$ 500
	EQ-i 2.0 Assessment Board Presentation of Results	\$ 2,000
	Organization Strategic Assessment	\$ 55,000
	Board Retreat (highly recommended after selecting a new Administrator)	\$ 8,000

{{ SIGNATURE PAGE FOLLOWS }}

We are in agreement with the services and basis for fee determination in this scope of work and hereby grant the contractor notice to proceed for the work herein specified.

Mr. Mike Mattox, Mayor

Date



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 7.B

NEW BUSINESS

Title: Hiring Interim Town Manager

Staff Resource: Mayor Mike Mattox

Action(s):

Explanation:

Background:

With the departure of both the Town Manager and Assistant Town Manager, the Council needs to consider its options including the placement of an interim town manager during the hiring process.

Information has been forwarded on an individual who could serve in this capacity from the Berkley Group.

Funding Source(s):

Administration - Salary line item

Attachments: *(click item to open)*

[Attachment 1 - Interim Town Manager Assistance.pdf](#)

**WORK ORDER 2: SCOPE OF SERVICES FOR INTERIM TOWN MANAGER
TOWN OF ALTAVISTA, VIRGINIA**

The Berkley Group will provide Interim Town Manager assistance services to the Town of Altavista. Mr. Clarence Monday will be the individual assigned to provide these services. The Interim Town Manager responsibilities will include:

- Manages major projects and performs contract and certification administration on behalf of the Town.
- Assigns, directs, reviews, and trains staff work.
- Reviews and recommends proposed departmental operating budgets; prepares and submits the proposed Town budget to the Council; administers approved budgets; authorizes approved expenditures.
- Serves as liaison on behalf of the Town engaging citizens; receives, researches, and responds to citizen complaints and inquiries.
- Attends and participates in Town Council meetings, advising and providing necessary information.
- Identifies and forecasts future needs of the Town; advises the Council regarding policy decisions; engages in research and development of policy and implementation of policy changes across the organization.

Beginning no earlier than September 7, 2021, it is anticipated that Mr. Monday will be on-site for up to 24 hours per week and provide off-site support as needed. The hourly rate for this work order is \$120/hour. This work order will remain in effect until a new administrator is hired or the task order is terminated upon mutual agreement by both parties.

COVID-19 Assumptions: Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent. When engaging in face-to-face meetings with clients and citizens, The Berkley Group requires adherence with the Commonwealth of Virginia's prevailing guidelines as it pertains to social gatherings for business sectors and/or the locality's, in the event they are more stringent. For meetings where attendance from the general public is expected, the locality should consider if/how the prevailing safety guidelines will be enforced and what acceptable measures will be taken for those refusing compliance and communicate those plans to The Berkley Group prior to the meeting date.

Non-Direct Expenses: Mileage and accommodations will be invoiced twice a month to the Town at the active IRS reimbursement rate to and from Mr. Monday's location in Martinsville, Virginia.

We are in agreement with the services and basis for fee determination in this Scope of Services for Interim Town Manager Assistance and hereby grant the consultant notice to proceed for the work herein specified.

Mr. Mike Mattox, Mayor

Date



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

UNFINISHED BUSINESS

Title: WTP Filter Improvements Construction Bid Award Recommendation

Staff Resource: Thomas W. Fore, Peed & Bortz

Action(s):

Council previously borrowed for this project and staff has received and reviewed the bids and qualifications of the contractor. Peed & Bortz is here to answer any questions you may have. Staff agrees with Peed & Bortz's recommendation to award the bid to Frizzell Construction Company.

Explanation:

The Council approved taking this to bid and the bids were received on July 22, 2021 at 2:00 PM

Background:

The Filter upgrade project is a CIP project and is a part of the Facility Assessment & Improvement Plan of 2018. Peed & Bortz Designed the project and received approval of the Health Department for the design. The installation of control valves and flow meters on the filter-to-waste line will allow the operators to match the filter to-waste flow rate to the production flow rate, which would improve filter performance, reduce waste, and prevent low pressures in filter underdrains.

Funding Source(s):

2020 Borrowing

Attachments: *(click item to open)*

[Attachment 1 Altavista WTP Filter Improvements Award Recommendation.pdf](#)

[Attachment 2 -Qualifications Statement for Town of Altavista.pdf](#)

PEED & BORTZ, L.L.C.

Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

July 23, 2021

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

Re: WTP Filter Improvements
Construction Bid Award Recommendation

Dear Mr. Coggsdale:

Bids for the Water Treatment Plant Filter Improvements Project were opened on July 22, 2021. The advertised project included a Base Bid for the core project scope to provide new electric actuators on all filter valves, replace older filter valves, provide new filter controls, replace existing surface wash piping, replace filter instrumentation, and perform related work. Two additive bid items were also included for replacement of the remaining newer filter valves which were considered to still be in good working condition, but were desired to be replaced if funds were available and pricing for the work was reasonable.

The Town received seven (7) contractor bids for the project, which are listed on the attached "As-Read Bid Results" tabulation. The apparent low bidder for the Base Bid work and all Additive Alternate items is Frizzell Construction Company, with a total bid of \$725,305. It is understood that this is below the amount which the Town had budgeted for the project construction work. The Frizzell bid included "\$1.00" amounts for each additive bid item, as they and their equipment suppliers included replacement of all valves in their Base Bid. It was anticipated that some contractors may bid that way, as the cost of replacing an actuator and valve unit versus coordination of fitting a new actuator to existing valve is subjective.

Frizzell Construction Company has provided the attached "Contractor's Qualification Statement" demonstrating their experience and capacity. They have indicated that mechanical installation work will be performed by T&B Contractors, with whom they've had a partnership for several decades. It is understood that the Town of Altavista has worked with Frizzell and T&B Contractors previously and Town staff were very pleased with their performance. Reference information indicates that these contractors have the experience, equipment, manpower, and other resources necessary to accomplish this work in accordance with the plans and specifications.

Based on the information presented above we recommend that the Town award the Water Treatment Plant Filter Improvements, including Base Bid and all Additive Alternate Bid items, to Frizzell

Mr. Waverly Coggsdale, II
July 23, 2021
Page 2

Construction Company for the Bid amount of \$725,305.00, contingent upon concurrence by the Town's legal counsel.

Please contact me if you have any questions or if additional information is necessary.

Sincerely,

A handwritten signature in blue ink that reads "Russell Jackson". The signature is written in a cursive, flowing style.

Russell Jackson, PE

Attachments

cc: Tom Fore, Town of Altavista Utility Director

As-Read Bid Results

Altavista Town Hall (510 7th Street)

July 22, 2021 2:00 P.M.

Altavista Water Treatment Plant Filter Improvements

Contractor	Addendum Acknowledged	Bid Security Present	Base Bid Amount	Additive Alternate 1	Additive Alternate 2	Total (w/ All Additives)
East Coast Utility Contractors	✓	✓	\$697,000.00	\$77,000.00	\$50,000.00	\$824,000.00
English Construction	✓	✓	\$1,026,000.00	\$39,000.00	\$27,000.00	\$1,092,000.00
Frizzell Construction Company	✓	✓	\$725,307.00	-\$1.00	-\$1.00	\$725,305.00
F.L. Showalter	✓	✓	\$1,090,300.00	\$52,000.00	\$42,000.00	\$1,184,300.00
Littleton & Associates	✓	✓	\$905,000.00	\$0.00	\$0.00	\$905,000.00
Waco	✓	✓	\$999,500.00	\$0.00	\$0.00	\$999,500.00
WGK Construction	✓	✓	\$755,000.00	\$25,000.00	\$1,000.00	\$781,000.00

SECTION 00450 – CONTRACTOR'S QUALIFICATION STATEMENT

All questions must be answered in full. Additional sheets for clarification of answers or additional information may be attached. This statement must be notarized. Apparent low-bidder shall submit Qualification Statement to Owner within 24 hours of Bid Opening.

1. Name, address, and phone number of company.

Frizzell Construction Company, Inc.
1501 Bluff City Highway
Bristol, TN 37620
423-764-5107

2. Owner, Principal Officer, date and place organized.

President: Ben M. Frizzell, Jr.
Date of Organization: 1961
State of Organization: Tennessee

3. General character of work performed.

Earthwork	50%	Plumbing	20%
Concrete	50%	Steel Erection	30%
Carpentry	90%	Roofing	75%
Millwork	100%	Electrical	5%

4. Any work awarded failed to be completed or contracts defaulted on – where and why.

None

5. List of three most important recent contracts over \$30,000. State the owner, work, approximate cost, place, date started and date completed.

Please see attached

a.

Cost: \$

Dates: From to

b.

Cost: \$

Dates: From to

c.

Cost: \$

Dates: From to

6. List the contracts upon which you are currently working. Include owner, location, approximate cost, and estimated date of completion. Please see attached

7. Bank references and credit available.

First Bank & Trust Company
Brent Dyson
Phone: 276-628-3838
bdyson@firstbank.com
Account Number: 2020006102

8. Insurance coverage and amount.

a. Liability – Property

b. Liability – Personal Injury

c. Vehicle and Equipment

d. Other – Identify

Please see attached COI

9. Bonding reference – List surety and highest coverage.

Atlantic Specialty Insurance Company
605 Highway 169 North, Suite 800
Plymouth, MN 55441

10. Subcontractors utilized – List name, address, specialty and years experience.

a.	T&B Contractors 1029 Broad Street Bristol, TN 37620 423-968-5967	Mechanical & Civil	23 Years Experience
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b.	Lord & Company 2100 Carolina Place Drive Fort Mill, SC 29708 803-802-0060	SCADA	40 Years Experience
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c.	Elliott Electric 604 Wilson Street Danville, VA 24543 434-799-3591	Electrical	75 Years Experience
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11. Provide a general description of the experience of the company and its key personnel.
Please see attached

12. Number of current full-time employees: 21

Number of employees at highest level in past twelve months: 22

13. Are you on any list of debarred contractors maintained by the U.S. Department of Labor, the U.S. Department of Housing and Urban Development or the Virginia Department of Highways?

Yes

 X
No

14. List all contracts that have resulted in arbitration, litigation, or legal settlement of claims within the past two years. None

The undersigned hereby authorizes and requests any person, firm or Corporation to furnish any information requested by Town of Altavista in verification of the recitals comprising this statement of contractor's qualifications:

Contractor: Frizzell Construction Company, Inc.

By: *D.A. Cooper*

Douglas A. Cooper

Title: Vice President

Date: 07/22/2021

STATE OF Tennessee

COUNTY OF Sullivan

Douglas A. Cooper

being duly sworn deposes says that he is

Vice President

of Frizzell Construction Company, Inc. and that the answers to the foregoing

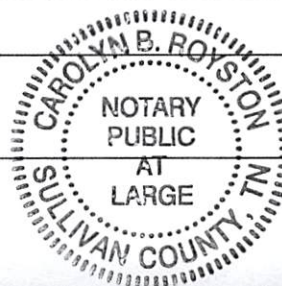
questions and all statements therein contained are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 23rd DAY OF July, 2021

NOTARY PUBLIC *Carolyn B. Royston*

Carolyn B. Royston

MY COMMISSION EXPIRES 08/21/2023



CONSTRUCTION EXPERIENCE

NAME: Ben M. Frizzell, Jr.
TITLE: President
GENERAL DUTIES: Chief Executive Officer
EDUCATION: Bachelor of Science – Electrical Engineering
Duke University – 1957
EXPERIENCE: U. S. Air Force – Captain – 3 years
Manager of Wholesale Builders Supply – 2 years
Management of Frizzell Construction Company, Inc.
since founding – involved in all phases of the construction
Process – 47 years

NAME: James W. Riden
TITLE: Vice President
GENERAL DUTIES: General Manager of Roofing Division
EDUCATION: Bachelor of Science – Business Administration (Transportation Major)
University of Tennessee – 1964
EXPERIENCE: Engineering Staff of Door Manufacturer – 2 years
Management of Transportation Operation – 5 years
Estimating & Sales of Building Specialties Firm – 2 years
Management of Construction Firm involving all phases of the
construction process – 8 years
Management of Roofing Division involving all phases of the
operation – 25 years

NAME: Douglas A. Cooper
TITLE: Executive Vice President
GENERAL DUTIES: Management of Estimating & Purchasing
EDUCATION: Attended New York State University of Arts & Sciences – Major in
Mechanical Technology
Graduate of U. S. Navy School Meteorology
EXPERIENCE: U. S. Marine Corps – Sergeant – 3 years
Cartographer – mapping for Oil Well Drilling – 5 years
Management of Television Cable Systems – 8 years
Management of Construction Firm involving all phases of the
construction process – 38 years

NAME: Sherie M. Horton
TITLE: Vice President & Secretary
GENERAL DUTIES: Manage all office functions including accounting, Cash
Management, secretarial, contracts, invoicing, etc.
EDUCATION: Bachelor of Science – Business Administration
King College - 2004
EXPERIENCE: Administration – Banking – 6 years
Office Manager – Manufacturing Firm – 4 years
Office management of Construction Firm – 27 years

NAME: J. Neil Hutchins
TITLE: Vice President
GENERAL DUTIES: Management of all sales and other functions of Summit BSR Roofing Division
EDUCATION: Associate Bachelor of Science – Catawba Valley Technical College
further studies in civil engineering at University of North Carolina, Charlotte
EXPERIENCE: Management – Furniture Manufacturing/Finishing – 7 years
Architectural Design Assistant – 2 years
Design Responsibilities for Nuclear Power Plant Construction – 2 years
Management of North Carolina Roofing Division – 16 years

NAME: Mark Jackson
TITLE: Vice President & Director of Operations
GENERAL DUTIES: Management of the day to day operations including interfacing With the owners, architects and banks to insure continuity of the contractual relationships
EDUCATION: Masters Business Administration – Quality Control Studies – Keller Graduate School, Chicago, IL
Bachelor of Science – Business Administration – Trinity University
EXPERIENCE: Management of Industrial, Commercial & Municipal construction Projects with sizes from \$2 million - \$25 million including schools, research & development buildings, hotels, municipal recreation complexes, pump stations, underground utilities, site development and land planning.

Project Name	Owner's Contact Person	Engineer	Contract Date	Status	Contract Amount
Amherst Town Sewer Plant 448 Industrial Park Drive Amherst, VA 24521	Town of Amherst 174 South Main Street Amherst, VA 24521 Phone: 434-946-7885 Sara Carter, Town Manager	W.W. Associates 110 Vista Centre Drive Suite 1 Forest, VA 24551 Phone: 434-316-6080	4/11/2020	96.48	\$1,457,000.00
Water Systems Capital Improvements Phase 2 Contract 1	Tazewell County Public Service Authority P.O. Box 190 North Taxewell, VA 24630 Phone: 276-988-2243 Dahman Ball, Administrator	Thompson & Litton 103 East Main Street Wise, VA 24293 Phone: 276-988-7921 Brian McGough, PE	8/4/2020	81.42%	\$1,520,850.00
Crystal Spring Pump Station Relocation 2012 S. Jefferson Street Roanoke, VA 24011	Western Virginia Water Authority Regional Water Pollution Control Plant 1502 Brownlee Ave., S.E. Roanoke, VA 24014 Phone: 540-400-5450 Travis Lane	Whitman, Requardt & Associates 1700 Kraft Drive Suite 1200 Blacksburg, VA 24060 Phone: 540-951-3727 Paula J. Moore, PE Associate	4/21/2020	98.10%	\$4,931,027.00
Lakeview Drive Sewage Bristol, TN	City of Bristol, TN 801 Anderson Street Bristol, TN 37620 Phone: 423-989-5566 Will Witcher, P.E.	J.R. Wauford & Company 2835 Lebanon Pike Nashville, TN 37214 Phone: 615-883-3243 J. Gregory Davenport, PE	10/15/2019	100%	\$1,029,897.35
Water Systems Capital Improvements	Town of Bluefield, VA P.O. Box 1026 Bluefield, VA 24605 PHONE: 276-322-4626 Mike Watson, Town Manager Email: watson@bluefieldva.org	Thompson & Litton 1105 Mercer Street Princeton, WV 24740 Phone: 304-425-9555 Pamela Young	10/3/2019	100%	\$1,433,779.00
New Well Development Project	Woodway Water Authority 133 Ben Lawson Drive Pennington Gap, VA 24277 Phone: 276-546-4148 Jeff Kilgore, Director	The Lane Group 316 East Fifth Street South Big Stone Gap, VA 24219 Phone: 276-523-3771 Jonathan Broskey, PE	12/1/2018	100%	\$1,059,631.00



FRIZCON-KC

KSEXTON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Shafer Insurance Agency, Inc.
1319 Sunset Drive
Suite 100
Johnson City, TN 37604

CONTACT

PHONE
(A/C, No, Ext): (423) 239-6235

FAX
(A/C, No): (423) 239-9580

E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE**NAIC #****INSURER A : BITCO****20095****INSURER B :****INSURER C :****INSURER D :****INSURER E :****INSURER F :****INSURED**

Frizzell Constr Co Inc dba Summit BSR Roofing
Inc.
P.O. Box 3292
Bristol, TN 37625

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CLP 3 706 511	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CAP 3 706 514	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP 2 818 849	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC 3 706 513	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> Leased/Rented Equip		CLP 3 706 511	7/1/2021	7/1/2022	\$ 400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

To Whom It May Concern

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SECTION 00450 – CONTRACTOR'S QUALIFICATION STATEMENT

All questions must be answered in full. Additional sheets for clarification of answers or additional information may be attached. This statement must be notarized. Apparent low-bidder shall submit Qualification Statement to Owner within 24 hours of Bid Opening.

1. Name, address, and phone number of company.

Frizzell Construction Company, Inc.
1501 Bluff City Highway
Bristol, TN 37620
423-764-5107

2. Owner, Principal Officer, date and place organized.

President: Ben M. Frizzell, Jr.
Date of Organization: 1961
State of Organization: Tennessee

3. General character of work performed.

Earthwork	50%	Plumbing	20%
Concrete	50%	Steel Erection	30%
Carpentry	90%	Roofing	75%
Millwork	100%	Electrical	5%

4. Any work awarded failed to be completed or contracts defaulted on – where and why.

None

5. List of three most important recent contracts over \$30,000. State the owner, work, approximate cost, place, date started and date completed.

Please see attached

a.

Cost: \$

Dates: From to

b.

Cost: \$

Dates: From to

c.

Cost: \$

Dates: From to

6. List the contracts upon which you are currently working. Include owner, location, approximate cost, and estimated date of completion. Please see attached

7. Bank references and credit available.

First Bank & Trust Company
Brent Dyson
Phone: 276-628-3838
bdyson@firstbank.com
Account Number: 2020006102

8. Insurance coverage and amount.

a. Liability – Property

b. Liability – Personal Injury

c. Vehicle and Equipment

d. Other – Identify

Please see attached COI

9. Bonding reference – List surety and highest coverage.

Atlantic Specialty Insurance Company
605 Highway 169 North, Suite 800
Plymouth, MN 55441

10. Subcontractors utilized – List name, address, specialty and years experience.

a.	T&B Contractors 1029 Broad Street Bristol, TN 37620 423-968-5967	Mechanical & Civil	23 Years Experience
----	---	--------------------	---------------------

b.	Lord & Company 2100 Carolina Place Drive Fort Mill, SC 29708 803-802-0060	SCADA	40 Years Experience
----	--	-------	---------------------

c.	Elliott Electric 604 Wilson Street Danville, VA 24543 434-799-3591	Electrical	75 Years Experience
----	---	------------	---------------------

11. Provide a general description of the experience of the company and its key personnel.
Please see attached

12. Number of current full-time employees: 21

Number of employees at highest level in past twelve months: 22

13. Are you on any list of debarred contractors maintained by the U.S. Department of Labor, the U.S. Department of Housing and Urban Development or the Virginia Department of Highways?

Yes

 X
No

14. List all contracts that have resulted in arbitration, litigation, or legal settlement of claims within the past two years. None

The undersigned hereby authorizes and requests any person, firm or Corporation to furnish any information requested by Town of Altavista in verification of the recitals comprising this statement of contractor's qualifications:

Contractor: Frizzell Construction Company, Inc.

By: *D.A. Cooper*

Douglas A. Cooper

Title: Vice President

Date: 07/22/2021

STATE OF Tennessee

COUNTY OF Sullivan

Douglas A. Cooper

being duly sworn deposes says that he is

Vice President

of Frizzell Construction Company, Inc. and that the answers to the foregoing

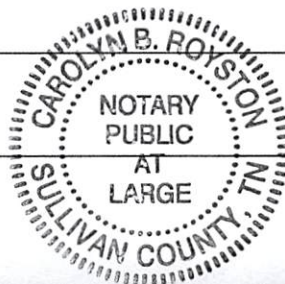
questions and all statements therein contained are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 23rd DAY OF July, 2021

NOTARY PUBLIC *Carolyn B. Royston*

Carolyn B. Royston

MY COMMISSION EXPIRES 08/21/2023



CONTRACTOR'S QUALIFICATION STATEMENT

00450 - 3

CONSTRUCTION EXPERIENCE

NAME: Ben M. Frizzell, Jr.
TITLE: President
GENERAL DUTIES: Chief Executive Officer
EDUCATION: Bachelor of Science – Electrical Engineering
Duke University – 1957
EXPERIENCE: U. S. Air Force – Captain – 3 years
Manager of Wholesale Builders Supply – 2 years
Management of Frizzell Construction Company, Inc.
since founding – involved in all phases of the construction
Process – 47 years

NAME: James W. Riden
TITLE: Vice President
GENERAL DUTIES: General Manager of Roofing Division
EDUCATION: Bachelor of Science – Business Administration (Transportation Major)
University of Tennessee – 1964
EXPERIENCE: Engineering Staff of Door Manufacturer – 2 years
Management of Transportation Operation – 5 years
Estimating & Sales of Building Specialties Firm – 2 years
Management of Construction Firm involving all phases of the
construction process – 8 years
Management of Roofing Division involving all phases of the
operation – 25 years

NAME: Douglas A. Cooper
TITLE: Executive Vice President
GENERAL DUTIES: Management of Estimating & Purchasing
EDUCATION: Attended New York State University of Arts & Sciences – Major in
Mechanical Technology
Graduate of U. S. Navy School Meteorology
EXPERIENCE: U. S. Marine Corps – Sergeant – 3 years
Cartographer – mapping for Oil Well Drilling – 5 years
Management of Television Cable Systems – 8 years
Management of Construction Firm involving all phases of the
construction process – 38 years

NAME: Sherie M. Horton
TITLE: Vice President & Secretary
GENERAL DUTIES: Manage all office functions including accounting, Cash
Management, secretarial, contracts, invoicing, etc.
EDUCATION: Bachelor of Science – Business Administration
King College - 2004
EXPERIENCE: Administration – Banking – 6 years
Office Manager – Manufacturing Firm – 4 years
Office management of Construction Firm – 27 years

NAME: J. Neil Hutchins
TITLE: Vice President
GENERAL DUTIES: Management of all sales and other functions of Summit BSR Roofing Division
EDUCATION: Associate Bachelor of Science – Catawba Valley Technical College
further studies in civil engineering at University of North Carolina, Charlotte
EXPERIENCE: Management – Furniture Manufacturing/Finishing – 7 years
Architectural Design Assistant – 2 years
Design Responsibilities for Nuclear Power Plant Construction – 2 years
Management of North Carolina Roofing Division – 16 years

NAME: Mark Jackson
TITLE: Vice President & Director of Operations
GENERAL DUTIES: Management of the day to day operations including interfacing With the owners, architects and banks to insure continuity of the contractual relationships
EDUCATION: Masters Business Administration – Quality Control Studies – Keller Graduate School, Chicago, IL
Bachelor of Science – Business Administration – Trinity University
EXPERIENCE: Management of Industrial, Commercial & Municipal construction Projects with sizes from \$2 million - \$25 million including schools, research & development buildings, hotels, municipal recreation complexes, pump stations, underground utilities, site development and land planning.

Project Name	Owner's Contact Person	Engineer	Contract Date	Status	Contract Amount
Amherst Town Sewer Plant 448 Industrial Park Drive Amherst, VA 24521	Town of Amherst 174 South Main Street Amherst, VA 24521 Phone: 434-946-7885 Sara Carter, Town Manager	W.W. Associates 110 Vista Centre Drive Suite 1 Forest, VA 24551 Phone: 434-316-6080	4/11/2020	96.48	\$1,457,000.00
Water Systems Capital Improvements Phase 2 Contract 1	Tazewell County Public Service Authority P.O. Box 190 North Taxewell, VA 24630 Phone: 276-988-2243 Dahman Ball, Administrator	Thompson & Litton 103 East Main Street Wise, VA 24293 Phone: 276-988-7921 Brian McGough, PE	8/4/2020	81.42%	\$1,520,850.00
Crystal Spring Pump Station Relocation 2012 S. Jefferson Street Roanoke, VA 24011	Western Virginia Water Authority Regional Water Pollution Control Plant 1502 Brownlee Ave., S.E. Roanoke, VA 24014 Phone: 540-400-5450 Travis Lane	Whitman, Requardt & Associates 1700 Kraft Drive Suite 1200 Blacksburg, VA 24060 Phone: 540-951-3727 Paula J. Moore, PE Associate	4/21/2020	98.10%	\$4,931,027.00
Lakeview Drive Sewage Bristol, TN	City of Bristol, TN 801 Anderson Street Bristol, TN 37620 Phone: 423-989-5566 Will Witcher, P.E.	J.R. Wauford & Company 2835 Lebanon Pike Nashville, TN 37214 Phone: 615-883-3243 J. Gregory Davenport, PE	10/15/2019	100%	\$1,029,897.35
Water Systems Capital Improvements	Town of Bluefield, VA P.O. Box 1026 Bluefield, VA 24605 PHONE: 276-322-4626 Mike Watson, Town Manager Email: watson@bluefieldva.org	Thompson & Litton 1105 Mercer Street Princeton, WV 24740 Phone: 304-425-9555 Pamela Young	10/3/2019	100%	\$1,433,779.00
New Well Development Project	Woodway Water Authority 133 Ben Lawson Drive Pennington Gap, VA 24277 Phone: 276-546-4148 Jeff Kilgore, Director	The Lane Group 316 East Fifth Street South Big Stone Gap, VA 24219 Phone: 276-523-3771 Jonathan Broskey, PE	12/1/2018	100%	\$1,059,631.00



FRIZCON-KC

KSEXTON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Shafer Insurance Agency, Inc.
1319 Sunset Drive
Suite 100
Johnson City, TN 37604

CONTACT

PHONE
(A/C, No, Ext): (423) 239-6235

FAX
(A/C, No): (423) 239-9580

E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE**NAIC #****INSURER A: BITCO****20095****INSURER B:****INSURER C:****INSURER D:****INSURER E:****INSURER F:**

INSURED
Frizzell Constr Co Inc dba Summit BSR Roofing
Inc.
P.O. Box 3292
Bristol, TN 37625

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CLP 3 706 511	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CAP 3 706 514	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP 2 818 849	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC 3 706 513	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equip		CLP 3 706 511	7/1/2021	7/1/2022	\$ 400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

To Whom It May Concern

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

UNFINISHED BUSINESS

Title: Spark Innovation Center - Bid Information

Staff Resource: Sharon Williams, Community Development Director

Action(s):

Request Council direction related to the bids received for the Spark Innovation Center

Explanation:

The Spark Innovation Center has been a project that has been developed over the past year; it is now reaching the point of construction and Town Council needs to approve a contractor.

Bids were received on Tuesday, July 13, 2021 and were opened by the engineer. Attached please find the Bid Tabulation Sheets for this project. Based on the bids received, Hurt and Proffitt recommends Piney Ridge Contracting as the lowest responsible, responsive bidder at \$632,000 based solely on the base bid amount.

There are some additional alternates that need to be considered such as the roof of the building. There are some funds available from a grant for asbestos abatement that can be used toward roof modifications. Staff and the engineer will provide additional detail at the meeting.

Background:

The Town of Altavista contracted with Hurt and Proffitt and Dominion Seven for design work for the Spark Innovation Center.

The Town Council requested that the individuals who would bid for the Spark Innovation Center project be prequalified in advance of the RFP. Five firms were pre-qualified for the project and all submitted bids; as listed on the Bid Tabulation Sheets.

Funding Source(s):

Various Funding Resources available - TRRC Grant; General Fund and Brownfields Grant

Attachments: *(click item to open)*

[*Attachment 1 -BID TAB FORM_2021_09.pdf*](#)

[*Attachment 2 -BID TAB FORM_2021_09_with Alternates.pdf*](#)

BIDS RECEIVED AND OPENED:
2:00 P.M. TUESDAY, JULY 13, 2021 @ TOWN HALL – ALTAVISTA, VA

CONTRACTOR	BASE BID	ALTERNATE #1 WINDOW REPLACEMENT	ALTERNATE #2 SHINGLE ROOF	ALTERNATE #3 METAL ROOF	ALTERNATE #4 OPERABLE PARTITION	ALTERNATE #5 BRICK REPOINTING	ALTERNATE #6 PLATFORM LIFT ITEMS	ALTNERATE #7 ENTRANCE CANOPY	ALTERNATE #8 LANDSCAPING	ALTERNATE #9 UNDERGROUND POWER	UNIT PRICE #1 PLYWOOD ROOF DECKING	UNIT PRICE #2 BRICK MASONRY REPOINTING	BOND
1. Jamerson-Lewis Construction Lynchburg, VA	\$824,000	\$52,000	\$53,000	\$115,000	\$25,000	\$26,000	\$34,000	\$13,000	\$28,000	\$10,000	\$9.00	\$64.00	YES
	Calendar Days 150	Calendar Days 14	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 7	Calendar Days 21	Calendar Days 7			
2. J. E. Burton Construction South Boston, VA	\$710,655	\$50,365	\$42,745	\$110,065	\$21,577	\$23,323	\$15,770	\$9,360	\$24,245	\$8,840	\$6.60	\$60.00	YES
	Calendar Days 152	Calendar Days 8	Calendar Days 10	Calendar Days 14	Calendar Days 7	Calendar Days 5	Calendar Days 10	Calendar Days 3	Calendar Days 7	Calendar Days 7			
3. Piney Ridge Contracting & Consulting Appomattox, VA	\$632,000	\$51,800	\$48,300	\$108,000	\$18,700	\$3,900	\$16,700	\$10,200	\$23,500	\$8,100	\$3.23	\$10.00	YES
	Calendar Days 180	Calendar Days 0	Calendar Days 15	Calendar Days 30	Calendar Days 0	Calendar Days 0	Calendar Days 15	Calendar Days 10	Calendar Days 15	Calendar Days 0			
4. Price Building, Inc. Rocky Mount, VA	\$767,600	\$19,000	\$33,800	\$103,800	\$22,400	\$5,600	\$15,250	\$8,050	\$9,520	\$9,470	\$3.50	\$35.00	YES
	Calendar Days 290	Calendar Days 10	Calendar Days 20	Calendar Days 20	Calendar Days 10	Calendar Days 5	Calendar Days 20	Calendar Days 10	Calendar Days 10	Calendar Days 5			
5. Quality Construction Danville, VA	\$698,700	\$19,300	\$33,900	\$97,600	\$31,200	\$25,300	\$21,400	\$20,400	\$14,500	\$2,300	\$15.00	\$68.00	YES
	Calendar Days 180	Calendar Days 5	Calendar Days 0	Calendar Days 20	Calendar Days 7	Calendar Days 0	Calendar Days 14	Calendar Days 7	Calendar Days 0	Calendar Days 0			

BIDS RECEIVED AND OPENED:
2:00 P.M. TUESDAY, JULY 13, 2021 @ TOWN HALL – ALTAVISTA, VA

CONTRACTOR	BASE BID	ALTERNATE #1 WINDOW REPLACEMENT	ALTERNATE #2 SHINGLE ROOF	ALTERNATE #3 METAL ROOF	ALTERNATE #4 OPERABLE PARTITION	ALTERNATE #5 BRICK REPOINTING	ALTERNATE #6 PLATFORM LIFT ITEMS	ALTNERATE #7 ENTRANCE CANOPY	ALTERNATE #8 LANDSCAPING	ALTERNATE #9 UNDERGROUND POWER	UNIT PRICE #1 PLYWOOD ROOF DECKING	UNIT PRICE #2 BRICK MASONRY REPOINTING	BOND
1. Jamerson-Lewis Construction Lynchburg, VA	\$824,000	\$52,000	\$53,000	\$115,000	\$25,000	\$26,000	\$34,000	\$13,000	\$28,000	\$10,000	\$9.00	\$64.00	YES
	Calendar Days 150	Calendar Days 14	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 7	Calendar Days 21	Calendar Days 7			
2. J. E. Burton Construction South Boston, VA	\$710,655	\$50,365	\$42,745	\$110,065	\$21,577	\$23,323	\$15,770	\$9,360	\$24,245	\$8,840	\$6.60	\$60.00	YES
	Calendar Days 152	Calendar Days 8	Calendar Days 10	Calendar Days 14	Calendar Days 7	Calendar Days 5	Calendar Days 10	Calendar Days 3	Calendar Days 7	Calendar Days 7			
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	Calendar Days 180	Calendar Days 0	Calendar Days 15	Calendar Days 30	Calendar Days 0	Calendar Days 0	Calendar Days 15	Calendar Days 10	Calendar Days 15	Calendar Days 0			
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	Calendar Days 290	Calendar Days 10	Calendar Days 20	Calendar Days 20	Calendar Days 10	Calendar Days 5	Calendar Days 20	Calendar Days 10	Calendar Days 10	Calendar Days 5			
5. Quality Construction Danville, VA	\$698,700	\$19,300	\$33,900	\$97,600	\$31,200	\$25,300	\$21,400	\$20,400	\$14,500	\$2,300	\$15.00	\$68.00	YES
	Calendar Days 180	Calendar Days 5	Calendar Days 0	Calendar Days 20	Calendar Days 7	Calendar Days 0	Calendar Days 14	Calendar Days 7	Calendar Days 0	Calendar Days 0			
		PRIORITY 2: Recommend moving forward if budget allows.	PRIORITY 3: Recommend pushing to Phase 2 work = noise, debris, costs	PRIORITY 4: Do not recommend at these costs	PRIORITY 1: Recommend moving forward; good pricing	PRIORITY 1: Recommend moving forward; good pricing	PRIORITY 3: Recommend pushing to Phase 2 work = noise, debris, costs	PRIORITY 1: Recommend moving forward; good pricing	PRIORITY 2: Recommend moving forward if budget allows.	PRIORITY 4: Do not recommend at these costs. Power Company fees not included.			



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.C

UNFINISHED BUSINESS

Title: Tree Removal English Park

Staff Resource: David Garrett, Public Works Director

Action(s):

Request Council direction related to tree removal in various areas of English Park

Explanation:

Tree health is monitored to prevent potential risk of falling onto trails

Background:

At the April 27, 2021 work session, Matters from Council, Councilman Tim George inquired about tree removal along the Jenks River Trail and other areas and potentially utilizing the Jenks Fund for such. Staff was instructed to get a quote for the tree removal.

A quote (attached) was received from Mason Tree Services for \$32,500 for removal of trees near the overlook, on the Green Hill Connector Trail and along the Jenks River Trail to mitigate risk of falling across trails.

Funding Source(s):

Jenks Fund

Attachments: *(click item to open)*

[Attachment 1 - Danny Mason Tree Removal Quote.pdf](#)

MASON'S TREE SERVICES

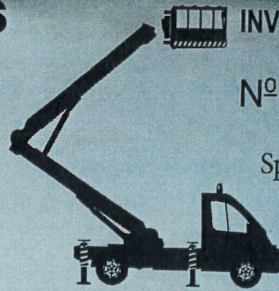
1453 Heathwood Drive (Mailing Address)

Goode, VA 24556

OFFICE 540-583-0817 / CELL 434-665-4416

dmasonstree@gmail.com

www.masonstreeserviceinc.com



INVOICE

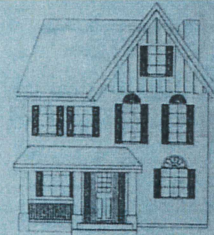
No: 6433

Specialist in Reconstruction
Storm Damaged Trees
Licensed, Insured
Bondable Arborist



PROPOSAL SUBMITTED TO:

NAME: <u>TOWN OF ALTA VISTA</u>		X = Removal T = Trim SG = Stump Grind
STREET:		
CITY:		
STATE:	PHONE:	
ZIP:	EMAIL:	
<p>We hereby propose to furnish the materials and perform the labor necessary for the completion of: Total Tree & Yard Evaluation by licensed and insured National Arborist.</p>		
<p>JOB 1 = OVERLOOK PROJECT, REMOVE ALL TREES MARKED THAT STOP NEAR THE GREENHILL CONNECTOR COST \$9500.00</p>		
<p>JOB 2 = GREENHILL CONNECTOR TRAIL REMOVE ALL TREES AT ENTRANCE & SEVERAL TREES ALONG TRAIL COST \$3200.00</p>		
<p>JOB 3 = FAIRFAX TRAIL EXTENSION REMOVE ALL TREES THAT ARE MARKED OR FALLEN ON GROUND COST \$19200.00</p>		
		<p>How did you hear about us?</p> <p>\$32,500.00</p>



Not responsible for collateral damage to underground utilities. Any alterations deviating from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. The above work to be performed in accordance with drawing and completed in a workmanlike manner for the sum of ...

Dollars: _____
Customer Signature DANNY MASON Date 6-4-21
Respectfully Submitted

UPON ACCEPTANCE THIS PROPOSAL BECOMES AND INVOICE

*MasterCard, Visa, and Discovery accepted.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.D

UNFINISHED BUSINESS

Title: Milling and Paving Contract - Additional Areas.

Staff Resource: David Garrett, Public Works Director

Action(s):

Request additional paving to be done under the approved contract and to utilize fund balance to cover the costs.

Explanation:

Background:

Per Council direction at their regular meeting on July 13, 2021, an estimate to pave a section of trail in English Park was obtained. Council has approved two additional areas for paving - the boat ramp parking area and the English Park Trail along the river. These two projects will require use of fund balance of \$100,000.

At the July 27, 2021 work session, Council directed staff to obtain a quote from the current contractor related to the extension of the car lane to the overlook area on Eagle Trail and to create a small parking area. Based on the current contract, the amount to add this area is \$139,500.

As the paving is done on a biennial cycle, this particular paving area could potentially be included as a CIP project for FY 2023 in Parks and Recreation which would be outside of the regular paving cycle and would be a stand alone project.

Funding Source(s):

Funding – General Fund would be the necessary source of revenue for this expenditure

Attachments: *(click item to open)*

[Attachment 1 - Quote Eagle Trail Road Extension.pdf](#)

[Attachment 2 - Proposed Eagle Trail Road Extension.pdf](#)

TOWN OF ALTAVISTA 08042021 REP
Patterson Brothers Paving, Inc.
1011 Monroe Street
Bedford, Virginia 24523
(540) 586-1497
www.pattersonbrotherspaving.com
pattersonbrotherspaving@gmail.com

August 4, 2021

Town of Altavista
510 7th St.
Altavista, VA 24517

We, Patterson Brothers Paving, Inc., propose to furnish all the labor, materials and equipment necessary to complete the following:

PROJECT LOCATION: English Park

PROJECT: New Road and Parking Area
Road 1380 Ft x 20 Ft
Parking Area 45 Ft x 60 Ft
3,400 Square Yards

SCOPE OF WORK:

- A.** Excavate 8 to 10 Inches depth with Milling Machine as needed
NOTE: All excavation material to be disposed of on English Park designated dump site
- B.** Cut final subgrade
- C.** Apply 8 Inches 21-A Stone compacted depth
NOTE: Stone width to be 22 feet wide for purpose of creating a 1 Ft shoulder on each side upon completion of paving
- D.** Apply final grading and compaction
- E.** Apply 3 Inches compacted depth IM19.0A Plant Mix (Intermediate Type)
- F.** Dress shoulders as needed

ESTIMATE \$139,500.00

All of the above work to be completed in a substantial and workmanlike manner.

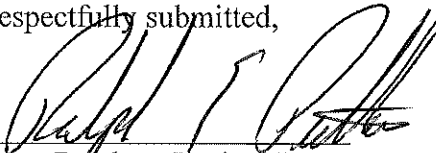
****NOTE:** Quote based upon current petroleum prices and may be adjusted at time of placement if prices change on materials or delivery charges from our suppliers.

Terms for payment to be as follows: **NET 30 DAYS FOR COMPLETED WORK.**

Any alteration or deviation from the above specifications involving extra cost of material, labor or equipment will only be executed upon written orders for same and will become an extra charge over the sum mentioned in this contract. All agreements to be made in writing.

The contractor agrees to carry the necessary insurance to protect his operations.

Respectfully submitted,



Patterson Brothers Paving, Inc.

ACCEPTED BY: _____, **DATE** _____, 2021.

Proposal subject to acceptance within 30 days.

REP:cp

Legend

Eagle Trail Road Extention
Proposed Extention of Eagle Trail
2,993 Feet
0.57 Miles





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

REPORTS AND COMMUNICATIONS

Title: Departmental Report - Community Development

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

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - CD July 2021 Monthly Report.pdf](#)



MEMORANDUM

To: Waverly Coggsdale, III – Town Manager

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

Date: August 1, 2021

Re: July 2021 Community Development Report

Permits

Four (4) Zoning Permits issued during the month of July:

Home Occupations: 0

New Business: 2 – 531 Main St: Cottle Multi Media Inc (sign & printing company) and
CMMI Management Group (property management company)

Signs: 2

Accessory Structures: 0

New Homes or Additions: 0

Plats: 1

Violations

Staff is working on one (1) active code enforcement complaint. No new zoning violations were reported in July and seven (7) violations were closed.

Planning Commission:

The Planning Commission met on July 6, 2021 and held public hearings on text amendments to the Zoning Ordinance. They were to amend Sec. 86-454 (d)(2) to permit a home occupation to be conducted in either the primary residence or in a detached accessory building but not both and to limit to 25% of the floor area of either structure used as a home occupation; to amend Sec. 86-454(d)(4) to delete the requirement of a special use permit for a home occupation in an accessory building; to amend Sec. 86-427(2) to delete the requirement of a special use permit for home occupations in the DRO; and to amend Sec 86-427(3) to add food banks, food pantries and similar uses subject to Section 86-482.1 in the DRO with a special use permit.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in July.

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. Bids were opened on July 13th and a recommended firm forwarded to Town Council for their consideration.

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

The Town was notified that its application to the Virginia Department of Housing and Community Development (DHCD) for funding under the Acquire, Renovate, Sell Grant made it through the first round of reviews. The application is now going through a second review and the DHCD intends of providing an update in mid-August.

The Community Development Director submitted a \$1,000,000 grant application to the United States Department of Agriculture (USDA) for its Rural Innovations Stronger Economies (RISE) program to complete the renovations to the first and second floor of the Spark Innovation Center.

The town has issued the fourth \$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. A recent inspection revealed that the owner is in the process of having the roof replaced.

The Community Development Director met with People Inc, a community action agency out of Abingdon, to discuss affordable housing, potential partnerships, and sources of funding for workforce housing. The Community Development Director is exploring a potential Planning Grant through DHCH to provide a holistic approach to housing needs in Altavista.

Altavista On Track continues to plan for the Uncle Billy's BBQ/Bourbon/Beer Festival. The Assistant Town Manager and Community Development Director have assisted when needed.

Staff continues to work on the creation of a Town GIS system, separate from Campbell County.

The Main Street Coordinator and Community Development Director continue to work on programming for the Spark Innovation Center.

In preparation of the kickoff meeting of Comprehensive Plan update with the Planning Commission, the Community Development Director met with staff from the Central Virginia Planning District Commission (CVPDC) to discuss their role in assisting with the plan. Their primary role will be to collect data, update charts and maps, and to make the Plan easier to read and more visually appealing.

Staff finalized the new Special Events Permit form and posted it to the website. This should make it easier on applicants and staff to determine what town resources might be required and if an event can be approved administratively by staff or if it needs to be forwarded to Town Council for approval.

Dr. Scott Lowman and the Community Development Director met with DHCD to discuss potential broadband funding. They recommended that the town speak with other localities that had been previously funded. A conversation was had with the Chair of the Mathews County Broadband Committee, who provided recommendations to the Community Development Director. The Town's Broadband Committee will continue to explore partnerships and funding to address the needs of the town.

The Community Development Director attended Part I of the American Planning Association-Virginia Virtual Conference. The APA Virginia President has recommended the Community Development to the Membership Committee to encourage increased participation in APA and to promote inclusion.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.B

REPORTS AND COMMUNICATIONS

Title: Departmental Report - Altavista On Track

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - AOT Monthly Report](#)



Main Street Coordinator Monthly Report July 2021

Businesses Visited/Contacted

- Airabella's*
- 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
- Miller's Jewelry
- Napa Auto Parts*
- Proving What's Possible
- RadioShack*
- Scoops
- Sew Savanna
- SPT Salon
- Steve's Florist
- Styling Boutique
- Sweet Izzy's*
- The Portrait Place
- Vista Fitness
- Vital Edge Nutrition
- Watts Petroleum

*located in expanded part of district

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. Trainings are expected to be complete by August.

The Main Street Coordinator continued to promote the new Distrx app to downtown businesses. Information regarding the app was shared with the owner of Airabella's (Christopher Wingfield) and Crystal Bay Pools/Radio Shack (Dionne Perdieu).

Marketing is still underway for AOT's Downtown Business Investment Grant. As of August 1st, one individual has completed the grant program (Clipperz Kutz). In addition, one business (Heavenly Hair LLC) is preparing to open their business and begin the grant program. 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 continued to assist Allison Heyes in obtaining funding through the Town's Revolving Loan Fund. Mrs. Heyes will be opening Heavenly Hair, LLC at 517 Main Street. Her application for the Altavista Advantage program was approved by the Altavista Economic Development Authority at their June 22nd monthly meeting. The Main Street Coordinator is working with staff from USDA to ensure Mrs. Heyes completes all the necessary requirements.

AOT received official notice from The Office of the Governor that it received a \$20,000 Downtown Investment Grant from the Department of Housing and Community Development (DHCD). This grant will allow AOT to expand its existing Downtown Business Investment Grant to offer six (6) additional businesses up to \$5,000 in grant funding. Each qualifying business will be eligible for up to: \$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 reimbursement for marketing (i.e., website, advertising, etc.).

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.

Kathy Davis, Owner of Davis Homes, was approved as a new Board member at the July 8th meeting.

The Main Street Coordinator continued to promote the upcoming Birdies for Businesses Golf Tournament at London Downs Golf Club on Wednesday, August 18th. As of July 31st, ten teams have signed up to participate.

Altavista On Track continues to work on the upcoming Uncle Billy's BBQ/Bourbon/Beer Festival on Saturday, October 2nd at English Park. The information has been shared to Facebook, the AOT website, and local news stations. In addition to the live music, there will be jugglers, face painters, caricature artists, balloon twisters, and a fireworks show. Twelve (12) BBQ competitors have signed up to compete during the event. As of July 31st, AOT has secured sponsorships from eleven (11) businesses totaling \$10,000.

The Community Development Director and Main Street Coordinator met with staff from the Central Virginia Planning District Commission (CVPDC) to begin discussions on the Town's Comprehensive Plan update.

The Main Street Coordinator participated in several virtual meetings with staff from DHCD and other Main Street localities to discuss a wide variety of topics relating to Main Street organizations, including American Rescue Plan (ARP) funding, the 2022 National Main Street Conference in Richmond, COVID-19 restrictions, and the Downtown Investment Grant.

Staff continued to meet with the design team to discuss the renovations for the Spark Innovation Center.

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

The Main Street Coordinator attended the ribbon cutting ceremony for Radio Shack, located at 823 Main Street.

The Main Street Coordinator participated in several interviews with local/regional news organizations regarding AOT's new façade grant program, the Uncle Billy's BBQ/Bourbon/Beer Festival, and the \$20,000 Downtown Investment Grant.

Town Social Media Activities

- Page Likes: 2,280 (+133 during July)
- Page Followers: 2,220 (+304 during July)
- Post Reach: 16,017 (+65% compared to June)
- Total Posts: 27 posts
- Most Popular Post: Bear Sighting in English Park (July 15th) – 10,385 reached

AOT Social Media Activities

- Page Likes: 1,717 (+12 during June)
- Page Followers: 1,837 (+18 during June)
- Post Reach: 7,196 (+9% compared to June)
- Total Posts: 6 posts
- Most Popular Post: Downtown Investment Grant Press Release (July 29th) – 2,518 reached



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.C

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton - Finance Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 Meals Tax Report.pdf](#)

[Attachment 2 Sales Tax Report.pdf](#)

[Attachment 3 Lodging Tax.pdf](#)

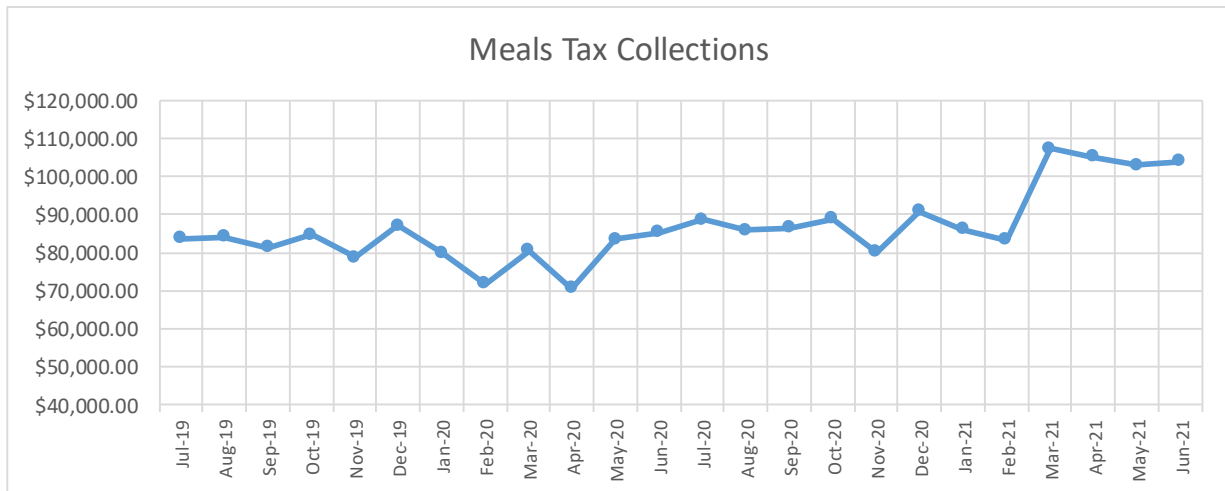
[Attachment 4 Cigarette Tax.pdf](#)

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	
Jun-21	\$103,932.20	

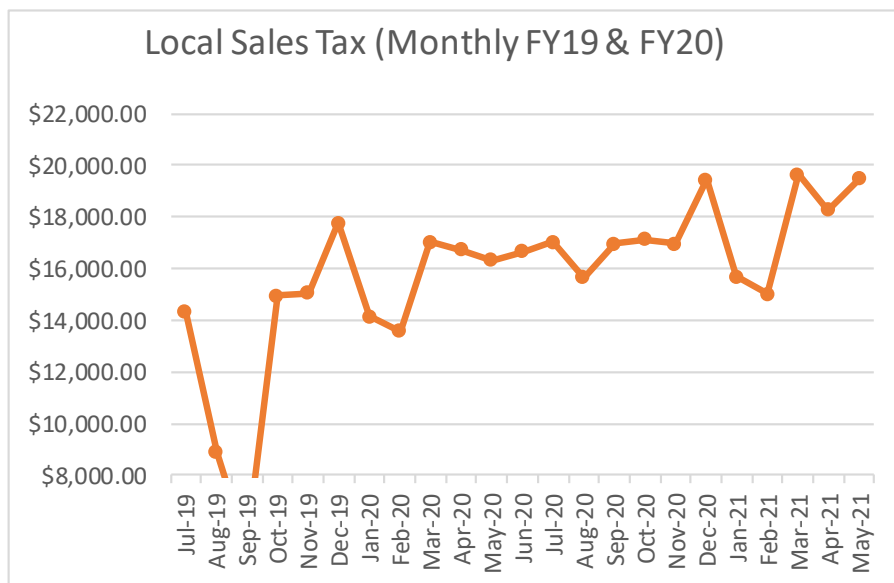
PREVIOUS YTD TOTAL (FY)	
FY2017	\$951,518.71
FY2018	\$936,848.19
FY2019	\$986,050.18
FY2020	\$971,639.35
MTD TOTAL (FY)	
FY2020	\$971,639.35
FY2021	\$1,109,805.71
+/-	\$138,166.36

Budgeted:	\$973,000
Remaining Revenue	\$136,805.71
% of Budget to date	114.06%



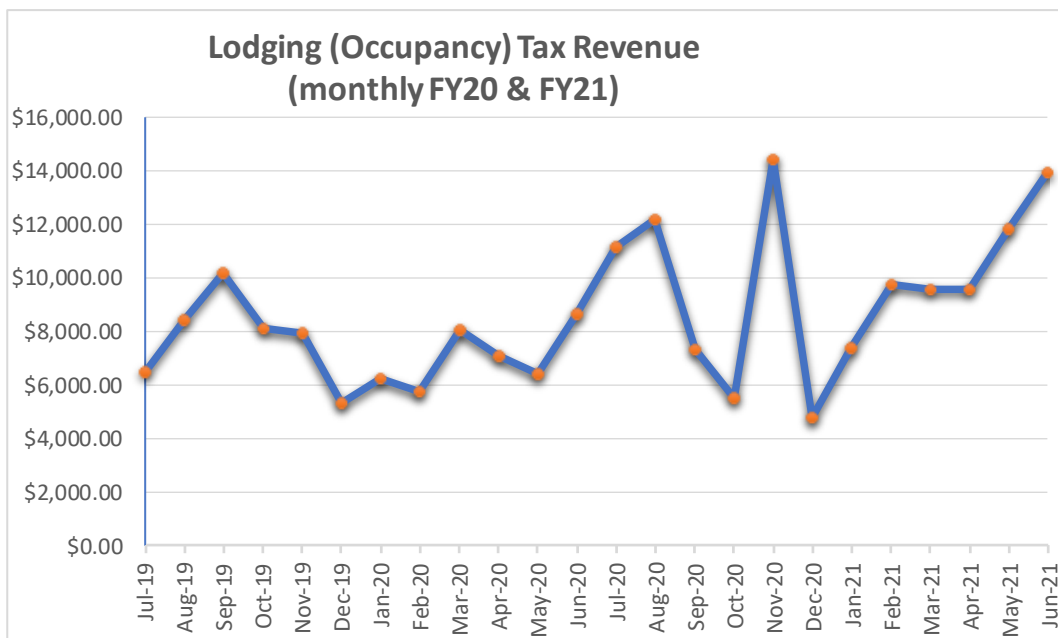
**Town of Altavista
Local Sales Tax**

Jul-19	\$14,308	<u>YTD TOTAL (FY)</u>	
Aug-19	\$8,868	FY2017	\$166,834
Sep-19	\$5,261	FY2018	\$171,886
Oct-19	\$14,965	FY2019	\$169,649
Nov-19	\$15,058	FY2020	\$170,672
Dec-19	\$17,754	<u>MTD TOTAL (FY)</u>	
Jan-20	\$14,151	FY2020	\$154,019
Feb-20	\$13,558	FY2021	\$191,290
Mar-20	\$17,023	+/-	\$37,271
Apr-20	\$16,735	Budgeted:	\$165,000
May-20	\$16,338	+/-	\$26,290
Jun-20	\$16,653	% of Budget	115.93%
Jul-20	\$17,032	<i>one month remaining</i>	
Aug-20	\$15,648		
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		
Dec-20	\$19,443		
Jan-21	\$15,691		
Feb-21	\$15,004		
Mar-21	\$19,642		
Apr-21	\$18,276		
May-21	\$19,461		
Jun-21			



**Town of Altavista
Lodging (Occupancy) Tax**

Jul-19	\$6,502		
Aug-19	\$8,383		
Sep-19	\$10,187		
Oct-19	\$8,088		
Nov-19	\$7,934		
Dec-19	\$5,338		
Jan-20	\$6,206		
Feb-20	\$5,732		
Mar-20	\$8,030		
Apr-20	\$7,079		
May-20	\$6,413		
Jun-20	\$8,643		
		FY2020	FISCAL YEAR TOTAL
			\$88,534
		FY2020	MTD TOTAL (FY)
			\$88,534
		FY2021	\$117,289
		+/-	\$28,756
		Budgeted:	\$80,000
		+/-	\$37,289
		%/Budget:	146.61%
Jul-20	\$11,145		
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		
Jun-21	\$13,922		



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
Jul-21	\$7,500

FISCAL YEAR TOTAL

FY2018	\$144,668
FY2019	\$140,288
FY2020	\$124,684
FY2021	\$144,668

MTD TOTAL (FY)

FY2021	\$7,556
FY2022	\$7,500
+/-	-\$56

Budgeted:	\$130,000
+/-	-\$122,500
%/Budget:	5.77%

Cigarette Stamp Revenue (monthly FY20, FY21 & FY22)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.D

REPORTS AND COMMUNICATIONS

Title: Departmental Report - Police

Staff Resource: Tommy Merricks, Police Chief

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - APD DAILY ACTIVITY REPORT-JULY 2021.pdf](#)

[Attachment 2 - Patrol Report - July 2021.pdf](#)

2021 ALTAVISTA POLICE

	January	February	March	April	May	June	July	Year to Date
Criminal Arrests "Felony"	2	2	1	1	2	1	2	11
Criminal Arrests "Misdemeanor"	1	4	6	10	8	6	12	47
Warrant Executed	6	8	1	6	5	2	4	32
Uniform Traffic Summons Issued	8	9	12	25	34	18	18	124
# Traffic Stops	41	24	56	89	123	99	54	486
BOLO'S (Be on Look Out)	9	2	4	7	3	6	4	35
DUI	1	1	2	0	0	3	0	7
IBR	15	19	28	27	28	44	24	185
MVA	10	5	20	17	8	15	11	86
Assist Motorist	4	9	36	11	5	16	71	477
Calls for Service	158	188	268	497	383	323	443	2,260
Alarm Responses	13	8	9	14	23	15	16	98
ECO/TDO	3	2	3	0	1	0	0	9
ECO/ TDO HOURS	6	8	26	0	6.5	0	0	46.5
Court Hours	6	7	11.25	6	3	2	9	44.25
Citizen Contacts	525	597	2035	1379	725	1570	2217	9,048
Businesses, Residences Check "Foot Patrols"	272	142	273	276	190	180	148	1,481
Follow Ups	7	12	13	3	4	9	8	56

Patrol on 29-July 2021

	Location	Time	Officer	Disposition
1-Jul	29SB	2218	Earhart	BOLO
1-Jul	Rt 29/Bedford	412	Earhart	Disabled Vehicle
2-Jul	Rt 29/Lynch Mill	1253-1259	Pugh	Disabled Vehicle
3-Jul	Rt 29	1450-1503	Pugh	BOLO
3-Jul	Rt 29	2204-2220	Henderson	Traffic Stop
4-Jul	Rt 29	1922-1930	Henderson	Reckless Driving
4-Jul	Rt 29/Main St	1338-1342	Pugh	Traffic Stop
5-Jul	Rt 29	1510	Earhart	Traffic Stop
9-Jul	Rt 29	2324-2332	Abbott	Alarm/Patrol Check
9-Jul	Rt 29/Lynch Mill	0111-0246	Abbott	Disabled Vehicle
10-Jul	Rt 29	1335	Earhart	Traffic Stop
12-Jul	Rt 29/Clarion Rd	1111-1214	Thurman	Assist VSP
12-Jul	Rt 29/Pitts. Co	1526-1543	Thurman	Check Location
12-Jul	29NB/Clarion Rd	1111-1214	Pugh	Vehicle Fire/MVC
12-Jul	Rt 29/Pitts. Co	1526-1543	Pugh	Check Location
13-Jul	Rt 29/Main St	2045-2047	Pugh	Traffic Stop
13-Jul	Rt 29/Clarion Rd	0114-0122	Pugh	Traffic Stop
14-Jul	Rt 29/Clarion Rd	1329	Earhart	911 Hangup
15-Jul	Rt 29	1642	Earhart	Check Welfare
16-Jul	Rt 29	2224-2301	Tompkins	MVC
16-Jul	Rt 29	1309-1333	Thurman	BOLO
17-Jul	Rt 29/Clarion Rd	1250-1315	Pugh	Disabled Vehicle
17-Jul	Rt 29	1659-1809	Pugh	Traffic Stop/MVC
17-Jul	Rt 29	1658-1809	Thurman	Traffic
18-Jul	29 SB/Clarion Rd	1715-1724	Pugh	Traffic Stop
21-Jul	Rt 29/Motley	1352-1538	Thurman	Traffic Stop
21-Jul	Rt 29/Motley	1352-1538	Pugh	Traffic Stop
22-Jul	29NB	1412-1423	Pugh	Unlock Vehicle
22-Jul	29NB	1412-1423	Thurman	Unlock Vehicle
24-Jul	Rt 29	1454	Earhart	Traffic Stop
26-Jul	Rt 29	1439-1448	Pugh	Traffic Stop
26-Jul	Rt 29	1452-1529	Thurman	Traffic Stop
28-Jul	Rt 29/Main St	1551-1608	Pugh	Traffic Stop
28-Jul	29NB/Main St	2124-2128	Pugh	Traffic Stop
29-Jul	29NB/Main St	1753-1756	Pugh	Traffic Stop
30-Jul	Rt 29	2025-2046	Henderson	BOLO
31-Jul	Rt 29	2250-2253	Henderson	Disabled Vehicle



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.E

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Public Works

Staff Resource: David Garrett, Public Works Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1 - PWD August 2021.pdf](#)

[Attachment 2 - B&G MONTHLY REPORT JULY 2021.pdf](#)

[Attachment 3 - FLEET Report- JULY 2021.pdf](#)

[Attachment 4 - STREETS REPORT- JULY 2021.pdf](#)

Report Date: August 3, 2021

Public Works Monthly Report for July 2021



RED indicates updates since last meeting.

PROJECTS/ITEMS

Spring Paving: The Contractor has started the paving project. So far they have paved 5th Street, Amherst Avenue, Alleys between Main & 5th Street, 10th Street, and currently working on 7th Street. The contract has been signed by the contractor and we are tentatively planning to start the paving work the week of July 19th.

Jenks River Trail; Staff has completed the installation of the Jenks River Trail Walking Bridge. Also Staff has mowed the walking paths that lead into the bridge. Staff will be working on later this fall to install the millings on the walking path. Staff has completed installing the concrete abutments for the walking bridge. The Bridge has been delivered to the site. We are currently waiting on English Construction to repair their crane in order to set the bridge in place. As of Wednesday, July 7, 2021 we still do not have a date on when the repairs will be completed.

7th & Lola Sidewalk & Pavement Repairs; The Paving Contractor will be repairing this patch this Thursday, August 5, 2021. Staff has included this in the paving project and will be completed during that process.

CAPITAL IMPROVEMENT PROJECTS

Streetlight (Decorative) LED Head Conversion Project: The Street Department has ordered 25 new street light heads and will be installing them as soon as they come in.

Shreve Park Access Bridge Replacement: Staff is currently work with Mr. Higginbotham and the Manager on the design of this bridge. Town Staff has met with the engineers and are currently working on the conceptual design for the access bridge. The Engineers are collecting and putting together information on the two options that will be reviewed by staff and the Manager before presenting to Council. The current status is ongoing.

Bedford Avenue Park Landscaping: **Completed**

APD Firing Range Improvements (McMinnis Spring area): **Completed**

Chemical Storage Building (Public Works): **Completed**

Eagle Trail Overlook Site: **COMPLETED**

Staff has installed the Adirondack chairs. Staff has install two picnic tables, filled in the sloped area, in the process of reseeding. The Adirondack chairs have been ordered and will be put together and installed as soon as they arrived.

Avondale (Mosley) Park; **Completed**

Franklin Avenue Bus Shelter; **Completed**

English Park Story Walk Trail; **Completed**

Library/Visitor Center Painting; **Completed**

BUILDINGS AND GROUNDS

August 3, 2021

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: July 2021

Vacation / Comp. Time Used / Sick Leave Taken		91.00
Meetings / Data Entry / Work Planning / Training		70.75
# of Call Duty Hours		27.00
# of Assisting other Crews		47.75
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	0	0
# of Cremations	1	5
Cemetery Grounds Maintenance		27.50
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)	97.83	106.00
Residential Garbage Collected (Tonnage) Town of Hurt	47.62	40
# of Curbside Brush Collected (Stops)	244	37.75
Loads of Brush Collected	20	
# of Curbside Bulk Collected (Stops)	104	31
Bulk Collection (Tonnage)	17.97	
# of Tires Collected	0	0
# of Residential Garbage Citations Issued	0	0
Seasonal		
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		12
# of Building Maintenance Hours		36.75
# of Park Cleaning		113.75
# of Parks Ground Maintenance Hours		210.50
# of Acres Mowed by Town	69.06	155.75
# of Acres Mowed by Contractors ****		0
# of Hours Checking Daltons Landing/Industrial Site		3.25
Special Projects / Special Events T.G.I.F.		4.25
# of Veh. Maintenance Hours		16.50
*** HOURS NOT ADDED		
Total Labors Hours for the Month		1036.50

FLEET MAINTENANCE DEPARTMENT

DATE: August 3, 2021

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: JULY 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	32
Safety Meetings	8.50
Holiday	0
Daily/ Weekly/ Planning & Scheduling	30.50
Sick Leave Used	0
CIP / Budgeting	0
Preventive Maintenance	40
General Repair's	15
Troubleshoot and Diagnostic	29.50
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	20.50
Building & Grounds	0
Total Labor Hours for the Month	176.00

STREET DEPARTMENT MONTHLY REPORT

DATE: AUGUST 3, 2021

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

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	127.50
Safety Meetings/Data Entry/ Planning Schedule	46.50
Weekend Trash Truck	0
Street Sweeping (Miles Swept 48)	14.50
Litter Control (Bags Collected 4)	2
Assisting Other Crews	61
Town Wide Mowing (89.17 Miles)	164.50
Contractor Mowing	0
Sign Maintenance	4
Asphalting / Patching Pot Holes	85.50
Ditch & Drainage Pipe Maintenance	0
Weed Control (Gallons Sprayed 30)	20.50
Street Lighting	.50
Dead Animal Removal/Buzzard Control	20
Decorative Street Light	16
Equipment Maintenance	0
Shop Clean Up	0
Trees/ Trimming/ Removal	1.50
Vehicle Maintenance	0
Shoulder Work and Stone (Tonnage 0)	0
Call Duty	3
Alley Maintenance	0
Snow – Morton Salt Delivery	0
Special Projects / Special Events / Seasonal	0
Total Labor Hours for the Month	567



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.F

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Utilities

Staff Resource: Tom Fore

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1 - Melinda HPZ Mattern and Craig

Attachment 2 Clarion Rd. Status Report.pdf

Attachment 3- SCADA Springs Status Report.pdf

Attachment 4-VDEM Generators Status Report.pdf

Attachment 5- Filter Upgrades Status Report.pdf

Attachment 6- Aerators Status Report.pdf

Attachment 7 - WWTP Electrical Upgrade Status Report.pdf

Attachment 8 -McMinnis Water Status Update 7-22-21.doc

Attachment 9 - Lynch Creek Sewer Status Update 7-22-21.doc

Attachment 10 -July 2021 Monthly Report for Council Members[24750].pdf

Attachment 11 - July 2021 Monthly Report for Council Members2[24751].pdf

Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)

This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project

Completed Work Over the Last Week

1. Held Pre-Construction Conference on July 15, 2021.

Anticipated Work Over the Next Week

1. Contractor may begin submittal of shop drawings.

Scope Changes to Date

1. None

Outstanding Issues

1. Notice to Proceed (NTP) will be delayed pending timeline for Contractor to get pipe. NTP date tentatively scheduled for September 14, 2021.

Construction Document Schedule Update

1. Notice to Proceed (TBD)
2. Substantial Completion (TBD)
3. Completion (TBD)

Budget Summary

- 1.

Engineer's Estimate:	\$1,084,240.00
Town's Budget	\$926,000.00
Actual Construction Cost & Engineering	\$1,313,920.00

- 2.

Engineering Bid, CA & SCADA Contract	\$70,220.00
JTD	\$5,530.00

- 3.

Construction Contract	\$1,243,700.00
JTD	\$0.00

Input Needed from Town/Others

- 1.

Other Issues/Concerns

1. Contractor to send drawing showing the 24' x 30' building on site drawing for Town to consider for zoning approval.

Submitted by:

A handwritten signature in black ink, appearing to read 'B.C. Craig', written over a light blue horizontal line.

Brad Craig, P.E.
President

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

Project Name: Clarion Road Abbott Water Extension
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS
P&B Job Number 18-59

Recent Activities: Agreement signed. Field survey and soil tests have been completed. Preliminary survey information received 4 June. Soil test report received on 9 June reports minimal concern over chemical issues with DIP pipe. Report suggested wrapping pipe in ground water areas could be performed to create another level of protection. Surveyor will obtain additional topography along the English property and interchange area. Submitted preliminary alignment to Town and Abbott for review and comments. Preliminary easement sketches sent to Town staff for review and comment.

Anticipated work over the next two weeks: Continue with design once alignment/easements have been approved by Town staff/property owners.

Upcoming Tasks:

Outstanding Issues: VDOT approval of the interchange bore

Design Schedule: Agreement signed 13 May 2021
Preliminary easements to Owner for comment 18 June 2021
Complete field surveying 18 June 2021
Complete soil tests and provide report 30 June 2021
Field review connection areas, road bore 22 June 2021
Preliminary Plans to staff for review 30 June 2021

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000
Invoiced To Date: \$16,540
Balance to Complete: \$51,460

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

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

Project Name: SCADA for Generator Sites
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 20-51

Recent Activities: Town has approved the Engineering contract for design. Engineer met w/ Town staff to review general expectations on 25 May 2021. Site specific reviews with Engineer and Town staff on 18 June.

Anticipated work over the next two weeks: Work on plans and specifications for Town staff review and comment.

Upcoming Tasks: Preliminary sketches and design for Town Staff review.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: TBD

Approved Budget: \$9600

Invoiced To Date: \$

Balance to Complete: \$9600

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
21 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

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. Pre-construction meeting 14 July 10:00 Town hall. Contractor has started submittal of shop drawings.

Anticipated work over the next two weeks:

Upcoming Tasks: Notice to Proceed tentative 16 August

Outstanding Issues: Generator lead time is anticipated for delivery on 19 November. If necessary, the Contractor will install the pads and platforms then demobilize until generators are ready for delivery and setting.

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

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.

Construction Contract Price: \$498,500 + (\$12,000) (Change Orders)

Current Paid: \$0

Balance to Finish plus retainage: \$486,500

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

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

Recent Activities: Plans and specs have been 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 held at Town Hall on 29 June 2021 with approximately 20 attendees.
Anticipated work over the next two weeks: Open Bids: 22 July 2021
Compile Bids and provide recommendation to Award to Town Council
Upcoming Tasks: Complete and sign construction agreement.
Pre-Construction conference

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
Late August 2021 NTP
Schedule Constraints: Town staff may desire to schedule bidding/construction for a certain time of year
Projected Completion: TBD
Approved Budget: \$56,000
Invoiced To Date: \$33,000
Balance to Complete: \$23,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

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

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

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:

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

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.

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
21 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

Recent Activities: Contractor has roughed in installation ductbanks through the bulk of the site with the exception of the area above the aerators. Progress meeting on 30 June. Contractor has started interior work in the buildings. Master Engineers is reviewing light levels. Discussion of HVAC penetrations at the solids handling building room. Ductbank vaults have been delivered to the site.

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: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections

Invoiced To Date: \$221,753

Balance to Complete: \$87,977

Town Input Required:

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

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)

Current Paid: \$1,186,947.61

Balance to Finish plus retainage: \$2,771,953.06

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



Date: July 22, 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. Bacteriological and Pressure Testing continuing
2. Johnson talked to Bair about Adams contact for ingress/egress.
3. Johnson talked to Bair about the proposed C.O. for Abbott water line.

Anticipated Work Over the Next two Weeks

1. Continue pressure testing and obtain bacteriological test results.
2. H&P responding to additional information requests from Norfolk Southern regarding boring beneath railroad.
3. Bair will contact Adams about ingress/egress the week of July 26th and make arrangements for payment to be made and prepare for mobilization.
4. Bair anticipates mobilization to complete the final work will be done in late August.
5. Johnson and Bair to discuss unit prices on proposed C.O. to see if there is any room for negotiations.

Outstanding Issues

1. None

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

1. Construction	Contract:	\$1,566,030	JTD:	\$1,173,037
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Submitted by:

Bif Johnson, PE
Project Manager

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



Date: July 22, 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

2019-20 Water, Sewer & Curbside Refuse Collection Billing History

Printed 4-Aug-21

Customer Class		August-20	September-20	October-20	November-20	December-20	January-21	February-21	March-21	April-21	May-21	June-21	July-21	
WATER	Residential Base-IT	7	12	1,245	16	11	1,240	9	15	1,325	24	14	1,280	Average
	Commercial Base-IT	43	27	176	27	28	157	44	41	203	43	44	155	433
	Residential Base-OT	1	-	143	-	1	142	-	1	150	1	-	135	82
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	52
	Municipal	30	30	30	30	31	31	31	31	31	31	31	31	1
	Dormant Accounts													31
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	-
	TOTAL	87	75	1,600	79	77	1,576	90	94	1,715	105	95	1,607	5
														604
	Residential Use-IT	9,130	63,930	13,306,131	47,210	43,420	11,747,867	11,360	641	17,405,106	93,430	208,060	11,526,297	Total
	Commercial Use-IT	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	2,080,326	54,462,582
	Residential Use-OT	2,560	-	1,778,750	-	8,440	1,513,390	-	210	1,620,100	420	-	1,622,205	43,197,225
	Commercial Use-OT	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	2,450,500	6,546,075
	Municipal	920,400	552,930	271,080	275,720	289,950	278,340	293,710	249,740	331,000	282,460	439,730	651,040	28,348,429
	Industrial	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	45,581,047	4,836,100
	TOTAL WATER SOLD	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	63,911,415	537,921,191
	NET DELIVERED	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	55,547,791	675,311,602
	FRACTION BILLED	128%	37%	113%	92%	82%	90%	82%	58%	98%	111%	114%	79%	738,691,882
	Total (TOA,sold,hydmts, Leaks)	197,800	182,771	162,100	116,400	80,550	65,800	50,400	580,100	102,600	465,200	211,000	62,000	91%
														2,276,721
	Residential Base & Use-IT	219	482	60,626	546	373	56,503	281	92,730	58,465	886	953	61,884	Total
	Commercial Base & Use-IT	22,409	5,824	27,423	3,085	14,277	12,259	9,486	7,408	13,786	4,516	24,057	18,017	333,949
	Residential Base & Use-OT	43	-	12,235	-	62	2,901	-	47	12,234	47	-	11,826	162,548
	Commercial Base & Use-OT	11,306	10,802	10,385	9,971	10,477	577	10,652	9,454	10,129	9,389	11,078	10,283	39,395
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	114,502
	Industrial	117,906	53,272	106,850	115,726	95,797	110,892	126,459	986,340	141,646	169,954	116,100	124,043	-
	TOTAL	151,883	70,380	217,519	129,328	120,986	183,132	146,878	1,095,979	236,259	184,792	152,188	226,054	2,264,984
														2,915,377
SEWER	Residential Base-IT	4	12	1,085	16	9	1,079	9	15	1,153	18	14	1,130	Average
	Commercial Base-IT	40	25	158	25	25	136	43	39	145	42	20	121	379
	Commercial Base-OT	1	-	1	1	7	6	1	6	6	6	7	7	68
	Municipal	8	8	8	8	9	8	8	8	8	8	8	8	4
	Dormant Accounts													-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	57	49	1,256	54	54	1,233	65	72	1,316	78	53	1,270	455
	Residential Use-IT	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	9,083,613	Total
	Commercial Use-IT	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	2,360,920	38,096,777
	Commercial Use-OT	113,700	-	136,940	100,000	374,096	240,800	82,300	183,296	274,736	305,636	293,944	260,328	20,600,876
	Municipal	129,020	83,400	99,360	85,810	84,140	82,690	94,250	84,600	128,890	90,160	242,740	127,300	2,365,776
	Industrial	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	40,660,000	466,140,000
	TOTAL SEWER BILLED	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	52,492,161	466,140,000
	WWTP EFFLUENT	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	55,650,700	527,203,430
	FRACTION BILLED	107%	35%	74%	59%	58%	79%	66%	58%	97%	73%	65%	94%	754,062,000
														70%
	Residential Base & Use-IT	28	207	33,208	177	118	29,176	57	299	34,333	249	644	31,791	Total
	Commercial Base & Use-IT	7,137	3,787	8,187	3,484	2,510	7,810	5,730	4,515	12,028	5,252	6,141	5,154	10,857
	Commercial Base & Use-OT	429	506	386	778	1,904	1,148	620	1,761	1,175	1,283	1,192	2,638	5,978
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	1,152
	Industrial	144,500	78,642	140,484	144,296	133,960	132,753	142,639	127,220	147,858	134,470	125,723	138,244	1,590,789
	TOTAL	152,095	83,142	182,265	148,734	138,492	170,887	149,046	133,795	195,393	141,254	133,701	177,827	1,608,776
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	148	95	226	166	72	83	74	184	295	203	208	244	155
	Curbside- BULK	93	102	111	126	85	90	72	190	168	147	140	104	85
	TOTAL	241	197	337	292	157	173	146	374	463	350	348	348	240
	Curbside-IT	102	112	100	112	116	89	86	107	99	92	109	98	Total
	Curbside-BULK	10	17	17	17	24	21	9	24	19	17	24	18	1,096
	TOTAL	112	129	117	129	140	110	95	131	118	109	133	116	153

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 12.12 Hours per day which yielded approximately 35,710,000 gallons of water per day.

Rain	4.1	YTD Rain	22.46	Snow	0	YTD Snow	was measured at the water treatment plant.		
Average Hours per day (week days)					13.60	hrs			
Average Hours per day (weekends)					8.51	hrs			
Average produced (week days)					1,296,319	gallons per day			
Average produced (weekends)					799,000	gallons per day			
Total Raw Water Pumped:					37.63	million gallons			
Total Drinking Water Produced:					35.71	million gallons			
Average Daily Production: (drinking)					1,154,172	gallons per day			
Average percent of Production Capacity:					38.47	%			
Plant Process Water:					1,851,658	(finished water used by the plant)			
Bulk Water Sold @ WTP:					51,700	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					10,300	gallons			
McMinnis Spring									
Total Water Pumped:					0.936	million gallons	average hours per day	15.9	
Average Daily Produced:					301,936	gallons per day	Rain at MC	3.00	YTD Rain 23.30
Reynolds Spring							snow	0	0
Total Water Pumped:					0.870	million gallons	average hours per day	15.1	Total Precip 23.30
Average Daily Produced:					280,710	gallons per day	Rain at RE	3.12	YTD Rain 21.33
Purchased Water from CCUSA					2,324,036	gallons	snow	0	0
Sold to Hurt					2,746,500	gallons			Total Precip 21.33
Industrial Use					32,587,335	gallons			

Water lost due to leaks **None Captured**

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 Were collected June 3 2021 and we were below limits.

Melinda High Pressure Zone- Contracts have been signed and notice to proceed has been executed with a tentative start date of September 14

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 - Bids to be recommended to Council to move forward at it's August 10th meeting

McMinnis water line project is underway with 16500 feet installed of 17500 feet project. Working on access easement. Mendon scheduled to work with Adams during the last week of August.

The Source Water Protection Committee is being established with Sharon Williams to Chair the committee.

Generator project, 3 Switch Gear assemblies have been received.

Town of Hurt DBP improvement project. (This will remove withdrawal from out clear well to the system) continues.

Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system)

Abbott shutdown started July 24 to run through Aug 5 2021

During Abbott Shutdown: DFR Tank area cut back away from fence, McMinnis cut back and made good progress around fencing, Flocculators cleaned @ plant

Scraped and painted pipes and pumps at Reynolds

Utilities Distribution and Collection

# of Service Connections	0	Addresses:	
# of Service Taps	0	Addresses:	
# of Meters Read	103	Monthly Quarterly	Rereads 5
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	31.00 219.73	Tons	
# of Location Marks made for Miss Utility	36		
# of Meters Replaced	8		
# of Water Lines Repaired Locations:	0	# of Sewer Lines Unstopped Locations: 1304 Lola Ave. 328 10th Street	
# Air Relief Valves Inspected	0		
# of PRV Maintenance	6		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
# of Blow-Off Valves Located	0		
Push Camera Footage	250'	Sewer Main Cleaned	0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned	0
Sewer Video Footage	0	Sewer Service Video	0
Sewer Video Manholes	0	Sewer (Root Cutting) Service	0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage	2000'
Water Turn On and Offs	26	Sewer Manholes Inspected	0
Water Right of Way Clearing Footage	0		
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

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

Average Daily Flow		1.80 MGD	
TSS Reduction		98 %	
BOD Reduction		90 %	
VPDES Violations		0	
Sludge (Regional Land Fill)		140 tons	
Rain Total	3.33 Inches	Snow Total	Inches

Month: July
Week: July 5th, 2021

Month: July
Week: July 12th, 2021

- Continue Sanitizing procedures for commonly used areas
- UV system Checks
- Changed UV system lead and Lag banks (lead Bank A) 7/8/21
- Review and Submit timesheets
- Continue cross training for water plant operators
- Submitted Monthly DMR to DEQ
- AIC programming new upgraded alarm system
- RVPS VFD out of service. Returned by TECH STAR 7-1-21 (unrepairable)
- Submitted Monthly report to Utility Director
- Submitted June Rain Data to National Weather Service
- Received Lab PT results (all results were acceptable)
- Contractor hit electrical service for #2 Aeration Basin (repaired)
- Submitted Monthly Industrial Billing
- 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
- Serviced UV system Bank A 7/13/21
- Continue cross training for water plant operators
- Adjusted previous sewer charge for Schrader due to a meter issue
- AIC programming new upgraded alarm system
- Received VELAP data package request for Upcoming virtual inspection
- Repaired ATV tire (have ordered two new front tires)
- Soda ash ordered and received 7-16-21
- Annual Fire Ext. inspection 7-16-21
- Lab supplies ordered
- Submitted Weekly update to Utility Director
- Entered Lab data
- Normal Plant Operations

Month: July Month: July
Week: July 19th, 2021 Week: July 26th, 2021

- | | |
|---|---|
| <ul style="list-style-type: none"> • Continue Sanitizing procedures for commonly used areas • Reviewed and submitted timesheets • UV system Checks • Repaired UV system from Sunday's power surge • Continue cross training for water plant operators • Preparing for Abbotts two week shut down • Preparing VELAP data package request for Upcoming virtual inspection • Received new ATV tires (front) • Lab supplies ordered / received • Submitted Weekly update to Utility Director • Entered Lab data • Normal Plant Operations | <ul style="list-style-type: none"> • Continue Sanitizing procedures for commonly used areas • Interviewed applicant for open position • Background check and Fit for Duty check on new applicant • UV system Checks • Ran all Generators 7/26/21 • Continue cross training for water plant operators • UV system coolant pump troubleshooting • Preparing VELAP data package request for Upcoming virtual inspection • Installed new ATV tires (front) • Submitted Weekly update to Utility Director • Entered Lab data • Normal Plant Operations |
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TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
August 10, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 11.A

CLOSED SESSION (If Needed, Proper Certifications will be provided)

Title: CLOSED SESSION - Section 2.2-3711 (A) (1) and (3)

Staff Resource: Mayor Mike Mattox

Action(s):

- 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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.
- 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.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*