



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

**Tuesday, August 24, 2021
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

2.1 [Personnel Milestones/Changes](#)

3. CITIZEN'S TIME (AGENDA ITEMS ONLY)

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

4. ITEMS REFERRED FROM PREVIOUS MEETINGS

4.1 [Milling and Paving Contract - Additional Areas.](#)

[Attachment 1 - Quote Eagle Trail Road Extension.pdf](#)

[Attachment 2 - Proposed Eagle Trail Road Extension.pdf](#)

4.2 [Jenks River Trail preparation for millings](#)

[Attachment 1 - Prep Work Jenks River Trail.pdf](#)

4.3 [Council Rules of Procedure](#)

[Attachment 1 - Outline for initial discussion regarding Council Rules of Procedure.pdf](#)

[Attachment 2 - Proposed Council Rules.pdf](#)

[Attachment 3 - Code of Ethics- draft.pdf](#)

4.4 [Vista Theater Project Discussion](#)

5. ITEMS FOR DISCUSSION (NEW & UNFINISHED)

5.1 [Lynch Creek Sewer Line Replacement Project \(FAIP\)](#)

5.2 [Annual Delinquent Tax Listing](#)

[Attachment 1 - Staff Memo](#)

[Attachment 2 - Uncollectible and Delinquent Tax List](#)

5.3 [FY2021 Budget Amendments](#)

[Attachment 1 - Staff memo and Budget Amendments](#)

5.4 [Uncle Billy's BBQ/Bourbon/Beer Sponsorship](#)

5.5 [Spark Innovation Center - Fire Truck](#)

- 5.6 [YMCA request for additional ballfield](#)
[Attachment 1 - Email re Ballfields.pdf](#)
- 5.7 [Proposed changes to organizational chart](#)
[Attachment 1 - Restructure discussion.pptx](#)

6. UPDATES/INFORMATIONAL ITEMS

7. PUBLIC COMMENT (NON-AGENDA ITEMS)

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

8. MATTERS FROM COUNCIL

9. CLOSED SESSION (IF NECESSARY)

9.1 [CLOSED SESSION - Section 2.2-3711 \(A\) \(1\)](#)

10. 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 WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

RECOGNITIONS AND PRESENTATIONS

Title: Personnel Milestones/Changes

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Explanation:

Background:

PERSONNEL UPDATES

Milestones

Steve Bond, WWTP Manager August 2021 30 years

Bryan Mawyer, WTP Manager August 2021 5 years

Retirements/Resignations

Waverly Coggsdale, III, Town Manager August 6, 2021

David Garrett, Public Works Director August 13, 2021

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

ITEMS REFERRED FROM PREVIOUS MEETINGS

Title: Milling and Paving Contract - Additional Areas.

Staff Resource: Amie Owens, Assistant Town Manager Teri Anderson, Interim PWD

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. Information was presented at the regular meeting and it was requested that this item be brought back for discussion at the work session following investigation related to VDOT Access Grant or other means of funding.

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 at this time

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.

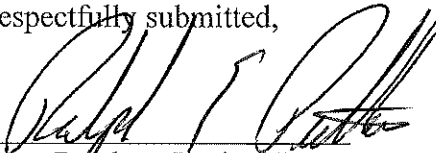
****NOTE:** Quote based upon current petroleum prices and may be adjusted at time of placement if prices change on materials or delivery charges from our suppliers.

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



400 ft



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 4.2

ITEMS REFERRED FROM PREVIOUS MEETINGS

Title: Jenks River Trail preparation for millings

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Request Council Direction; if approved place on consent agenda on September 13, 2021

Explanation:

Background:

At the August 10 regular meeting, Councilman George asked if while the paving contractor was currently in town, could they do the preparation for the Jenks River Trail so that staff could place the millings on the trail sooner rather than later. Consensus was for staff to research and bring back a cost for such a project. Patterson Brothers Paving quoted \$23,750 for this project. Jenks Funds could be utilized for this project.

The Recreation Committee, at their August 17, 2021 meeting, made a formal motion to recommend to Town Council approval of this project and the use of Jenks Funds.

Funding Source(s):

Proposed Jenks Funds be used - \$23,750

Attachments: *(click item to open)*

[*Attachment 1 - Prep Work Jenks River Trail.pdf*](#)

TOWN OF ALTAVISTA 08122021 REP
Patterson Brothers Paving, Inc.
1011 Monroe Street
Bedford, Virginia 24523
(540) 586-1497
www.pattersonbrotherspaving.com
pattersonbrotherspaving@gmail.com

August 12, 2021

Town of Altavista
510 7th St.
Altavista, VA 24517

ATTENTION: Teri Anderson

We, Patterson Brothers Paving, Inc., propose to furnish all the labor, materials and equipment necessary to complete the following:

PROJECT LOCATION: Jinks River Trail

PROJECT: Walking Trail along River

SCOPE OF WORK:

- A. Mill 4 to 6 Inches depth for Walking Trail along River
Approximate width = 10 Feet

Equipment Provided:

- Milling (7 Ft width cut)
- Two Triaxle Dump Trucks

- B. Prepare trail for Public Works to install milling material
NOTE: Topsoil to be disposed of within close proximity of Walking Trail

Small Field = 1,880 Linear Feet	ESTIMATE: \$ 9,400.00
Large Field = 2,870 Linear Feet	ESTIMATE: \$14,350.00

NOTE: Rate per Linear Foot is \$5.00 per foot.

TOTAL ESTIMATE: \$23,750.00

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



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 4.3

ITEMS REFERRED FROM PREVIOUS MEETINGS

Title: Council Rules of Procedure

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Request item be placed on consent agenda for September 13, 2021

Explanation:

One goal from the Town Council retreat in March 2021 was to develop Council rules of procedure

Background:

Town Council was provided with an outline of potential topics for a document at their July 13, 2021 regular meeting. A draft document for rules of procedure as well as a code of ethics was provided for review and comment at the July 27th meeting. Town Attorney John Eller reviewed the draft document and made some suggested changes. Information was shared with Council and the rules of procedure and code of ethics documents are being brought back for discussion.

Funding Source(s):

No funding required.

Attachments: *(click item to open)*

[Attachment 1 - Outline for initial discussion regarding Council Rules of Procedure.pdf](#)

[Attachment 2 - Proposed Council Rules.pdf](#)

[Attachment 3 - Code of Ethics- draft.pdf](#)

Outline for Initial Discussion Regarding Council Rules of Procedure

Logistics:

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

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

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

How items make it to the agenda:

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

Actions and sanctions of Council Members:

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

**ALTAVISTA TOWN COUNCIL
RULES OF PROCEDURE
Adopted Month Day, 2021**

These rules of procedure were designed and adopted for the benefit and convenience of the Altavista Town Council (herein "Council"). Their purpose is to help Council conduct its affairs in a timely and efficient manner. Further, Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Council to strictly comply with the rules of procedure shall not invalidate any action of Council.

Section 1 – Purpose and Basic Principles

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Council should proceed in the most efficient manner possible;
- B. Council's rules of procedure must be followed consistently;
- C. Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

Section 2 – Meetings

Section 2-1. When and Where Regular Meetings are Held

- A. The regular meetings of the Council shall be held in the Council Chamber located at 510 Seventh Street at 6:00 p.m. on the second Tuesday and at 5:00 p.m. on the fourth Tuesday of each month commonly referred to as the "work session meeting". The purpose of the meeting on the fourth Tuesday is to introduce topics for consideration and discussion prior to action being taken at the next regular meeting. Notwithstanding the foregoing, Council may take action on any matter deemed to be time-sensitive at the work session meeting.
- B. The Council may hold additional meetings at other locations and times or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the

public and the press as required by State Code. Additional meetings shall be referred to as “special meetings” and shall be approved by Council during a regularly scheduled meeting.

Section 2-2. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Mayor and Vice Mayor shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. If any two (2) members of the Council object, the regularly scheduled meeting shall proceed as originally planned. In absence of such objection by two (2) members of the Council, the public and the media shall be notified promptly of the change.

Section 2-3. Recessed/Continued Meetings

If the Council deems necessary to continue a meeting due to the lateness of the hour, or a need for additional discussion, a regular meeting may be continued to a date not greater than seven (7) days after the recessed meeting. The meeting may be set for a different time or place as the regular meeting so long as the information is communicated to the Council members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion must state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-4. Special Meetings

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.

B. Special meetings may be called by the Mayor, the Town Manager, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council will notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by leaving a copy thereof at his or her place of abode or place of business at least twelve hours before the time scheduled for the special meeting. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Notice, reasonable under the circumstances, to the public of any special, emergency or continued meeting shall be given at the same time as the notice provided the members of the Council, the Town Attorney, and the Town Manager.

Section 3 – Officers

Section 3-1. Mayor

The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Vice Mayor

In addition to serving in the absence of the Mayor, the Vice Mayor is charged with the annual evaluation of the Town Manager. The Vice Mayor may utilize assistance from another Council member to complete this task.

Section 3-3. Clerk

The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, shall attend all Council meetings, and shall keep an accurate record of the proceedings. This role is typically filled by the Town Manager; however, a deputy clerk may be assigned to take the minutes for the Council.

Section 3-4. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

Section 4 – Meeting Procedures and Expectations

Section 4.1 – Conduct during the meeting

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not related to the subject under discussion or blatantly offered for obstructive purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;

5. To adjourn in an emergency.

B. A decision by the presiding officer under any of the first three powers listed above may be appealed to the Council upon motion of any member stating his or her grounds for such appeal. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. Council shall consider and decide the appeal by majority vote before any further business is taken up by the Council. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

Section 4.2 – Council Comments and Rebuttals

A. To maintain professional decorum, individual Council members should indicate that they wish to speak by raising their hand to be recognized by the presiding officer prior to beginning to speak. Once recognized, the Council member may ask questions of staff or the Council and/or make comments related to the current subject matter. Comments should be limited to five minutes.

B. The presiding officer shall preside over the discussion when a motion has been made according to the following general principles:

1. The maker of a motion is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

C. In the instance of a rebuttal, the Council member should be acknowledged by the presiding officer prior to offering comments. The rebuttal comments should be limited to five minutes and should be delivered in a manner that is respectful to the Council as well as the staff and audience.

Section 4.3 – Order of Business at Regular Meetings

The suggested order of business at a regular meeting of the Town Council shall be set out in the printed agenda and may include, but not be limited to the following items:

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Adopt meeting agenda – Amendments/deletions to the agenda
5. Citizens Time (may be for items on the agenda and those not on the agenda)
6. Recognitions and Presentations
7. Partner Updates
8. Consent Agenda

9. Public Hearings
10. Unfinished Business
11. New Business
12. Reports and Communications
13. Matters from Council
14. Closed Session
15. Adjournment

Section 4.4 – Order of Business at Work Sessions

The suggested order of business at a work session meeting or any special called meeting of the Town Council shall be set out in the printed agenda and may include but are not limited to items outlined and referenced in Section 4.3 above.

Section 4.5 – Public Comment (Citizens' Time)

There shall be a period of time at every meeting where citizens are encouraged to speak to Council. Citizens wishing to address Council should sign in prior to the meeting and when recognized at the podium, provide their name and residential address for the record. Citizen comments will be limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose.

- Public comment shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
- Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
- There shall be no comment during Citizens' Time on a matter for which a public hearing is scheduled during the same meeting.
- There shall be no comment during Citizens' Time on a matter that has already been the subject of a previous public hearing where no final vote has been taken.
- Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.
- Council members shall not discuss issues raised by the public except by consent of a majority of the Council members present.
- Other than as stipulated above or during public hearings, no person shall be permitted to address the council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.
- Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit ten (10) copies to the Clerk of Council by 4:00 p.m. on the Friday preceding the Council meeting.

Section 4.6 - Unfinished Business Items

Unfinished Business shall include all business not concluded at the previous two regular meetings. The town manager shall automatically place unfinished business items including postponed motions, under this agenda item.

Section 4.7 – Roberts Rules of Order

The provisions of Robert’s Rules of Order, revised, edition date, shall govern the council in its meetings, except in so far as such provisions are inconsistent with law and modified by the special rules of order as set forth below. In the event that there is an inconsistency between the respective rules of order, the special rules shall control.

Section 4.8 – Special Rules of Order

Voting and Debate

- The Mayor shall vote on all matters before council unless contrary to law or he is required to abstain from a vote.
- During council meetings, council deliberations will be held amongst council members; unless the Mayor consents and there are no objections to invite other participants.
- Individuals shall request to speak by raising their hand to be recognized by the presiding officer during the debate. Individuals speaking without being recognized by the presiding officer will be asked to hold their comments until such time as an individual who was properly recognized finishes their statement.
- Any motion, amendment or resolution may be withdrawn or modified by the mover at any time before a decision, (with the concurrence of the seconder) of an amendment or ordering of the yeas and nays, except a motion to reconsider, which shall not be withdrawn without leave.
- The maker of the motion shall be allowed to provide opening and closing discussion during debate.
- Council members shall not engage in electronic or other communications amongst themselves regarding any motion or topic that is on the floor for debate.

Section 5 – Agenda Items

Section 5.1 – Items included on the Agenda

Items will be included on the Agenda based on the following actions:

1. A Council member may request an item be added to an agenda by notifying the Clerk to the Council and Mayor prior to the meeting;
2. A staff response to Council’s request from a previous meeting or special request;
3. A request from staff that requires the attention and/or approval of Council such as policy, contractual obligation or budgetary item;
4. Public Hearings as necessary stemming from the Planning Commission or by virtue of a Council decision that requires a public hearing as part of the statutory process;
5. Procedural items such as nuisance hearings, proclamations and resolutions;

6. Information from staff received for information only such as monthly reports that require no action by Council.

Section 6 – General Operating Policy

Section 6-1. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 6-2. Broadcasting Council Meetings

Regular meetings and work sessions of the Council shall be broadcast live on the Town's website. Copies of the broadcast are archived on the website and available for viewing at any time. For a copy of the meeting on a DVD, individuals should contact Town Hall and request a copy; there may be a charge for such service.

Section 6-3. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 6-4. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

Section 7 – Council Standards of Conduct

Section 7.1. Attire

To maintain the dignity and decorum of the Town Council Meetings and so as not to disrupt said meetings Council members shall dress in business or business casual attire.

Section 7.2. Attendance

As an elected official of the citizens of the Town of Altavista, Council members should make every effort to attend the meetings of the Town Council as the meeting schedule is set and confirmed annually. Council members should inform the Mayor if they will be unable to attend a regularly scheduled meeting of the Council as far in advance as possible. The Mayor or presiding officer should announce at the beginning of the meeting if a Council member will be absent.

As permitted, Council members may participate in Council meetings by electronic means (telephone or videoconferencing such as Zoom) as permitted by Virginia Code Section 2.2-3708.2. The purpose of the policy is to comply with the requirements of Section 2.2-3708.2 of the Code of Virginia and to allow for and govern participation by one or more Council members in Council meetings by electronic communication means.

If a Council member is aware that they will be unable to attend an upcoming meeting; they should announce it at the preceding meeting to be recorded in the official record. For example: if the Council member knows at the regular meeting he will miss the upcoming work session, he should inform the Council prior to adjournment of the regular meeting.

Section 7.3. Code of Ethics

There shall be a Code of Ethics adopted separately by the Town Council which shall illustrate the proper behavior and ethical standards that should be followed by all Council members.

Adopted this _____ day of _____, 20__

Michael E. Mattox
Mayor

**CODE OF ETHICS FOR THE
MAYOR AND TOWN COUNCIL
FOR THE TOWN OF ALTAVISTA, VIRGINIA**

WHEREAS, the stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials: and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of Altavista and with obeying the law.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the Commonwealth of Virginia and as public officials representing the citizens of the Town of Altavista and acting pursuant to the requirements of the Code of Virginia, we the Mayor and Town Council Members do hereby adopt the following General Principles and Code of Ethics to guide the Town Council in its lawful decision making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

Governmental decisions and policy must be made and implemented through the proper channels and processes of the governmental structure. This requires Council members to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent and to the code of ethics and policies adopted by the Council as a whole. Council members must always remain aware that at various times they play different roles:

- As advocates, who strive to advance the legitimate needs of their citizens;
- As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders and resolutions;
- As decision-makers who arrive at fair and impartial quasi-judicial and administrative determinations.

Council members must know how to distinguish among those roles, to determine when each role is appropriate, and to act accordingly. Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Mayor and Town Council and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law.

Section 1. Legal Considerations

Council members should obey all laws applicable to their official actions as elected members of the Town Council. Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Council members should feel free to assert policy positions and opinions without fear of reprisal from fellow council members or citizens. To declare that a council member is behaving unethically because one disagrees with that council member on a question of policy, and not because of the council member's behavior, is unfair, dishonest, irresponsible, and itself unethical.

Council members should endeavor to keep up to date, through the council's attorney, town manager, and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day advice the Council may receive concerning specific situations that arise.

Section 2. Act with Integrity

Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Behaving consistently and with respect toward everyone with whom they interact;
- Living as if they are on duty as elected officials regardless of where they are or what they are doing;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly;
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of quasi-judicial proceedings themselves;

- Treating other Council members and the public with respect and honoring the opinions of others even when the council members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard; and
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.

Section 3. Avoid Impropriety

Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the council member's actions would conclude that the action was inappropriate.

If a council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the town's attorney and should consider publicly disclosing the facts of the situation and the steps taken to ensure it remains an ethical and legal action.

Section 4. Responsibilities as a Council Member

Council members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others may trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.

Section 5. Transparency

Council members should conduct the affairs of the council in an open and public manner, as they are conducting the public's business every time they meet. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is essential to the public's trust. They should also remember that local government records belong to the public and not to council members or their employees.

Information considered in Closed Session should be kept in full confidence and not shared until the matter discussed is concluded or becomes public knowledge by other means.

In order to ensure strict compliance with the laws concerning openness, council members should make clear that an environment of transparency and candor is to be maintained at all times in the Town. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Adopted this the _____ day of _____, 20__.

Michael E. Mattox, Mayor

ATTESTED:

Clerk to Council



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 4.4

ITEMS REFERRED FROM PREVIOUS MEETINGS

Title: Vista Theater Project Discussion

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Council to advise on next steps.

Explanation:

Background:

The Town Council, at their March 30th Retreat, requested that they be provided a “draft” scope of services for a Feasibility Study for the VISTA Theater by the May 2021 Work Session. This was completed, approved and RFQ sent out in June 2021. There were eight respondents. Town Council decided that the entire council would serve as a “committee of the whole” on this project.

Information from all of the respondents were sent out to Town Council members via email on July 16th. There was no discussion at the July work session other than the consensus of council to move the discussion to the August Work Session.

Funding Source(s):

The FY 2022 budget contains \$1,000,000 for the Vista Theater as Economic Development CIP

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: Lynch Creek Sewer Line Replacement Project (FAIP)

Staff Resource: Tom Fore, Utilities Director; Bif Johnson, Hurt & Proffitt

Action(s):

Allow Staff to put the Lynch Creek Sewer Line Replacement to bid.

Explanation:

The Lynch Creek Project is the second of many sewer lines that need replacement because of Inflow & Infiltration (I&I) into the Town Collection System.

Background:

The Lynch Creek sewer line has been a contributor of Inflow during heavy rain events and takes up capacity of the WWTP during rain events. The line is a failing 10" Truss pipe. Hurt & Proffitt was hired in 2019 to evaluate the line by video and found multiple root intrusions, pipe deformities and cracks in the lines and manholes. Hurt & Proffitt has designed the project and with the completion of the railroad permitting for the bore we are now ready to go to bid with this project.

Funding Source(s):

2020 FAIP Borrowing

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: Annual Delinquent Tax Listing

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Consensus to place approval to publish the Delinquent Tax Listing and to "write off" the Uncollectible Tax Listing as presented, on the September 14th Regular Meeting's Consent Agenda.

Explanation:

This year's outstanding taxes total \$30,960.36, a decrease of almost \$4,100 over LY's total, at this time. Personal Property taxes account for much of the balance due, in the amount of \$26,196.15. The remaining balance of \$4,764.21, represents outstanding Real Estate taxes. Staff requests that Town Council reach a "Consensus" to place this item on the September 14, 2021 Town Council Regular Meeting Consent Agenda for approval, to advertise the delinquent list, and pro-rate the cost of the ad to the delinquent taxpayer as well as to write-off delinquent Personal Property taxes for deceased individuals in the amount of \$804.08, delinquent Personal Property and Real Estate taxes under \$20.00 in the amount of \$357.25 and uncollected taxes totaling \$11.98 for which no bills were sent.

Additionally, due to the statutes of limitations regarding Personal Property taxes, Staff is requesting approval to write off 2016 personal property taxes totaling \$3,446.81, with collection efforts continuing through June 2022.

Background:

Annually staff, in accordance with Section 70-3 of the Town Code, prepares a list of the uncollectible and delinquent taxes from the previous fiscal year (FY2021). Attached is a memorandum from Tobie Shelton, Treasurer/Finance Director, as well as the list of uncollectible and delinquent taxes. Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and or co-owned by the taxpayer until their debt has been cleared and or submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Funding Source(s):

No funding needed.

Attachments: *(click item to open)*

[Attachment 1 - Staff Memo](#)

[Attachment 2 - Uncollectible and Delinquent Tax List](#)



TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

DATE: August 18, 2021

RE: Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2016 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
DECEASED INDIVIDUALS
August 17, 2021**

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Callands, Kenneth Lewis	69055	\$ 161.73
Callands, Tardie Bill	11138	\$ 17.60
Callands, Tardie Bill	11140	\$ 17.60
Davis, Edna Mae	68141	\$ 38.14
Hall, Mary Oakes	72261	\$ 3.80
Hunt, Wesley	72659	\$ 46.96
Johnson, Janice	12628	\$ 17.60
Loving, Barbara	73707	\$ 35.98
Maulbeck, Cherie	61019	\$ 40.19
Maulbeck, Cherie	73575	\$ 129.65
Rorer, Buddy	50039	\$ 29.98
Pritchett, James Edward	53327	\$ 17.60
Lewis, Phillip Riley Jr	71699	\$ 8.22
Thacker, Alice	14312	\$ 36.85
Thacker, Alice	68595	\$ 46.94
Witcher, Patrick	77691	\$ 4.69
Witcher, Patrick	79037	\$ 10.92
Witcher, Patrick	79039	\$ 9.98
Witcher, Patrick	79043	\$ 129.65

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES**

UNDER \$20.00

August 17, 2021

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Accent Health	75081	\$ 9.55
Andrews, Suzanne	61023	\$ 0.33
Austin, Brendon	71469	\$ 5.87
Bradner, Matthew	73469	\$ 2.35
Bradner, Matthew	79913	\$ 0.05
Brumfield, Candace	64959	\$ 2.12
Compton, Amy Fellers	73209	\$ 12.67
Cowart, Elizabeth	66335	\$ 3.52
Dudley, Cody	73227	\$ 0.43
Element Fleet	65387	\$ 2.35
Hale, Allayna	79635	\$ 8.45
Hall, Haley	73069	\$ 8.13
Hatcher, Robert	79873	\$ 4.32
Hicks, Douglas	68811	\$ 2.74
Honda of America	60813	\$ 2.53
Horne, Christian	71479	\$ 2.38
Hull, Roger Lee	57643	\$ 3.52
Jonathan & Hannah Photo	73099	\$ 0.48
Jonathan & Hannah Photo	75051	\$ 2.67
King, Terry	62693	\$ 0.07
Lewis, Phillip Riley Jr	71699	\$ 8.22
Main St Trading	63869	\$ 2.46
Marlin Leasing Corp	69897	\$ 1.04
McCulloch, Sherry	77741	\$ 2.35
McManus, Sandra	69403	\$ 0.59
Miller, Jonathon	76495	\$ 5.01
Miller, Michael	77747	\$ 5.87
Mobile Mini	70025	\$ 12.09
Mobile Mini	75047	\$ 12.32
Monroe, Constance	72841	\$ 9.39
Moore's Electric	60217	\$ 2.36
Murray, James	54369	\$ 2.24
Nguyen, Douglas	68273	\$ 2.46
Northern Leasing	16834	\$ 2.35
Ould, Paula	54771	\$ 2.90
Pannell, Quanna	65245	\$ 1.30
Pannell, Shmonica	64687	\$ 0.37
Pannell, Zakiyah	71265	\$ 2.05
Pannell, Zakiyah	71267	\$ 0.14
Parker Gas Co	65419	\$ 9.39

Patterson, Jennifer	71423	\$	0.54
Payne, Raymond	56379	\$	0.26
Penn, Gary	71299	\$	0.63
Pillow, Larry D Sr	48967	\$	0.29
Pippin, Edward	71137	\$	0.05
Praxair Distribution	73433	\$	2.70
Purvis, Crystal	80297	\$	5.55
Rhodes, Kelly	79573	\$	0.21
Roach, Amy	74763	\$	0.41
Roach, Brian	72293	\$	0.16
Roach, Brian	72295	\$	0.16
Rowland, Jason	74059	\$	1.39
Smith, Bobby	66885	\$	0.02
Smith, Cody	68153	\$	0.29
Smith, Delicia	74869	\$	1.38
Stovall, Irene	68681	\$	6.40
The Hillman Group	54399	\$	0.15
Unified Merchant	69987	\$	2.35
Walker, Cheryl	74139	\$	0.51
Williams, Audrey	74437	\$	1.96
Williams, Brian	72891	\$	1.30
ZED Enterprises	69977	\$	5.87

TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES
August 17, 2021

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Anthony, Latoya	45291	\$ 464.66
Anthony, Latoya	47803	\$ 9.24
Bentley, Willard/Glenda	47849	\$ 86.47
Bentley, Willard/Glenda	75229	\$ 1.97
Blessard/Wilson Jonathan	46721	\$ 160.03
Clark, Lillian	45043	\$ 210.86
Coleman, Dorella	45119	\$ 443.43
Crawford, Dawn	75373	\$ 52.09
Csabi, Menyhart	45355	\$ 61.58
Cunningham, Emmett	45591	\$ 72.28
Doss, Crystal	45491	\$ 92.27
Dowdy, Mark	45299	\$ 76.40
DRV Construction	47265	\$ 58.39
Ellis, Wayne	48235	\$ 47.40
Fielder, Eddie J	44383	\$ 113.20
GD Altavista LLC	66707	\$ 918.17
GD Altavista LLC	69859	\$ 43.81
GD Lane Park LLC	47503	\$ 43.61
Gregory, Marcellus Preston	47535	\$ 0.18
Gregory, Marcellus Preston	45927	\$ 124.22
Gregory, Marcellus Preston	75613	\$ 0.58
Harris, Gene/Charlene	46019	\$ 21.59
Kirby, Jesse/Samantha	76381	\$ 23.47
Kershner, Darl & Shirley	46363	\$ 691.18
Lewis, Meredith	46473	\$ 70.21
Lewis, Meredith	46475	\$ 14.08
Little, Sheila Exec	45755	\$ 438.09
Little, Sheila Exec	45757	\$ 69.65
Pollard, Keisha	47215	\$ 69.93
Trent, Curtis/Brenda	47941	\$ 176.30
Walls, Delia	44553	\$ 102.97
Walls, Delia	76419	\$ 2.95
Walls, Delia	76421	\$ 2.95

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES**

August 17, 2021

UNDER \$20.00

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Ashwell, William/Gracie	45539	\$ 10.13
Brooks, Cynthia	44577	\$ 0.14
Bryant, Clayton	44833	\$ 4.89
Campbell, Crystal	71517	\$ 5.50
Coles, Allenza	75327	\$ 0.94
Coles, Allenza	75329	\$ 0.47
Clay, Landon	45055	\$ 11.26
Clay, Ollie M Etals	45067	\$ 11.26
Creasy, Jacqueline	75379	\$ 0.75
Creasy, Jacqueline	75381	\$ 0.94
Dalton, Patricia	75397	\$ 2.82
Dews, Steven	75423	\$ 2.82
Dikeman, Cale	75425	\$ 2.82
Dishnet	71547	\$ 0.03
Edwards, Barry	46969	\$ 14.08
Epperson, Maynard	71615	\$ 2.82
Hall, Elsie	75617	\$ 1.88
Hall, Elsie	75619	\$ 1.88
Hall, Phyllis	45349	\$ 1.13
Hall, Phyllis	75621	\$ 1.13
Hall, Phyllis	75623	\$ 1.13
Hall, Phyllis	75625	\$ 1.13
Hall, Phyllis	75627	\$ 1.13
Hubbard, James	46175	\$ 0.94
Isaacs, Steven/Jeannie	75715	\$ 0.94
Jefferson, Melissa	75409	\$ 1.88
Johnson, Dilys	46291	\$ 0.94
Jones, Deborah	46311	\$ 1.09
Kraeger, Shane	46169	\$ 12.01
Kraeger, Shane	75857	\$ 1.41
Lawhorn, Donna	69851	\$ 2.15
LSG Properties	75907	\$ 0.10
LSG Properties	75909	\$ 0.94
Mattox, Sue	75963	\$ 2.82
Merritt A W Estate	46713	\$ 5.63
J F Minnis Estate	46751	\$ 0.57
Minnis, Joel	47841	\$ 10.33
Moore, Danny	46833	\$ 0.80
Morris, John William	46877	\$ 2.14
Myers, John/Alma	46919	\$ 6.20
Nowlin, Mamie	76059	\$ 2.82
Schwarz & Schwarz	46409	\$ 4.66
Simerly, Ronald	47615	\$ 0.65
Simpson, Wendy	45323	\$ 1.09

Staton, Kenneth	47731	\$	10.77
Stawasz, Jeffrey	76063	\$	0.94
Stephenson, Larry	47741	\$	0.13
Waller, Evelyn	76417	\$	2.82
Wells Fargo Bank	69883	\$	2.82
Woosley, Micah	76447	\$	1.88
Wright, John/Yvonne	48285	\$	4.69

TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
August 17, 2021

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>		<u>TAX AMOUNT</u>
A & A Sydicate Corp	69965	\$	112.75
Adams, Jessica Shanese	70911	\$	48.82
Adams, Jessica Shanese	70913	\$	103.65
Adams, Jessica Shanese	72637	\$	53.54
Adams, Jessica Shanese	74289	\$	117.04
Adams, Jessica Shanese	79701	\$	77.82
Adams, Kodie Nathaniel	73065	\$	20.90
Adams, Raquel	74081	\$	36.85
Adams, Richard Wilson	69453	\$	57.75
Adams, Richard Wilson	71035	\$	105.66
Anderson, John Jeffrey	69283	\$	33.30
Anderson, Oma Lee	71645	\$	17.60
Andrews, Duncan Ewart	18010	\$	80.30
Andrews, Duncan Ewart	55237	\$	80.30
Andrews, Duncan Ewart	61569	\$	104.28
Anthony, Latoya	45291	\$	464.66
Anthony, Latoya	47803	\$	9.24
Armistead, Franchesca Nicole	67677	\$	164.82
Armistead, Franchesca Nicole	70861	\$	82.06
Aubrey, Mark John	70937	\$	38.18
Audet, Debora Elizabeth	74529	\$	117.00
Barnard, Robert Glenn Jr	69415	\$	22.55
Barnwell, Ronson Andrew	74429	\$	17.60
Bean, Jesse Lee 2nd	55789	\$	9.98
Bean, Jesse Lee 2nd	74105	\$	17.60
Bean, Jesse Lee 2nd	74107	\$	94.67
Bennett, Jakenya	80061	\$	40.19
Berger, O'Bryan Arthur	80475	\$	32.53
Berger, Willie Carl Jr	68809	\$	116.00
Berger, Willie Carl Jr	72193	\$	40.15
Berkley, Lorcrushal	75007	\$	35.40
Blanchard, Donna	68845	\$	36.85
Blanchard, Donna	70591	\$	73.65
Blanchard, Donna	79391	\$	29.59
Blevins, Britney Gail	74083	\$	79.10
Bogert, Katherine	61073	\$	20.90
Bogert, Katherine	62579	\$	20.90
Boley, Dennis	79471	\$	17.60
Boley, Dennis	79473	\$	30.36
Bonds, Monique Nicole	72035	\$	93.77
Bowles, David Lei	79805	\$	17.60
Bowles, David Lei	79807	\$	17.60
Bowling, Michelle	71187	\$	94.30
Bradner, Melanie Tweedy	70467	\$	47.33
Bradner, Melanie Tweedy	70469	\$	17.60

Bradner, Melanie Tweedy	70471	\$	30.50
Bradner, Melanie Tweedy	73915	\$	17.60
Boyd, James Allen	74159	\$	32.86
Bradner, Melanie Tweedy	79305	\$	82.41
Bradner, Michael Edward	79327	\$	17.60
Bradner, Michael Edward	79329	\$	33.81
Breaux, Kayleigh	73219	\$	77.46
Brew, Shanna Myers	72883	\$	47.68
Brinkley, Stephen Travis	79405	\$	41.46
Brown, Jasmine Lashal	74253	\$	63.94
Brown, Shana Matirs	58659	\$	80.30
Brown, Shana Matirs	58661	\$	80.30
Brown, Shana Matirs	58663	\$	80.30
Bruce, Jonathon	68937	\$	143.55
Bryant, Elizabeth	57835	\$	32.65
Burgess, Troy Eugene	72129	\$	9.98
Burgess, Troy Eugene	72131	\$	61.24
Burgess, Troy Eugene	72133	\$	114.20
Burgess, Troy Eugene	79343	\$	87.02
Burroughs, Ashley	71121	\$	81.54
Calloway, Gwendolyn	70753	\$	43.45
Calyer, Rachael	74635	\$	33.32
Campbell, Scott A	73221	\$	172.39
Canada, Kris	70873	\$	25.00
Canada, Kris	74267	\$	41.20
Canada, Kris	74269	\$	50.78
Canada, Kris	79677	\$	59.58
Carr, William Robert	67639	\$	80.30
Carter, Courtney	80279	\$	35.59
Chambers, James Junior	70973	\$	33.82
Chapman, Andrea G	61087	\$	51.12
Ciaccio, Eva	80229	\$	50.01
Clark, Treavon	73223	\$	19.25
Clark, Treavon	79965	\$	26.67
Clay, Marlene	66049	\$	29.22
Clements, Annette M	68611	\$	39.68
Clements, Kelsey Marie	80405	\$	35.46
Clements, Zakendra	72975	\$	17.86
Coffer, Angela Brandi	74163	\$	51.95
Coffer, Virginia Susan	73009	\$	20.90
Cole, Linda	74161	\$	19.25
Coleman, George Edward	79715	\$	17.60
Coleman, George Edward	79717	\$	35.34
Coleman, George Edward	79719	\$	57.54
Coles, Erika Marie	73303	\$	169.16
Comer, Genevieve	73193	\$	58.31
Comer, Joshua	68055	\$	17.60
Conner, Jodi	72391	\$	98.54
Conner, Jodi	72397	\$	42.70
Cook, Gary	72479	\$	38.51
Cox, Travis Cody	79703	\$	17.60
Cox, Travis Cody	79705	\$	34.19

Crawford, Dawn Marie	67821	\$	17.60
Crawford, Dawn Marie	69259	\$	46.44
Crawford, Dawn Marie	79739	\$	32.53
Creasy, Ronnie Thomas	71403	\$	22.55
Crider, Osbey	74527	\$	62.72
Cunningham, Emmett	80365	\$	57.29
Cunningham, Emmett	80367	\$	31.13
Dalton, Brian Anthony	79431	\$	23.35
Dalton, Jennifer	72171	\$	49.05
Dalton, Jillian Devereaux	71205	\$	41.94
Dash, Daniel	80261	\$	35.34
Davis, Clyde Steven	71277	\$	41.58
Davis, Clyde Steven	73525	\$	34.44
Davis, Edna Mae	68141	\$	38.14
Davis, Erica Latrice	79771	\$	53.07
Davis, Jeremy Maurice	63691	\$	80.30
Davis, Jeremy Maurice	63693	\$	103.37
Deshazor, Tammy	73311	\$	76.54
Dews, Mary Dianna	69625	\$	39.09
Dillard, Dakota	69963	\$	12.29
Doss, Crystal June	79781	\$	169.86
Doss, Jarrett Kendall	72103	\$	239.67
Doss, Jarrett Kendall	73917	\$	192.84
Doute, Daniel	80501	\$	31.43
Drew, Rebecca	69423	\$	38.01
Elliott, Richard Troy Jr	64507	\$	22.76
Elliott, Richard Troy Jr	64509	\$	13.39
Elliott, Richard Troy Jr	64511	\$	40.15
Elliott, Richard Troy Jr	68725	\$	40.15
Emerson, Woodrow Jr	67489	\$	80.30
Emerson, Woodrow Jr	70713	\$	43.45
Farris, Luttrell	72811	\$	70.17
Farris, Luttrell	74421	\$	84.34
Faulkner, Michael	73155	\$	106.54
Ferlise, Nicholas Wayne	67857	\$	35.18
Fielder, Austin	80085	\$	42.49
Fielder, Hannah	79803	\$	54.74
Fitzgerald, Sara Salgado	69669	\$	22.55
Fitzgerald, Sara Salgado	69671	\$	22.55
Fitzgerald, Sara Salgado	71073	\$	48.26
Fleshman, Zacharey	80331	\$	31.13
Fleshman, Zacharey	80333	\$	17.60
Fleshman, Zacharey	80339	\$	74.64
Freeman, Hannah Grace	69725	\$	102.24
Gatewood, Joshua Ryan	71069	\$	50.06
Gibson, Derrick	80233	\$	69.14
Gilbert, Vivian	74801	\$	79.67
Goard, James Eugene	80407	\$	27.38
Goard, James Eugene	80409	\$	70.30
Goard, Ramon S	76507	\$	36.85
Goard, Ramon S	76509	\$	42.60
Goard, Ramon S	79265	\$	95.06

Goggins, Jasmine	79753	\$	47.59
Grant, Kathleen	80317	\$	34.95
Grant, Kathleen	80319	\$	35.86
Grant, Kathleen	80321	\$	28.31
Graves, Clarence	72743	\$	34.33
Graves, Clarence	73285	\$	57.92
Graves, Earl	68791	\$	32.92
Greene, Christopher	69699	\$	43.45
Gregory, Shaundula	72117	\$	39.42
Gregory, Shaundula	72119	\$	44.39
Habets, James David	77711	\$	29.33
Hacker, Catherine Elaine	73091	\$	18.28
Hacker, Catherine Elaine	73093	\$	51.40
Haley, Erica Marie	74747	\$	70.50
Hall, Jaquon	79731	\$	54.35
Hall, Lora Mae	69627	\$	36.07
Hall, Lora Mae	71079	\$	25.46
Hall, Lora Mae	72831	\$	35.40
Hall, Lora Mae	74447	\$	133.27
Hall, Marilyn Jean	51061	\$	17.60
Hall, Marilyn Jean	73987	\$	55.75
Hall, Megan	74369	\$	94.80
Hall, Megan	74679	\$	304.63
Hall, Shenise	74749	\$	54.35
Hall, Yvonne B	70183	\$	61.99
Harmon, Mark Clinton	72017	\$	57.75
Harmon, Mark Clinton	72019	\$	33.07
Harmon, Mark Clinton	73841	\$	38.53
Harris, Eugene Allen	74479	\$	17.60
Harris, Robert L Jr	72939	\$	40.09
Harris, Robert L Jr Estate	67251	\$	34.81
Harris, Robert L Jr Estate	68775	\$	35.63
Harrison, Matthew	73157	\$	31.94
Harrison, Matthew	74671	\$	36.22
Harrison, Michele Nelson	79615	\$	17.60
Hayden, Annita Lavon	73017	\$	57.75
Hayden, Annita Lavon	79927	\$	60.61
Head, Lee Ann	63657	\$	19.63
Head, Lee Ann	74249	\$	41.04
Hogan, Bobby Wade	74325	\$	74.70
Hogan, Edwin L	56295	\$	89.60
Holland, John Thomas	70831	\$	39.69
Hostetter, Caitlyn Lynn	71233	\$	41.94
Howell, Kaitlin Elaine	72981	\$	20.90
Hudson, Neah Denise	67901	\$	77.08
Hundley, Albert	74941	\$	33.19
Hundley, Albert	80029	\$	19.49
Hunt, Dena Ruth	69393	\$	107.16
Hunt, Jarrod	73159	\$	23.09
Hunt, Josh	66693	\$	64.68
Hunt, Nathaniel	74609	\$	37.73
Hunt, Raleigh Lee	65889	\$	58.77

Hunt, Raleigh Lee	79315	\$	25.71
Hunt, Wesley Leon	72659	\$	46.96
Hunter, Kathryn	74003	\$	19.25
Hunter, Kathryn	79401	\$	28.06
Hyman, Jerome Terrill	66339	\$	128.24
Hyman, Jerome Terrill	66341	\$	88.57
Inge, Rhonda	74969	\$	55.00
Inge, Rhonda	77745	\$	5.87
Inge, Rhonda	80037	\$	42.49
Inge, Rhonda	80039	\$	22.29
Inge, Rhonda	80041	\$	44.79
Inge, Rhonda	80043	\$	17.60
Inge, Rhonda	80045	\$	15.25
Jackson, Dacorian Shavon	73019	\$	98.55
Jefferson, Freddy	74875	\$	49.89
Johnson, Elaine Ann	71341	\$	53.22
Johnson, Renesha Janice	72703	\$	46.54
Johnson-Myers, Lavinia Fay	70941	\$	78.26
Johnson-Myers, Lavinia Fay	72699	\$	33.35
Jones, Nicholas Paul	71189	\$	153.42
Jones, Nicholas Paul	71191	\$	70.30
Jones, Nicholas Paul	73075	\$	40.15
Jones, Nicholas Paul	74555	\$	19.25
Jones, Phyllis	80281	\$	41.33
Jones, William McCoy	68001	\$	40.15
Jordan, Junior	51257	\$	80.30
Jordan, Junior	58505	\$	22.55
Joshi, Smriti	74891	\$	33.19
KB Bookkeeping	15866	\$	62.05
Kennedy, Michelle	72681	\$	22.77
Kennedy, Michelle	74323	\$	17.60
Khalil, Mustafa Fayez	74737	\$	154.45
Klemm, Adam Robert	65125	\$	80.30
Knowles, Elizabeth Stacey	70993	\$	41.04
Knowles, Timothy Lee	74901	\$	112.51
Lacy, Michael Benjamin	72849	\$	30.50
Layne, Idamae	74103	\$	34.98
Lee, Kelsie Denise	71285	\$	153.57
Lee, Rodney	73567	\$	34.35
Lee, Shelby Grace	73967	\$	61.88
Lee, Terry	69005	\$	58.11
Lindsay, Melissa	74113	\$	37.88
Little, James William	71535	\$	80.30
Little, James William	71537	\$	81.92
Logwood, Shelby	68027	\$	38.67
Logwood, Shelby	70985	\$	28.96
Lomotey, Michael	66499	\$	126.27
Lomotey, Michael	66501	\$	80.30
Lopez, Henry	79899	\$	9.98
Lopez, Henry	79901	\$	38.27
Mann, Jessica	79951	\$	64.81
Martin, Alexia	80209	\$	60.74

Martin, Tina Renee	67761	\$	150.65
Martin, Tina Renee	74319	\$	51.12
Martinez, Calzada	69037	\$	81.09
Massie, Sharon	74327	\$	34.42
Mayhew, Brenda	74757	\$	36.85
McKenzie, Kirsten	73265	\$	19.25
Meditrans Solutions LLC	80017	\$	169.86
Meditrans Solutions LLC	80019	\$	56.32
Melvin, Shannon Charisse	67353	\$	49.31
Miller, Charles Joseph	61705	\$	40.15
Miller, Courtney Leigh	69799	\$	57.75
Miller, Howard Lee	80427	\$	17.60
Miller, Kenneth Ray	80283	\$	42.36
Miller, Kenneth Ray	80285	\$	25.39
Miller, Kenneth Ray	80287	\$	35.21
Miller, Seth Gavin	72389	\$	243.46
Minnis, Tristan Obryan	70579	\$	140.05
Minnis, Tristan Obryan	79385	\$	37.26
Mitchell, Jennifer Lynn	72205	\$	57.75
Mitchell, Renita	70659	\$	161.88
Mitchell, Renita	76505	\$	101.96
Monaghan, Elizabeth Anne	72945	\$	20.90
Monroe, Nactavia Lashay	71215	\$	34.52
Montague, Trent Avery	80467	\$	29.59
Moon, Charity	80247	\$	52.57
Moore, Shuntae Lamon	69201	\$	17.60
Moore, Shuntae Lamon	79711	\$	36.74
Moore, Shuntae Lamon	79713	\$	43.38
Mooreman, Bonita	79313	\$	58.06
Moorman, Darnell A	68851	\$	79.80
Murphy, Stephen	79673	\$	34.06
Myers, Franklin	79659	\$	45.66
Myers, Franklin	79661	\$	46.31
Myers, Franklin	79663	\$	17.60
Myers, Franklin	79665	\$	17.60
Myers, Jessica	80377	\$	93.52
Myers, Stevie Clinton	72147	\$	43.66
Myers, Stevie Clinton	72149	\$	64.70
Nelson, Shawntae P	70795	\$	116.00
Nutter, Christopher	72497	\$	19.45
Nutter, Christopher	72499	\$	17.60
Nutter, Christopher	72501	\$	26.27
Nutter, Christopher	72503	\$	17.60
Nutter, Christopher	72505	\$	17.60
Nutter, Christopher	72507	\$	84.21
Odom, Myles	74999	\$	33.74
Odom, Myles	80107	\$	84.71
Paggans, Robert William	63009	\$	45.52
Pannell, Sherman	15520	\$	19.25
Pannell, Sherman	61339	\$	19.25
Pannell, Sherman	71995	\$	110.36
Pannell, Sherman	73817	\$	81.75

Pannell, Sherman	73819	\$	57.83
Parks, Destiney	74827	\$	60.74
Patrick, Broderick	66015	\$	27.55
Patrick, Broderick	67393	\$	49.50
Patrick, Broderick	72271	\$	107.56
Payne, Brandon Michael	80445	\$	17.60
Payne, Cindy	62739	\$	37.64
Payne, John C	56083	\$	19.25
Payne, John C	62537	\$	80.30
Payne, Jonathan Homer	72377	\$	19.25
Payne, Jonathan Homer	72379	\$	20.90
Pennington, Jeffrey	74145	\$	39.26
Pennington, Tina Marie	79683	\$	64.04
Perkins, Harold Jerry	13532	\$	17.60
Perkins, Harold Jerry	62741	\$	20.90
Perkins, Harold Jerry	73731	\$	29.73
Peters, Angela Marie	72761	\$	68.99
Peters, Samantha	80111	\$	70.56
Petty, Virginia Harris	71415	\$	113.88
Petty, Virginia Harris	72707	\$	20.90
Plumley, Ashley	70841	\$	17.60
Poindexter, Antonio Keith	71347	\$	36.98
Poindexter, Antonio Keith	71349	\$	46.30
Pollard, Elaine	67055	\$	98.23
Pollard, Elaine	68563	\$	19.25
Pollard, Elaine	73735	\$	32.63
Pollard, William E	65655	\$	31.86
Pollard, William E	67059	\$	38.37
Pool, Samantha	71269	\$	22.55
Powell, Benjamin Carroll	69607	\$	38.79
Powell, Benjamin Carroll	72823	\$	20.90
Powell, Benjamin Carroll	74441	\$	19.25
Powell, Benjamin Carroll	79841	\$	17.60
Powell, Benjamin Jonathan	72779	\$	22.40
Powell, Benjamin Jonathan	79797	\$	65.58
Powell, Marva	80099	\$	39.30
Power, Annette	79267	\$	28.31
Primo Water Corp	54391	\$	39.19
Primo Water Corp	77701	\$	12.42
Pritchett, James Edward	53327	\$	17.60
Quishpe, Sanchez Javier	69571	\$	90.95
Ramirez, Chavez	74849	\$	49.38
Ramirez, Chavez	80013	\$	52.44
Reynolds, Albert Mclinden	72071	\$	20.90
Reynolds, Albert Mclinden	73881	\$	6.07
Reynolds, Jack	73149	\$	88.70
Rice, Krystal Lee	70705	\$	39.84
Rice, Krystal Lee	74123	\$	109.47
Rice, Krystal Lee	74125	\$	42.98
Rivera-Murtaza, Ivette	73273	\$	79.81
Robbins, Deborah	58921	\$	17.60
Robbins, Deborah	72417	\$	17.60
Robinson, Carl Antonio	72323	\$	20.90

Robinson, Dionta Lemar	69409	\$	22.55
Robinson, Dionta Lemar	71371	\$	84.78
Robinson, Jerome Delonta	71161	\$	40.15
Robinson, Loretta	70255	\$	32.53
Robinson, Sharon Teresa	68847	\$	11.31
Robinson, Sharon Teresa	70601	\$	31.64
Robinson, Sharon Teresa	73991	\$	46.19
Rosser, Jennifer	79695	\$	17.60
Rousey, Sharon	74851	\$	75.01
Saye, Shelly Andrea	71289	\$	118.91
Schwochow, Robin Kaye	71373	\$	62.70
Scott, Dresden	80299	\$	42.86
Scott, Paulette	79017	\$	17.60
Seaholtz, Elizabeth Marie	80071	\$	35.86
Shelton, Eve Marie	74833	\$	35.26
Shields, Jeremy Lynn	56781	\$	22.55
Shields, Jeremy Lynn	56783	\$	22.55
Shinn, Richard	80523	\$	90.08
Shirley, Kenneth	74673	\$	60.21
Slayton, Raven Sheree	62215	\$	188.45
Smith, Rejoice Angeliek	73323	\$	38.65
Smith, Shaneisha Tiara	69189	\$	44.95
Southernland, Samantha Lee	71087	\$	129.80
Southernland, Samantha Lee	72839	\$	20.90
SOVA Firearms	69953	\$	69.67
Sparrow, Douglas	74363	\$	20.54
Sparrow, Douglas	74365	\$	49.89
Spidle, Michael	74443	\$	284.54
Spradlin, Pauline R	66369	\$	86.74
Spradlin, Pauline R	70923	\$	86.74
Stahl, Cameron	73201	\$	15.35
Stahl, Cameron	74579	\$	36.85
Stahl, Cameron	74581	\$	38.44
Stahl, Cameron	74583	\$	36.07
Stahl, Cameron	79961	\$	75.02
Starnes, Kristen	63903	\$	56.78
Stewart, James Darrell Jr	79737	\$	28.46
Stone, Falisha	74995	\$	17.60
Stone, Kenneth	71375	\$	140.77
Stone, Kenneth	73141	\$	21.14
Stone, Kenneth	73471	\$	48.07
Strope, Richard Earl	68083	\$	20.90
Stump, Karley	74883	\$	32.53
T S Maintenance	65411	\$	96.25
Talbott, Terry	74575	\$	21.89
Talbott, Terry	74577	\$	19.25
Talbott, Terry	79953	\$	17.60
Talbott, Terry	79955	\$	35.98
Thomas, Adettra A	69801	\$	348.02
Thomas, Wanda C	11664	\$	17.50
Thornhill, Caniqua Simone	71223	\$	76.03
Thornhill, Caniqua Simone	71225	\$	90.82

Thornhill, Paige Amber	71447	\$	37.64
Tinsley, Shelley	69253	\$	194.35
Toews, Aisha	80356	\$	30.24
Towler, Jamie Lee	68701	\$	81.11
Towler, Jamie Lee	68703	\$	52.70
Towler, Jamie Lee	68705	\$	43.45
Trent, Kelby	80305	\$	39.30
Triplett, Daniel	74549	\$	66.38
Tucker, Agnes	73615	\$	17.60
Tucker, Alisha	74935	\$	19.25
Tucker, Alisha	80027	\$	17.60
Tucker, Brenda Sue	73029	\$	79.61
Tucker, Darius Lamar	73087	\$	57.75
Tucker, Marvalin	66577	\$	79.32
Tucker, Marvalin	67801	\$	44.52
Tucker, Marvalin	71451	\$	85.03
Tucker, Shannon/SPTS Salon	75099	\$	122.84
Vazquez, Chinchilla	74781	\$	126.16
Vennable, Andrea	74571	\$	152.53
Waller, Bertha Mae	60665	\$	80.30
Waller, Bertha Mae	69079	\$	132.76
Waller, Felica Lynn	80483	\$	57.54
Waller, Markita	79813	\$	53.07
Waller, Milton Leon	69773	\$	55.92
Waller, Tracy Johnathon Jr	72527	\$	47.39
Waller, Vanessa Ann	70819	\$	34.88
West, Angelica Marie	73031	\$	73.83
West, Helen	67619	\$	81.80
Widget Home LLC	72957	\$	335.95
Williams Scotsman	77703	\$	40.44
Wise, David	74911	\$	140.52
Witte, Gregory Allen	73001	\$	20.90
Witte, Gregory Allen	73003	\$	20.90
Wood, Amanda Marie	79957	\$	35.46
Wood, Amanda Marie	79959	\$	32.53
Wood, Cody Wayne	74391	\$	80.13
Woodruff, Sharon Elizabeth	70575	\$	61.05
Woodruff, Sharon Elizabeth	79375	\$	26.27
Woodruff, Sharon Elizabeth	79377	\$	30.87
Woodruff, Tamia	80347	\$	81.54
Woodruff, Tyreek	73063	\$	98.20
Word, Brian	73891	\$	63.02
Worley, Gregory Bryce	69643	\$	52.47
Worley, Gregory Bryce	69645	\$	34.58
Worley, Gregory Bryce	79847	\$	74.64
Worley, Stephanie M	68653	\$	33.14
Worley, Stephanie M	72009	\$	57.75
Wright, Ashley Ryanne	69041	\$	69.95
Yeatts, Brian	74591	\$	70.08
Younger, William	80461	\$	17.60
Yuille, Vernice Scott	73619	\$	35.52

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES**

August 17, 2021

2016 TAX YEAR

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Andrews, Duncan	18010	\$ 24.20
Andrews, Duncan	55237	\$ 24.20
Andrews, Duncan	61569	\$ 41.14
Anthony, Thomas Julian	15896	\$ 24.20
Anthony, Thomas Julian	15898	\$ 24.20
Armistead, Franchesca	67677	\$ 75.78
Barnard, Robert	69415	\$ 24.20
Bolen, Brenda Jo	66551	\$ 47.20
Brown, Shana Matirs	58659	\$ 24.20
Brown, Shana Matirs	58661	\$ 24.20
Brown, Shana Matirs	58663	\$ 24.20
Brown, Timron Debae	69505	\$ 24.20
Bruce, Jonathon	68937	\$ 43.56
Burroughs, Ashley	69747	\$ 55.82
Carr, William	67639	\$ 24.20
Chavis, Lisa Ann	69763	\$ 36.90
Collins, Larry Boyd	65033	\$ 101.33
Cox, James Allen	69377	\$ 24.20
Cox, James Allen	69379	\$ 48.71
Cox, James Allen	69381	\$ 24.20
Crider, JoAnn	69267	\$ 41.90
Crider, JoAnn	69269	\$ 24.20
Dalton, Dennis	68743	\$ 110.12
Davis, Jeremy	63691	\$ 24.20
Davis, Jeremy	63693	\$ 40.38
Emerson, Woodrow Jr	67489	\$ 24.20
Elliott, Richard Terrell	62183	\$ 2.90
Erk, Patrick Hughes	62265	\$ 83.79
Ferlise, Nicholas Wayne	67857	\$ 45.22
Fitzgerald, Sara	69669	\$ 24.20
Fitzgerald, Sara	69671	\$ 24.20
Freeman, Frank	69487	\$ 58.99
Freeman, Hannah	69725	\$ 60.95
Greene, Christopher	69699	\$ 24.20
Holland's Asphalt Sealing	60383	\$ 24.20
Hyman, Jerome	66339	\$ 58.39
Hyman, Jerome	66341	\$ 40.83
Jordan, Junior	51257	\$ 24.20
Jordan, Junior	58505	\$ 24.20
Kershner, Kevin Ray	66191	\$ 24.20
Klein, Zora	64125	\$ 42.80
Klemm, Adam Robert	65125	\$ 24.20
Lear, Marianne	69231	\$ 38.88
Lear, Marianne	69233	\$ 49.31

Lee, Todd	62301	\$	76.24
Logwood, Jessica	68209	\$	98.18
Lomotey, Michael	66499	\$	78.82
Lomotey, Michael	66501	\$	24.20
Melvin, Shannon	65983	\$	79.10
Melvin, Shannon	67353	\$	57.17
Miracle Outreach	56841	\$	104.87
Nowlin-Vincent Nicole	67797	\$	65.03
Paggans, Robert W	63009	\$	13.72
Payne, John C	56083	\$	24.20
Payne, John C	62537	\$	24.20
Pfeffer, Samantha	67763	\$	30.17
Powell, Benjamin Carroll	69607	\$	41.90
Powell, Benjamin Carroll	69611	\$	52.93
Quishpe, Sanchez	69571	\$	99.67
Rice, Matthew	69561	\$	46.29
Robinson, Dionta	69409	\$	24.20
Shields, Jeremy Lynn	56781	\$	24.20
Shields, Jeremy Lynn	56783	\$	24.20
Slayton, Raven Sheree	62215	\$	61.41
Smith, Shaneisha	69189	\$	49.31
Snead, Jennifer	69437	\$	40.99
Snively, Philip	67701	\$	44.32
Spradlin, Pauline R	66369	\$	41.14
Symmes, Tracy	67873	\$	37.37
Thomas, Adretta	69801	\$	136.83
Tinsley, Shelley	69251	\$	44.63
Tinsley, Shelley	69253	\$	127.80
Towler, Jamie Lee	68701	\$	46.29
Towler, Jamie Lee	68703	\$	42.80
Towler, Jamie Lee	68705	\$	24.20
Tucker, Courtney	69563	\$	44.16
Woodruff, Sharon	68825	\$	24.20
Worley, Stephanie	68653	\$	10.57

**TOWN OF ALTAVISTA
UNCOLLECTED TAXES AMOUNTING
TO LESS THAN \$20.00 FOR WHICH
NO BILLS WERE SENT
AS OF AUGUST 17, 2021**

REAL ESTATE TAXES

Ashwell, William	44623	\$	2.77
DeGeorge, Allison	44475	\$	0.47
Dishnet Wireline	71547	\$	0.10
Emerson, Dennis	75463	\$	0.94
Johnson, Dilys T Life	46291	\$	0.94
Unknown Owner	76403	\$	6.76

PERSONAL PROPERTY TAXES

None

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES
August 17, 2021
(RECOMMENDED WRITE-OFF)**

TAXPAYER NAME

TAX ROLL NUMBER

TAX AMOUNT



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.3

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: FY2021 Budget Amendments

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Typically, no formal action is made at Work Sessions, however, in order to meet the audit deadline, Staff is requesting Council's approval of FY2021 Budget Amendments as presented.

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):

The impact to the budget will be as indicated in the budget amendments.

Attachments: *(click item to open)*

[Attachment 1 - Staff memo and Budget Amendments](#)



DATE: August 18, 2021
TO: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments – FY2021

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

- AOT Pop-up Program Funds \$ 2,760
(Council Approval: October 13, 2020)
- Professional Services: Brownfields Grant \$11,050
(Council Approval: June 25, 2019)
- WTP Melinda Tank HPZ Project \$ 4,370
(Consensus: April 13, 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		
Contribution - Main Street Program		
010-9101-801.50-74	\$ 2,760.00	
General Fund		
Transfer In from Reserves		
010-000-361.01-00		\$ 2,760.00

Summary

To appropriate \$2,760 of the \$10,000 in Town reserves that was previously allocated to AOT to cover the costs associated with AOT Pop-up Program, as approved by Council at the October 13, 2020 Regular Meeting. Clipperz Kutz, 600 Broad Street, was awarded a grant.

Budget Impact

This will result in a net increase to the budget in the amount of \$2,760.

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 14th day of September 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	\$ 11,050.00	
Transfer In from Designated Reserves		
010-0000-341.17-00		\$ 11,050.00

Summary

To appropriate \$11,050 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 \$11,050. 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 14th day of September 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	\$ 4,370.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 4,370.00

Summary

To appropriate \$4,370 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 \$4,370. 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 14th day of September 2021



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.4

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: Uncle Billy's BBQ/Bourbon/Beer Sponsorship

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

Action(s):

Approve staff's recommendation to give each town employee one General Admission ticket with their September 17, 2021 paycheck.

Explanation:

Altavista On Track (AOT) will host a new Fall festival on October 2, 2022 from 12-8pm at English Park to be known as Uncle Billy's BBQ/Bourbon/Beer Festival. The Town gave AOT \$10,000 for the event and will be listed as Emerald Sponsor. The Town is entitled event tickets for its sponsorship. After discussions with the AOT Executive Board and Administration, staff recommends that tickets be distributed in the following manner: 2-VIP tickets to each member of Town Council; 2-VIP tickets to the Town Attorney, who is legal counsel to both organizations; 2-VIP tickets to the incoming Interim Town Manager; 60-General Admission tickets, one for each member of staff; and the remaining General Admission tickets to be given away as part of a contest promotion on the Town's social media page for correct answers to trivia questions about the town, its services, or history.

The General Admission tickets would entitle the bearer to receive full admission to the event, which will include access to the music and entertainment, and five (5) samplings of beer and/or bourbon or the ticket can be exchanged for a can of soda or a bottle of water.

Background:

Several months ago the former Town Manager and Department Heads, at the recommendation of the Chief, decided to host an employee luncheon to thank staff for their work during the coronavirus pandemic and it was seen as a way to boost morale. This event has not occurred and would be unlikely to occur before next Spring. In addition to the bonuses already offered by Town Council, staff is of the opinion that the General Admission tickets yet another way to demonstrate support of the staff for their continued service to the Town of Altavista.

Funding Source(s):

The Town contributed \$10,000 to Altavista On Track (AOT) to assist with the inaugural event.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.5

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: Spark Innovation Center - Fire Truck

Staff Resource: Sharon D. Williams, AICP, Community Development Director, Amanda "Amie" Owens, Assistant Town Manager, Tobie C. Shelton, Finance Director

Action(s):

After Council discussion, provide direction to staff.

Explanation:

At the August 10, 2021 meeting Town Council authorized staff to proceed with the Notice of Award for the renovation of the vacant fire station into the Spark Innovation Center. At that meeting a question was raised as to whether a fire truck would be located in the alley adjacent to the building. Staff has researched what would be required and are bringing that information to Town Council for their review and direction.

Background:

At the February 9 and March 9 regular meetings, Town Council discussed parking a fire truck in the alley next to Spark Innovation Center to pay homage to the original use of the building. A fire truck was located and is parked at the Department of Public Works facility building. The Community Development Director informed Town Council that the construction documents for this project show that the asphalt in the existing alley will be removed to extend utilities; however, the plan calls for sod to be placed in the area and the alley vacated.

Staff contacted Fonda Craig, Senior Safety Consultant with Virginia Risk Sharing Association (VRSA), the town's insurance provider, to get her opinion on displaying the fire truck outside of the Spark Innovation Center. Although, Ms. Craig is unable to say yes or no on displaying the truck, she was able to provide possible risks to consider.

If climbing is allowed on the fire truck, as mentioned in an earlier meeting, there are several hazards that VRSA is concerned about that would need to be eliminated. The fire truck is not playground equipment. There are entrapment and entanglement concerns as well as protrusions that would need to be addressed. A child wearing a hoodie, climbs the truck and falls, the hoodie could be caught on a protrusion causing strangulation. The height of the vehicle is a big hazard to consider. What surfacing will be underneath to lessen the impact of a fall, should a child fall.

Ms. Craig also stated if climbing is not allowed, there are still hazards that need to be eliminated, such as removing parts on the fire truck that move and placing a fence or some sort of barrier around the truck to deter climbing. Additionally, signage would need to be installed stating whether or not climbing was allowed.

Further, since this item was not included in the renovation plan for the Spark Innovation Center, a change order would be required to asphalt the alley to provide a surface that would support the weight of the vehicle. Bif Johnson, CEO/President, Hurt and Proffitt will be available to provide a cost estimate for the change order at the meeting.

Funding Source(s):

A funding source would need to be identified to cover the change order and increase in insurance premium.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.6

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: YMCA request for additional ballfield

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

Council discussion and direction requested

Explanation:

Background:

In early July, Councilman George forwarded information from the YMCA related to needs for another ballfield that could accommodate both baseball and softball. A meeting was held on July 12 with representatives from the Town, Council and YMCA to discuss the needs for such a field and the special requirements for such. The request came from the YMCA and some grass roots efforts by parents.

At that time, staff began reaching out to ballfield designers/constructors for quotes. At this time, there is \$25,000 in the CIP for field prep for all of the fields in that area. A quote was requested for a field that could accommodate both baseball and softball and include the backstop, fenced dugouts and bullpens. Quotes received varied from \$117,000 to \$248,000.

Funding Source(s):

There are no funds allocated except for the \$25,000 in the CIP

Attachments: *(click item to open)*

[*Attachment 1 - Email re Ballfields.pdf*](#)

Amanda Owens

From: Nathan Dowdy <ndowdy@mooreselectric.com>
Sent: Tuesday, July 6, 2021 12:46 PM
To: Amanda Owens
Subject: FW: Email to Amie Owens

Follow Up Flag: Follow up
Flag Status: Completed

[EXTERNAL SENDER]

Good afternoon Amie,

I hope you're doing well and staying cool in this heat! I was talking with my good friend, Jared Underwood this weekend and he told me that you had phone call with his wife Katie about the planned ball fields.

I would love to be able to participate in the meeting on 7/20, but we are on vacation and will be at the beach. So, I thought I would share my thoughts with you on why I feel the money will be well used to add ball fields ASAP in the Town of Altavista. Please see my bullet points below:

- There's just not enough fields to go around. With the partnership of Motley Dixie Youth and the Altavista YMCA, we have more ball teams than in recent past. It has been a struggle for us coaches to schedule practices between the teams. The YMCA has a total of 4 fields (1 for T-Ball, 1 shared between coach pitch baseball, AAA Minors baseball, and softball, 1 for the high school and Ozone baseball, and 1 that is in terrible shape). Motley has a total of 2 fields (1 shared between T-Ball, coach pitch baseball, and AAA Minors and 1 that is shared between AAA Minors baseball and Ozone baseball). Baseball alone had a total of at least 9 teams and softball had at least 1. I foresee this growing even more in the years to come.
- Investment in our youth. Our youth are our future and baseball is a great team sport to teach our youth more about life than just competition. Discipline, hard work, teamwork, etc. are just a few of those lessons that are taught on a ball field every day.
- Improvement/investment in the Altavista area sports programs. Altavista Combined School has been more involved in the last year in youth sports than ever. Helping with camps and allowing teams and individuals to use their field/practice facility are just a couple of examples. More fields would give youth sports teams more opportunities to practice and improve these young athletes for the present and the future of Altavista sports.
- Potential town revenue. If done right, we could have a facility that could host multiple tournaments. Tournaments bring in teams from other towns which means more money spent in Altavista. This past weekend, Motley Dixie Youth participated with 3 teams in the Dixie Youth District Championship tournament. Not only were there multiple baseball teams, but there was also multiple softball teams participating. This could also open up an opportunity for the Chamber and AOT to create some revenue. We understand that Altavista is small in comparison to Lynchburg or even Madison Heights, so we don't need a multi-million dollar facility. We just need a few extra fields and potential growth with the facility in years to come.
- Bring baseball back to Altavista! There is a backstory to the relationship between Motley and the Altavista YMCA that I won't get into due to not knowing all of the details. However, the partnership was formed to bring more youth into the game and to give two more field options. This is the leverage that Motley has over the Y which allowed Motley to get Dixie Youth sanctioned. Neither program had enough youth to create a team separately and the Y didn't have enough field to support multiple teams. There are several families, even ones that left the area program, that are not happy with the way things are operated within Motley. We would love to see baseball back at the Y like it used to be, even allowing the Y to gain the Dixie Youth sanction.

I would recommend looking into Timberlake's, Brookneal's, and even Madison Heights' facilities to see how they are setup and how many fields they include. Also, to clarify, Dixie Youth Baseball is huge. All Star teams are created at the end of the regular season allowing the "stars" to shine in district, and potentially state and national tournaments. It is a great experience for any child that can experience it. How cool would it be for Altavista to host a tournament like that!

Thank you,

Nathan L. Dowdy

Manpower Manager

Moore's Electrical & Mechanical Construction, Inc.

P.O. Box 119 / 101 Edgewood Avenue Altavista, VA 24517

Phone: (434) 309-2452 Fax: (434) 234-8081 Cell: (434) 444-4375

Website: www.workatmoores.com

Email: ndowdy@mooreselectric.com





TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 5.7

ITEMS FOR DISCUSSION (NEW & UNFINISHED)

Title: Proposed changes to organizational chart

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

For Council review and discussion - place on September 13, 2021 agenda

Explanation:

Background:

With the departure of key employees from Administration and Public Works, it has become necessary to look at a potential restructuring of the organizational chart to better accommodate the flow of information and to positively impact the budget for the Town.

The consolidation of Public Works and Public Utilities to a new Public Services Department has been proposed. Also, with the departure of the Assistant Town Manager, it will be necessary for all departments to once again report directly to the Town Manager and this is illustrated in the updated organizational chart.

Funding Source(s):

There is no adverse impact to the FY 2022 budget as these proposed changes would decrease the salaries line item.

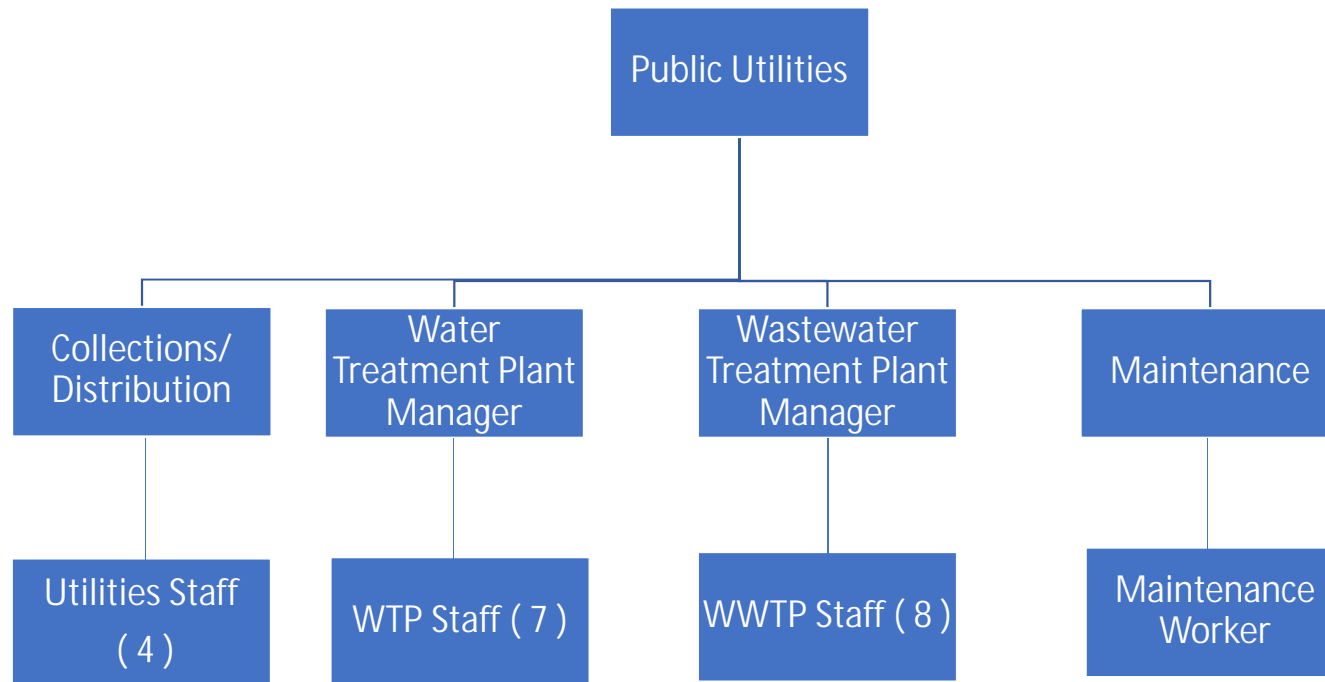
Attachments: *(click item to open)*

[*Attachment 1 - Restructure discussion.pptx*](#)

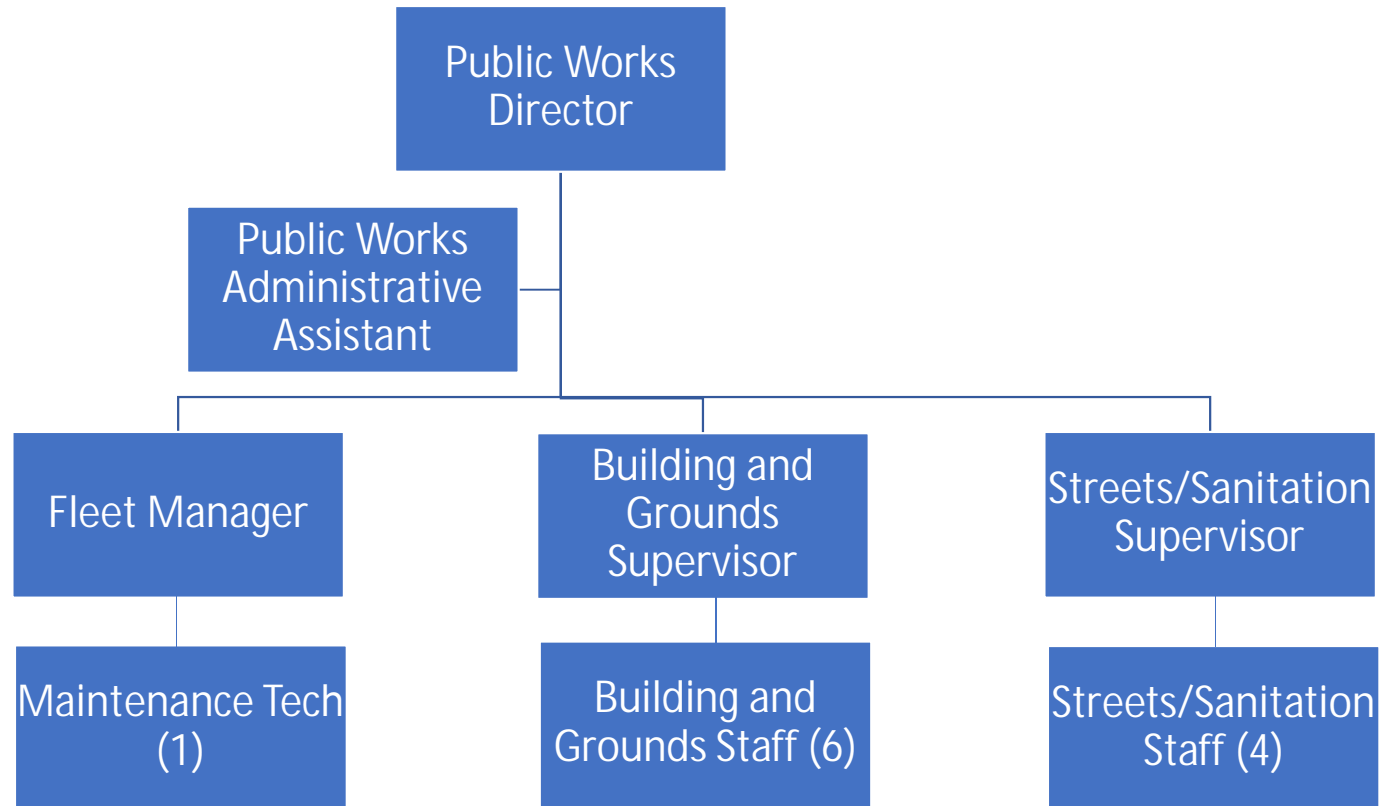
Potential Organizational Chart Changes

Presented August 24, 2021

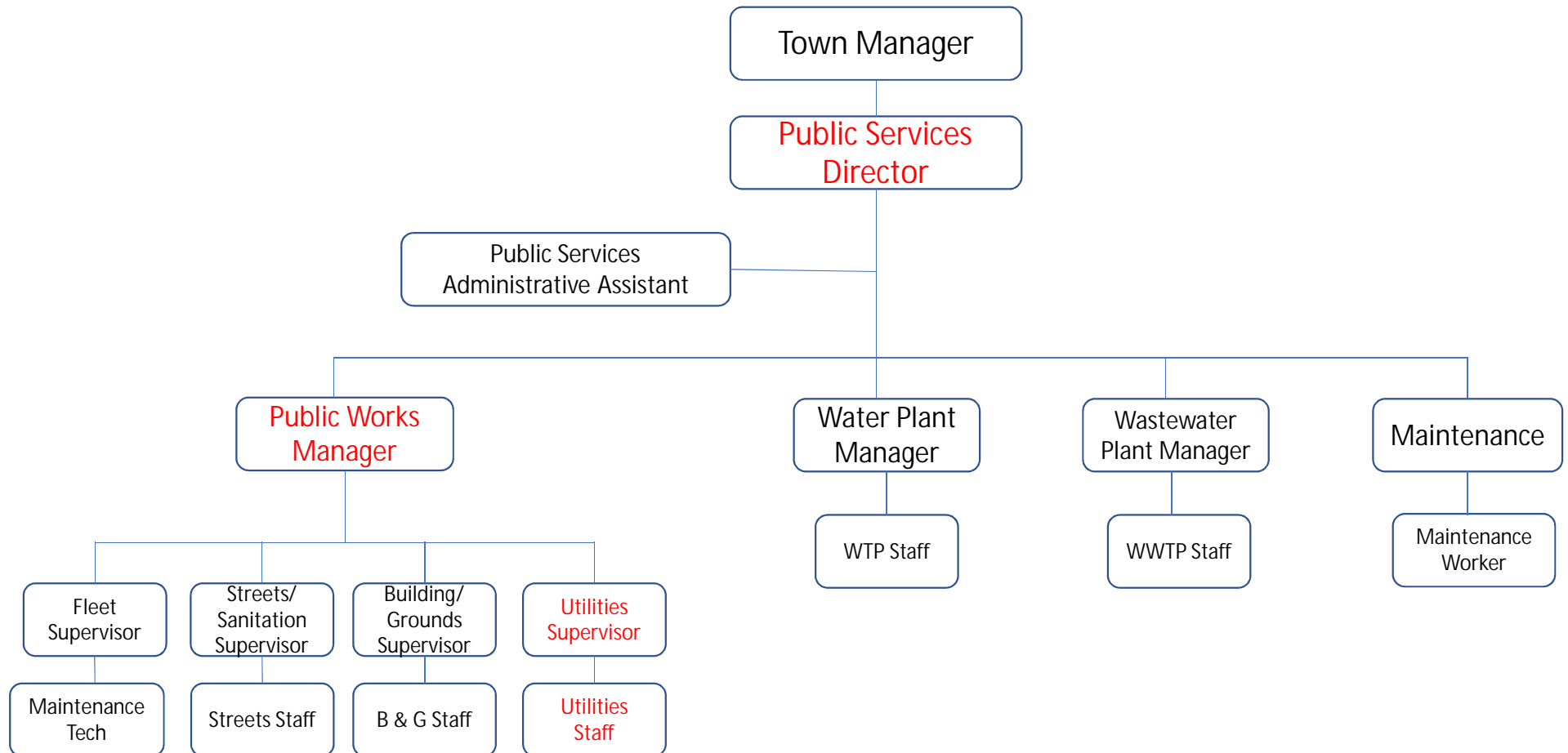
Current Structure of Public Utilities



Current Structure of Public Works



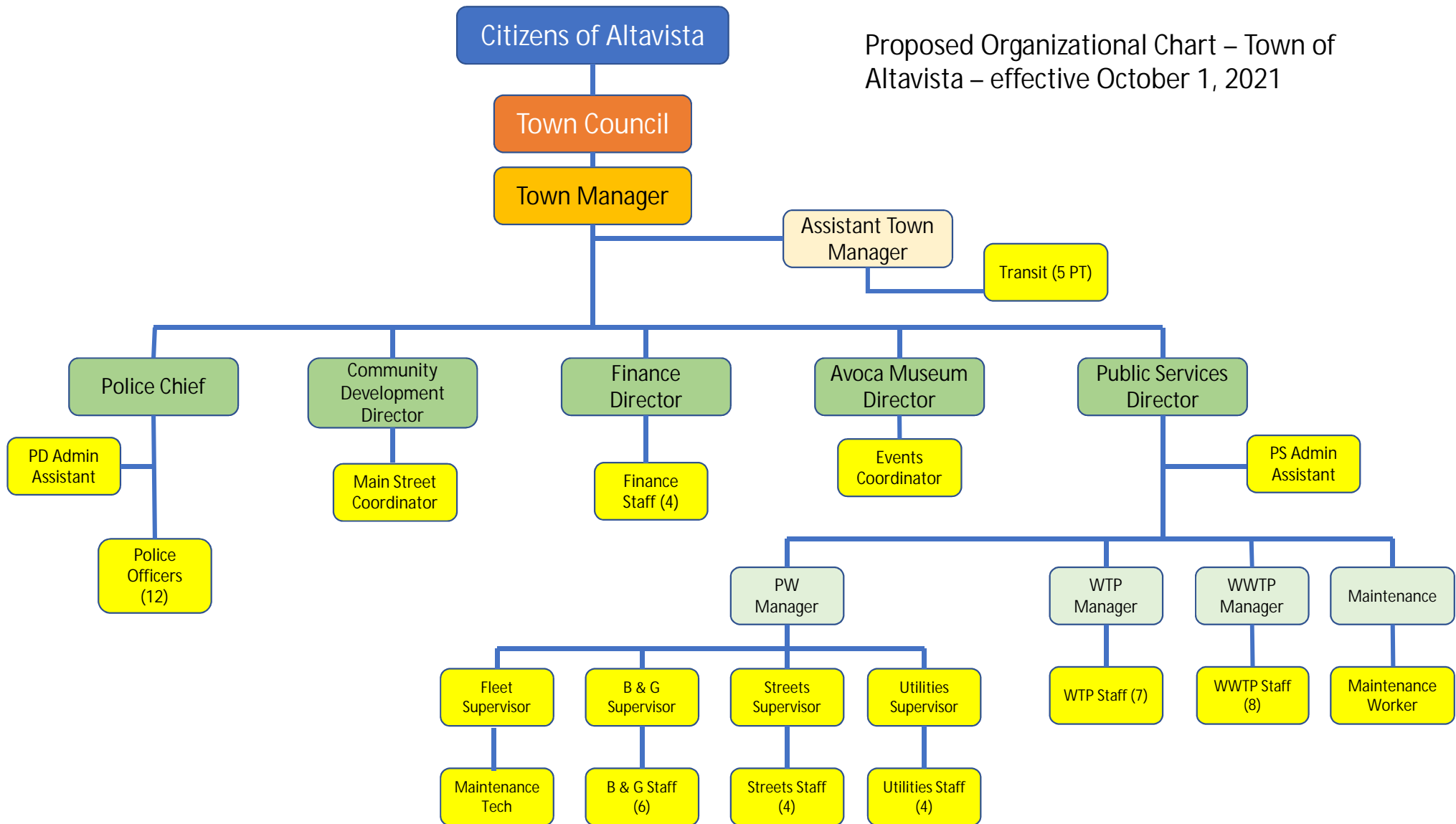
Proposed Structure of Public Services Department



What would need to happen to get to this structure?

- The Utilities Director position would be eliminated and reclassified to the Public Services Director position.
 - No change to the budgeted salary for FY 2022
- The Public Works Director position would be reclassified to a Public Works Manager position
 - This would be a reduction in salaries line item
 - This position would need to have a new job description
 - This position would be posted internally and then externally, if necessary
- The Utilities Supervisor position (formerly collections and distribution supervisor) and staff would be moved under the PW Manager as the C&D staff could be called upon to assist other PW divisions and vice-versa and coordination would be easier if under the same Director

Proposed Organizational Chart – Town of
Altavista – effective October 1, 2021





TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
August 24, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.1

CLOSED SESSION (If Necessary)

Title: CLOSED SESSION - Section 2.2-3711 (A) (1)

Staff Resource: Vice Mayor Reggie Bennett

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.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*