



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

**Tuesday, September 28, 2021  
5:00 PM - Council's Chambers  
510 Seventh Street  
Altavista, VA 24517**

**1. AGENDA ADOPTION**

**2. RECOGNITIONS AND PRESENTATIONS**

**3. CITIZEN'S TIME (AGENDA ITEMS ONLY)**

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

**4. ITEMS REFERRED FROM PREVIOUS MEETINGS**

4.1 [Portable Toilet for Dalton's Landing \(Canoe Launch\)](#)

4.2 [Jenks River Trail - Placement Discussion](#)

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

5.1 [Town Clerk Appointment](#)

5.2 [FY2021 Carry Over Request  
Attachment 1 - Memo to Council\\_YE21 Carry Over.pdf](#)

5.3 [FY2023 Budget/CIP Calendar  
Attachment 1. FY2023 Proposed Budget Calendar.pdf](#)

5.4 [Horizon Behavioral Services request to place a prescription drop box at Town Hall.  
Attachment 1.dropbox graphic.pdf](#)

5.5 [Designation of Police to enforce trespassing violations.  
Attachment 1. Trespassing Ordinance.pdf](#)

5.6 [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](#)

5.7 [Avoca Request for a Memorandum of Understanding \(MOU\)  
Attachment 1. Avoca and Town MOU - Sept. 2021.pdf](#)

5.8 [Moseley Heights Halloween 5K Run/Walk  
Attachment 1. Special Event Permit - Moseley Heights 5K.pdf  
Attachment 2. Special Event - Moseley Heights Halloween 5K Run Map.pdf](#)

**6. UPDATES/INFORMATIONAL ITEMS**

- 6.1 [Vista Theater Roof Replacement Minutes from 8-24-21 Meeting.pdf](#)  
[Hurt & Proffitt Scope of Work.pdf](#)

**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**  
[Attachment 1. CLOSED SESSION Section 2.2-3711 \(A\)\(1\).pdf](#)

**10. ADJOURNMENT**

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



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

**ITEMS REFERRED FROM PREVIOUS MEETINGS**

**Title: Portable Toilet for Dalton's Landing (Canoe Launch)**

**Staff Resource: Tobie Shelton, Finance Director and Jeff Arthur, Building & Grounds Supervisor**

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**Action(s):**

Approve the placement of a portable toilet at Dalton's Landing, utilizing funds remaining in reserves, earmarked for the canoe launch project, to cover the cost for the remainder of the fiscal year. Going forward, the cost will be part of the overall operational budget for the site.

**Explanation:**

The cost for placing a portable toilet at the canoe launch is \$85.00 every four (4) weeks.

**Background:**

At their regular meeting on September 14, 2021, Town Council asked Staff to obtain the cost to place a portable toilet at Dalton's Landing (canoe launch) for their review and consideration.

**Funding Source(s):**

Funds earmarked in reserves for Dalton's Landing (canoe launch) project.  
A budget amendment will be required.

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 4.2

**ITEMS REFERRED FROM PREVIOUS MEETINGS**

**Title: Jenks River Trail - Placement Discussion**

**Staff Resource: Public Works Buildings & Grounds Supervisor Jeff Arthur**

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**Action(s):**

Per Town Council discussion this evening, Council may make a final decision for the placement of the Jenks River Trail, or place this item on a future agenda for further consideration.

**Explanation:**

At their September Regular Meeting, under "Matters from Council", this item was requested by Town Council to be placed on their September Work Session, as a final review and consideration for the most viable placement of the Jenks River Trail.

**Background:**

Once complete, the Jenks River Trail will offer an extension of Eagle Trail in English Park, which will be connected by the new pedestrian bridge and run parallel to the river.

**Funding Source(s):**

Funding through Jenks Family Donations; earmarked in Reserves.

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

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

**Title: Town Clerk Appointment**

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

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**Action(s):**

Consideration for appointment of "Acting Town Clerk".  
(until a new Town Manager is hired).

**Explanation:**

The Town Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels.

**Background:**

Former Assistant Town Manager Amanda "Amie" Owens was appointed Acting Town Clerk at the August 10, 2021 regular meeting. With the recent departure of Ms. Owens, Council needs to appoint an acting Town Clerk until the position of Town Manager is filled.

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

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

**Title: FY2021 Carry Over Request**

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

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**Action(s):**

Reach a consensus to place this item on the October 12, 2021 Regular Meeting (Consent Agenda).

**Explanation:**

Attached is a memo from Tobie Shelton, Finance Director, requesting to carry over funds from the FY2021 Budget, to be earmarked in reserves for use in the FY2022 Budget to complete identified CIP Projects.

**Background:**

Several items included in FY2021's CIP, were ordered prior to fiscal year end, but the items were not received on, or before June 30, 2021.

**Funding Source(s):**

This action would take the unexpended funds from the FY2021 Budget and put them into reserves, earmarked for the stated use. Once the expenditures are made, staff will present a budget amendment for Council's approval.

**Attachments:** *(click item to open)*

[\*Attachment 1 - Memo to Council\\_YE21 Carry Over.pdf\*](#)



DATE: September 20, 2021

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2021 / Year End Carryover

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Staff is requesting to carryover unexpended funds totaling \$273,870 for Capital Projects budgeted in FY2021 that were not completed during the fiscal year. All items were ordered prior to the end of the fiscal year, however, due to availability were not received on or before June 30<sup>th</sup>. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the projects are ready to be procured.

Listed below are the CIP Projects staff would like to complete during FY2022, which covers the period July 1, 2021, through June 30, 2022.

**Public Works / Recreation – (\$8,000)**

\$8,000 to cover the cost of replacing the rotary lift. The lift was ordered, and the electrician completed the preparation work in May 2021, however the lift was not received prior to fiscal year end.

**Economic Development – (\$134,200)**

\$134,200 for Spark Innovation Center

**Transportation – (\$109,800)**

\$109,800 to cover the replacement of the 2016 StarCraft bus, plus the installation of mobile radios. The replacement bus was ordered in March 2021, however there is a shortage of microprocessor chips, and the chassis for the bus has 16 of them.

**Water – (\$9,860)**

\$9,860 to cover costs associated with replacing finished water pump #3. The pump was ordered in May of 2021 but was not received by the end of the fiscal year.

**Wastewater – (\$12,010)**

\$12,010 to cover costs associated with replacement of a 60hp digester blower at the Wastewater Treatment Plant. The blower was ordered the beginning of June but has not been received.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$273,870 in reserves to be expended during FY2022.



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.3

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

**Title: FY2023 Budget/CIP Calendar**

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

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**Action(s):**

Council may decide to do one of the following:

- By consensus, place the adoption of the FY2023 Budget/CIP Calendar on the October Regular Meeting Consent Agenda, as presented or modified.
- Defer action and place on a future meeting agenda.
- Take no action.

**Explanation:**

Attached is the draft FY2023 Budget/CIP Calendar for Town Council's review and consideration. The calendar is largely the same as last year's with the exception of discussing CIP much earlier in the budget process. The budget continues to include dates for continued work sessions on Wednesdays following each Town Council Work Session in January, February, and March. This allows Council ample time to consider the items related to the budget and the capital improvement plan if additional time is needed beyond the regularly scheduled work sessions that typically deal with on-going town items/issues. The additional continued meetings will only be utilized if Council feels they are necessary to complete the budget process.

As is the case each year, the Altavista Community Transit System (ACTS) proposed budget will be considered in December in order for staff to have ample time to prepare the grant application that is due in January 2022. Staff will provide ACTS' draft budget to Council in mid-November.

**Background:**

Annually Council approves a budget calendar that includes deadlines for department heads to submit information to the Finance Director, dates for advertising and conducting public hearings, and a timeline for review and adoption of the budget. During the FY2022 Budget process, Council requested to review the CIP much earlier in the budget process, such as in the fall/winter (October - December time frame).

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*

[Attachment 1. FY2023 Proposed Budget Calendar.pdf](#)



## PROPOSED BUDGET CALENDAR FY2023 BUDGET PREPARATION

<b>October</b>	<b>1</b>			<b>Begin CIP budget process. Instruct department managers to access where we are in the current year CIP, make changes and additions to FY23-27 CIP</b>
<b>November</b>	<b>1</b>			<b>Department CIP requests due; Begin revenue forecasts, review Transit's budget (grant deadline is January), instruct department managers, and distribute copies of budget work papers</b>
<b>November</b>	<b>9</b>	<b>Tuesday</b>		<b>Council receives draft CIP document</b>
<b>November</b>	<b>24</b>	<b>Tuesday</b>	<b>5:00 p.m.</b>	<b>Council CIP Work Session</b>
<b>December</b>	<b>14</b>	<b>Tuesday</b>	<b>6:00 p.m.</b>	<b>Council CIP discussion</b>
<b>January</b>	<b>7</b>	<b>Friday</b>		<b>Department operating budget requests due</b>
<b>January</b>	<b>10</b>	<b>Monday</b>		<b>Written requests from outside agencies and non-profits due</b>
<b>January</b>	<b>25</b>	<b>Tuesday</b>	<b>5:00 p.m.</b>	<b>Outside agencies/non-profits requesting funding should attend Council Work Session / CIP discussion</b>
<b>February</b>	<b>8</b>	<b>Tuesday</b>		<b>Council receives draft budget document</b>
<b>February</b>	<b>22</b>	<b>Tuesday</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session / CIP discussion</b>
<b>February</b>	<b>23</b>	<b>Wednesday</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (<i>if needed</i>)</b>
<b>March</b>	<b>22</b>	<b>Tuesday</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session / CIP discussion</b>
<b>March</b>	<b>23</b>	<b>Wednesday</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (<i>if needed</i>)</b>
<b>April</b>	<b>12</b>	<b>Tuesday</b>	<b>6:00 p.m.</b>	<b>First reading of Budget/Designate Public Hearing for May 10th</b>
<b>April</b>	<b>20</b>	<b>Wednesday</b>		<b>First Public Hearing Advertisement</b>
<b>April</b>	<b>27</b>	<b>Wednesday</b>		<b>Second Public Hearing Advertisement</b>
<b>May</b>	<b>10</b>	<b>Tuesday</b>	<b>6:00 p.m.</b>	<b>Public Hearing on the FY2023 Budget</b>
<b>June</b>	<b>14</b>	<b>Tuesday</b>	<b>6:00 p.m.</b>	<b>Council meeting to approve FY2023 Budget</b>



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.4

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

**Title: Horizon Behavioral Services request to place a prescription drop box at Town Hall.**

**Staff Resource: APD Chief Tommy Merricks**

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**Action(s):**

Council can approve, deny or ask for additional information.

**Explanation:**

Horizon contacted Chief Merricks about the possibility of placing a prescription drop box at town hall for citizens to get rid of used prescription medication. The providing an incinerator by Horizon would greatly benefit the police department in disposing of the drugs put in the drop box and drugs that have to be destroyed after court cases.

**Background:**

Horizon Behavioral Health wants to potentially provide Altavista Police Department with a prescription drop box to help with these prevention efforts in your community. The prescription drop boxes would have to be in a secure and safe location where the public cannot easily tamper with the medications in the drop box. The drop box would be completely funded by Horizon Behavioral Health. Other accessories such as marketing materials and possibly an incinerator may be provided if needed.

Attached to this email is an example of the prescription drop boxes that we have placed in local law enforcement agencies in the past. I also will provide the link for the drop box website as they come in different sizes.

APD would be responsible for emptying the box and disposing of the contents as needed.

**Funding Source(s):**

This would be funded completely by Horizon Behavioral Health.

**Attachments:** *(click item to open)*

[Attachment 1.dropbox graphic.pdf](#)



Sales Number: **SO12255**

Business Name: Horizon Behavioral Health

Model/Cabinet: 710 28G

Date of Proof: 8/23/2021

Quantity: 1

Date Shipped: \_\_\_\_\_

Special Instructions:



Hopper  
12.8" x 6.53"



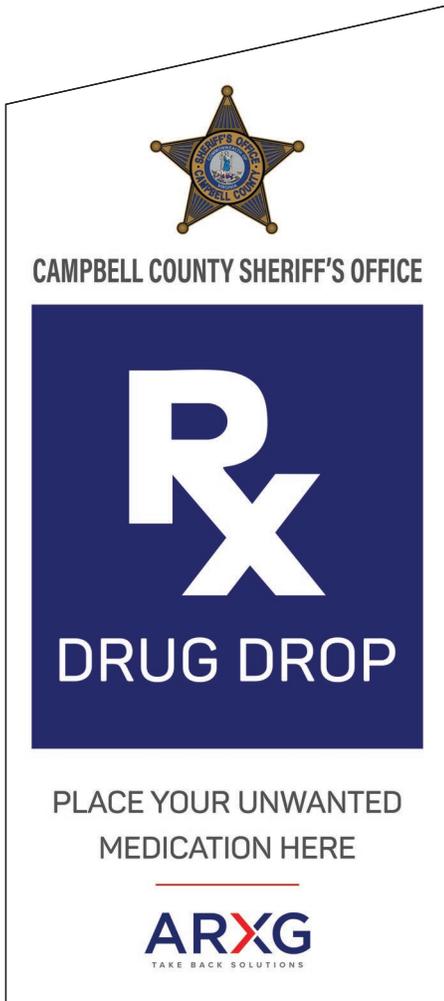
Mid Panel  
15.92" x 4.16"



Door  
13.5" x 25"



Right  
19.5" x 44.2"



Left  
19.5" x 44.2"



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.5

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

**Title: Designation of Police to enforce trespassing violations.**

**Staff Resource: APD Chief Merricks**

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**Action(s):**

Council may approve, deny, or take no action.

**Explanation:**

The Code of Virginia authorizes the designation of police to enforce trespassing violations. in order to do so, a new section must be added to the Town Code. Town Attorney, John Eller, has drafted Sec 46-81.1 to reflect this.

**Background:**

A local property owner inquired about Police enforcing trespassing at their newly acquired property. In searching the Town Code, it was found that the language in the town's existing trespassing ordinance did not allow Police to be designated "person lawfully in charge of the property" for the purpose of enforcing trespassing laws. Mr. Eller researched and drafted the new section for Town Council's review and consideration.

**Funding Source(s):**

not applicable

**Attachments:** *(click item to open)*

[Attachment 1. Trespassing Ordinance.pdf](#)

An Ordinance to add a new Section 46-81.1 to the Code of the Town of Altavista, 1968, relating to designation of police to enforce trespass violations.

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

1. That new Section 46-81.1 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 46-81.1. Designation of police to enforce trespass violations.**

As authorized by Section 15.2-1717.1 of the Code of Virginia, any owner, lessee, custodian, or person lawfully in charge of real property, as those terms are used in Section 18.2-119 of the Code of Virginia, may, in writing, designate the police department as a "person lawfully in charge of the property" for the purpose of authorizing police officers to forbid another to go or remain upon the lands, buildings or premises as specified in the designation. Such designation shall include a description of the land(s), building(s) or premises to which it applies and shall be kept on file in the office of the chief of police or in such other location within the police department as the chief of police deems appropriate.

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



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.6

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

**Title: Council Rules of Procedure**

**Staff Resource: Clarence Monday, Interim Town Manager**

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**Action(s):**

Per Council's discussion

**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. At the August 24th Work Session, it was the consensus of Council to place this item on the agenda for the September regular meeting for further discussion and consideration. At the September regular meeting, it was the consensus of Council to postpone discussion of this item, since all Council Members were not present, and to place this item on the September work session.

**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\_\_

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Michael E. Mattox  
Mayor

DRAFT

**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\_\_.

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Michael E. Mattox, Mayor

ATTESTED:

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Clerk to Council



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.7

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

**Title: Avoca Request for a Memorandum of Understanding (MOU)**

**Staff Resource: Interim Town Manager Clarence Monday, and Town Attorney John Eller**

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**Action(s):**

After Town Council's review of the Draft MOU, provide direction to Staff. If Council approves of the Draft MOU, the item may be placed on the October 12th Consent Agenda for final approval.

**Explanation:**

At their most recent board meeting, the Avoca Board of Directors requested a Memorandum of Understanding (MOU), outlining the responsibilities, of both the town and Avoca, regarding the two positions held at Avoca that are classified as town employees. Town Attorney John Eller prepared a Draft MOU, and the Avoca Board has reviewed the draft. Mr. Eller will present the Draft MOU to Town Council for their review and consideration.

**Background:**

The two positions at Avoca, Museum Director and Events Coordinator, were classified as town positions on July 1, 2018. The primary reason for the change was to improve the benefits for Avoca's employees. Once the two positions were identified in the Town's Classification and Compensation Plan, the employees began working under the Town's employee handbook.

**Funding Source(s):**

N / A

**Attachments:** *(click item to open)*

[\*Attachment 1. Avoca and Town MOU - Sept. 2021.pdf\*](#)

**MEMORANDUM OF UNDERSTANDING** made this \_\_\_\_ day of September, 2021 by and between the **TOWN OF ALTAVISTA, VIRGINIA**, a Virginia municipal corporation (“Town”) and **THE AVOCA MUSEUM AND HISTORICAL SOCIETY (AMHS)** a Virginia unincorporated association.

**WITNESSETH:**

It is hereby agreed that by the parties as follows:

1. The Town of Altavista is the owner of the Avoca property including the land and all buildings together with their contents, with the exception of any artifacts and displays at the Museum and the Avoca Mansion that are on loan to or have been gifted to AMHS.

It is agreed that Town, as owner of the property, shall have ultimate authority over the entire Avoca property and the buildings therein.

2. AMHS is the successor to the Avoca Commission referred to in the deed dated March 22, 1989 from Dr. Lindley Winston and as such is the body intended to operate the Museum and Mansion and manage the property subject to the oversight of the Town Council of Altavista. Town acknowledges the role of the AMHS and assigns to its Board of Directors the authority to operate, manage and maintain the Museum, Avoca Mansion, and the land upon which they are situated.

3. The Board shall have the authority to hire and manage the Executive Director and any other personnel deemed necessary to properly operate and maintain the property. Such personnel shall serve under the direction and control of the Board.

4. The Board shall have the authority to determine the manner in which the personnel it hires are compensated, either directly by the AMHS or by the Town. Town agrees to assist in implementing the Board’s decisions as to the method of compensation. If the Town is designated to employ said personnel it is agreed that the Town benefits (health insurance and VRS retirement) and hiring and employment policies shall apply to the said employees. If the Board desires to employ the said personnel, Town will contribute towards their salaries an amount to be agreed upon by the parties.

5. The Board shall not have authority to make material changes to the buildings on the property without prior approval of the Town.

6. The composition of the Board of Directors and the terms of office of its members shall be determined by the Board of Directors with no less than one member to be a member of Town Council or Town administrative staff. The Board shall forward a copy of the minutes of all Board meetings to the Town Manager within 7 days of their completion.

WITNESSETH the following signatures:

**TOWN OF ALTAVISTA, VIRGINIA**

By: \_\_\_\_\_

Date: September \_\_\_\_, 2021

**ALTAVISTA MUSEUM AND HISTORICAL SOCIETY**

By: \_\_\_\_\_

Date: September \_\_\_\_, 2021



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.8

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

**Title: Moseley Heights Halloween 5K Run/Walk**

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

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**Action(s):**

Approve the Special Event Permit

**Explanation:**

Moseley Heights Community Project Team is requesting the approval of a Special Event Permit to hold a 5K Run/Walk.

**Background:**

Representatives of the Moseley Heights Community Project Team spoke before the regular meeting of Town Council on September 14, 2021 to discuss holding a 5K run/walk on October 30, 2021 at Shreve Park to benefit the family of William Barnwell. The request is to hold the event in Shreve Park from 11:00 a.m. - 4:00 p.m.

The Community Development Director, Chief of Police, and Interim Public Works Director have discussed the request and met with the applications. A route has been plan with minimal impact to traffic and pedestrians. Participants will start at the fountain at Shreve Park, turn left onto 7th Street, and left onto Amherst Avenue. They will turn around short of 14th Street and return to the park. This route will be completed twice to total 5 ,000 meters or 3.1 miles. Volunteers will be staffed at intersections to aid motorist and pedestrians.

The organizers have asked that Shreve Park be close to all other users during the event.

**Funding Source(s):**

The organization has requested \$500 from the town.

**Attachments:** *(click item to open)*

*Attachment 1. Special Event Permit - Moseley Heights 5K.pdf*

*Attachment 2. Special Event - Moseley Heights Halloween 5K Run Map.pdf*

*Attachment 3. Moseley Heights Community Project 5K Budget.docx*



## DO I NEED A PERMIT FOR MY EVENT?

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

### Special Event-

1. a gathering of persons to be held in open space not within a permanently enclosed structure for the purpose of listening to or participating in music or listening to or participating in entertainment that is open to the public or which results in revenue through donations or ticket sales. "Entertainment" includes but is not limited to fairs, carnivals, circuses, fund raisers, exhibitions, performances, rides, races, parades, marches, events, concerts, celebrations, tours, shows, outdoor dances and fireworks displays.
2. Any event that occurs on public property or town rights-of-way (scavenger hunt, Scarecrow Stroll, block party, etc)

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

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

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

1. Will the event be on public property or rights-of-way?  
 YES or  NO
2. Does the event include "Music or Entertainment" that is audible beyond the property lines?  
 YES or  NO
3. Is the event open to the public?  
 YES or  NO
4. Will the event result in revenue through donations or ticket sales?  
 YES or  NO

If you answered YES to any of the questions, your event is a "Special Event" and will require a permit. Please complete the *Town of Altavista Special Event Permit Application* and submit to Town Hall at least **60 days** prior to the event. **A mandatory pre-application meeting with Town staff is required prior to submittal.**

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

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

If you have questions related to Special Event requirements, please contact Town Hall at (434) 369-5001.

A mandatory pre-application meeting with Town staff is required prior to submittal.

### Town of Altavista Special Event Application - Part 1

**Event Name**

Moseley Heights Halloween 5k Run/Walk

Start Date

10/30/2021

End Date

10/30/2021

Proposed  
Rain Date

First Time Event

Re-Occurring Event

If re-occurring, in what year did the event commence?

**Event Category**

Community Festival

Parade

Concert

Run/Walk

Other  
(please specify)

Alcohol Served

Yes

No

If alcohol is being served, please attach the name and all contact information for the ABC license holder (phone, cell, address and email). Also, please attach a copy of the issued ABC license as well as a sheet describing how drinking ages will be monitored/controlled.

**Event Organizer (s)**

Moseley Heights community Project Team

Corp. ID #

Street Address

1707 Eudora Lane

County/Locality

Altavista State/Zip VA

Non-Profit ID #

87-2464461

**Primary Contact**

Sheila Williams

Address

1707 Eudora Lane

Business Phone

Email

scw0122@gmail.com

Cell Phone

434.426.1759

Home Phone

Fax

**Event Promoter/Marketing Coordinator**

Name

Alvina Boyd

Work Phone

Email

alvinab4040@gmail.com

Cell Phone

434.941.0198

Home Phone

### Town of Altavista Special Event Application - Part 2

Town Funds Requested?

YES

NO

AMOUNT:

\$500.00

Type of Assistance Requested:

GRANT

LOAN

How Often Assistance Requested?

ONE-TIME

ANNUALLY

Please attach list of expected event sponsors contributing funds or in-kind supplies/services.

Admission Fee

\$35.00

Day of the Event

\$35.00

In Advance

\$35.00

Senior/Jr. Fee

\$15.00

#### Purpose and Description of the Event

Please include a detailed description of the event/attractions, a site map, and schedule of activities. Please attached additional pages if needed.

5K Run/Walk - Benefit for the family of William Barnwell who recently loss his home to fire. This event will include a local Dj- Heco Clark, Face Painting by Ki-Amber Monroe, Food Vendor(s), Hot Dog Stand, Fried Fish Vendor, Bake Sale & candy give away.

#### **Event Cancellation**

Please describe your cancellation policy; please note that the Town of Altavista must be notified if the event is cancelled or postponed.

The event will take place on this day rain or shine. No refunds will be issued.

#### **Event Venue or Site(s)**

Please attach a tax/parcel location map and a signed letter of consent from the property owner (consent letter not needed if using Town-owned property).

Site Address

Shreve Park

Zoning

Classification

R-2

Anticipated Attendance

100

Average Attendance at Past Events

N/A

**Town of Altavista Special Event Application - Part 3**

**Event Set-up Dates**  to

**Event Start Date**  **Event End Date**

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.

**Alcohol Served**  a.m./p.m.  a.m./p.m.

*If the event continues through subsequent days, please list the dates and start times for each day's activities; attach extra pages if needed.*

**Event 2nd Date**

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.

**Alcohol Served**  a.m./p.m. to  a.m./p.m.

**Event 3rd Date**

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.

**Alcohol Served**  a.m./p.m. to  a.m./p.m.

**Event / Venue Tear Down Dates**  to

**Event/Venue Tear Down Times** Day 1  a.m./p.m. Day 2  a.m./p.m.

*Additional Sites Needed for Staging: Please list the address of each:*

**Requested street/road closures:**

N/A

**Proposed dates and times of closures:**

### Town of Altavista Special Event Application - Part 4

Will you be supplying? Check all that apply.

Dumpsters  Quantity

Portable Restrooms  Quantity

Trash Cans  Quantity   
Recycling  
Containers

Banners/Decoration  Quantity  Type

Fencing/Barricades  Quantity  Type

Special Lighting  Quantity  Type

Will shuttle services be provided?

Shuttle Service Coordinator

Name  Contact #

Type of transportation used (i.e. buses, golf carts, wagons, etc.)

Requesting use of town shuttle for drop off at Shreve Park.

Please attach a map of shuttle routes and schedule for shuttle services.  
Describe shuttle plan, indicate drop off and pick up points.

Will special shuttling services be provided for disabled citizens?

Explain plans/amenities to accommodate disabled citizens on-site at the event.

Will live entertainment be scheduled? Please describe any scheduled performances.

DJ

**Town of Altavista Special Event Application - Part 5**

**Will you be supplying? Check all that apply.**

Booths/Exhibits	<input type="checkbox"/>	Quantity	<input type="text"/>	
Tents/Canopies	<input checked="" type="checkbox"/>	Quantity	4	Size <input type="text"/>
Vehicles/Trailers	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind <input type="text"/>
Animals	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind <input type="text"/>
VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>	
<i>NO BP required</i>				
Amplified Sound	<input checked="" type="checkbox"/>	Describe	through speakers	
Rides/Inflatables	<input type="checkbox"/>	Describe (kind/quantity)	<input type="text"/>	
Stage/bleachers (other structures)	<input type="checkbox"/>	Describe	<input type="text"/>	
Fireworks/ Pyrotechnics	<input type="checkbox"/>	Describe	<input type="text"/>	

Please list name, contact information and copy of permit for any fireworks contractor(s).

*N/A*

Please indicate/describe the precise location on-site from which fireworks will be deployed.

*N/A*

### Town of Altavista Special Event Application - Part 6

How will the event be marketed? Check all that apply.

- Television
- Radio
- Billboards
- Newspapers
- Informational hotline   
(please list #)
- Stations
- Webpage
- Social Media

Please list all that apply:

Are you requesting the Town of Altavista or Campbell County to provide/coordinate any of the following items/elements of the event? Please check all that apply.

**Town Services:**

**County Services:**

**Other:**

Law Enforcement

Fire/EMS

Public Works

Safety Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the safety plans for the event (please use extra pages if necessary).

Other Town services or equipment? Please describe.

N/A

Describe any unique grounds preparation or traffic control needs.

Worked with APD Chief on route. Volunteers w/ safety vests will assist with traffic control. *Soshi*

## Town of Altavista Special Event Application - Part 7

How many staff persons will be designated to the following areas:

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers

Parking areas

How will you obtain event staff? Describe:

Stage areas

Is liability coverage provided for staff/volunteers working on-site?

If so, to what amount?

How do you plan to notify residents and businesses who may be affected by event? (in addition to adjacent property owners).

Door to door

Phone calls

Flyers

Others

Will any food be served on-site?

Is there a designated food coordinator?

# Non-profit food vendors

Name:

# For-profit food vendors

Phone/Cell:

# Vendors needing electricity

# Vendors needing water hook-ups

# Vendors using open fire/gas

# Non-profit vendors selling wares

# for-profit vendors selling wares

Please describe items/services vended on-site; describe any special needs of vendors.

**Liability Insurance Information**

A certificate of insurance for this event (if applicable) must be presented to the Town of Altavista no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.



**Indemnity Agreement**

In consideration for the Town of Altavista granting the undersigned Event Organizer representative permission to hold the proposed event and to display, sell, or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The Town, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

**Affidavit of Applicant**

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the Town of Altavista. I certify that I understand that this application is made subject to the rules and regulations established by the Altavista Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the Town of Altavista. I grant permission for Town officials to access the property at any time to enforce permit compliance.

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit must be provided to the Town before an application will be considered fully executed. Submit one copy of this Special Event permit application to Town of Altavista, ATTN: Special Event, P.O. Box 420, Altavista, VA 24517; townhall@altavistava.gov

**Sheila Williams**

**09/01/2021**

\_\_\_\_\_  
Event Coordinator/Responsible Event Representative  
(Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Town of Altavista Representative (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

10-11-20





## Halloween 5K Run/Walk Race Budget

### Income

➤ Race Fees (pre-registration) 75-100 entries	@\$35.00	\$2,625/\$3,500
➤ Sponsor contributions (monetary/goods/services/proceeds from sales)		\$2500
<b>TOTAL PROJECTED INCOME</b>		<b><u>\$5,125/\$6,000</u></b>

### Expenses for 75–100 person event

➤ Printing Registration Forms		\$50
➤ Event Insurance		\$200
➤ T-Shirts and mementos		\$750
➤ Advertising		\$100
➤ Award metals		\$200
➤ Food and water		\$75
➤ Race numbers and pin		\$35
➤ Miscellaneous supplies		\$200
➤ Finish line photos		\$50
➤ Tables clothes, set-up and decorations		<u>\$50</u>
<b>PROJECTED TOTAL EXPENSES</b>		<b><u>\$1,710</u></b>
<b>PROJECTED NET REVENUE</b>		<b><u>\$3,415/\$4,290</u></b>





TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 6.1

**UPDATES/INFORMATIONAL ITEMS**

**Title: Vista Theater Roof Replacement**

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

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**Action(s):**

Receive the update from staff.

**Explanation:**

Town Council desires to place a new roof on the Vista Theater to secure the structure from additional weather damage.

**Background:**

At the August 24, 2021 Town Council Work Session, staff was directed to hire Master Engineers & Designers to assess the Vista Theater's structure and inform the town of the items that would need to be done to make the building structurally sound to move forward with the revitalization efforts. Staff has received a proposal from Hurt & Proffitt, one of the town's on-call firms for architectural, structural, and project management. The team would be the same used for the Spark Innovation Center, which would include Hurt & Proffitt, Master Engineers & Designers, and Dominion Seven Architects.

**Funding Source(s):**

Funding is earmarked in reserve.

**Attachments:** *(click item to open)*

[\*Minutes from 8-24-21 Meeting.pdf\*](#)

[\*Hurt & Proffitt Scope of Work.pdf\*](#)

## Town Council Work Session August 24, 2021

There was a consensus of Town Council to place this item on their September Regular Meeting Agenda for further discussion and consideration of the Rules of Procedure and Council Code of Ethics draft documents as presented.

### 4.4 Vista Theater Project Discussion

At their March 30th Retreat, Town Council requested they be provided a “draft” Scope of Services for a Feasibility Study for the VISTA Theater by their May Work Session. This was completed, approved, and a RFQ sent out in June, with eight respondents. Town Council decided the entire Council would serve as a “committee of the whole” on this project. Information from all the respondents were sent to Town Council members, via email, on July 16th. There was no discussion at the July Work Session, only the consensus of Council to move the discussion of this item to their August Work Session.

Assistant Town Manager Amie Owens stated, at this time, Town Staff was seeking direction from Town Council on how they wished to proceed with this project.

Mayor Mattox stated he would like for Altavista’s new Town Manager (when hired), not the interim, to be involved on the “ground level” of this item/project. He stated he felt it would be important for the new Town Manager to attend the project meetings to have a better understanding of what town citizens and the community need/want from this venue.

Mayor Mattox stated, by postponing this item, it may put the town behind on this project by three to four months, but he felt it would not be fair to a new Town Manager to have to “play catch up” on the project when they first took office.

Mayor Mattox referenced the front façade of the Vista Theater. He stated some Council members had expressed their favor with upgrading the façade as soon as possible; and placing “Coming Soon” on the exterior marquee to inform the community that the venue was being restored.

Mayor Mattox asked Town Council for their thoughts and input on this matter.

Councilman Mitchell shared his favor with both of the Mayor’s suggestions.

Mr. Mitchell stated he felt postponing the project would allow the additional time he felt the town needed to make a decision on which group/firm they wished to hire for the project.

Mr. Mitchell shared his concern with only relying on a feasibility study, that might miss crucial (structural) items needed for repair, which would increase the project’s cost from what the town was originally expecting.

Mr. Mitchell stated, rather than a feasibility study, he would like for an engineer to give the town a check list of the initial items needed to return the facility to a more structurally sound condition before moving forward.

Councilman Emerson stated he did not have an issue with postponing the project for a couple of months.

Mr. Emerson reminded Council the town has funds allocated in the budget for the Vista Theater Project. He shared his favor in moving forward with restoring the front facade of the building to reflect that the Vista Theater was being restored for use again soon.

Mr. Emerson stated, what the town did to the exterior façade would not affect what needed to be done to the interior of the facility later. He suggested allowing staff to gather cost estimates for the exterior facade upgrade for Council’s review and consideration.

## Town Council Work Session August 24, 2021

Vice Mayor Bennett shared his favor with Councilman Mitchell's idea of having an engineer give the town a checklist of items for initial repair, such as plumbing, electrical, and roof repairs. He stated those items were key in making the building structurally sound.

Assistant Town Manager Amie Owens reminded Town Council that the RFQ process was conducted for this reason. She stated, at this point, Council needed to select one of the eight respondents as their representative and they would conduct the actions Council members were requesting. She stated it would be up to Council to inform the chosen respondent how they wished to proceed and/or the next steps they wished to concentrate on first.

Mayor Mattox asked Ms. Owens, if she were a new Town Manager, would it be ok to come in after Council chose an engineer to work with, or would she rather be a part of the selection process.

Ms. Owens stated the selection process was only the responsibility of Town Council, not the Town Manager. She stated it would be up to the Town Manager to work with whomever Council chose to do the work; and act as a contact between the two entities.

Vice Mayor Bennett suggested Town Council make the decision of which respondent they wished to work with in order to move this project forward.

Councilman Higginbotham shared his favor in moving forward with selecting one of the eight RFQ respondents to work with the town/Town Council on this project.

Mr. Higginbotham referenced the building's exterior façade. He shared his favor with moving forward on this portion of the project, but suggested being cautious of which "exterior materials" they choose, keeping in mind the potential for historic tax credits.

Councilman George stated he liked the idea of getting the exterior marquee restored sooner, rather than later. He suggested the existing paint be removed and exposing the building original brick. He stated he felt this would add to the historic charm of the venue.

Councilman Lowman informed Council that he extensively read through all eight of the RFQs received. He stated three of the eight proposals suggested using Masters Engineers & Designers, an engineering company located in Lynchburg, VA.

Dr. Lowman reminded Council that Masters Engineers had already been in the building and initially signed-off on the town's purchase of the building. He suggested the town consider hiring Masters Engineers directly to do the initial "check list" that Council desires.

Dr. Lowman stated the town could still move forward with picking a firm from the RFQ respondents to oversee the entire project and perform such tasks as conducting citizen surveys and investigating available historic tax credits.

Dr. Lowman and Vice Mayor Bennett stated, while reviewing the eight RFQ respondents, they "ranked" them by their attributes that best matched this project.

Mayor Mattox asked Town Council if there was a consensus to use the facility for a theater.

Councilman Emerson stated he felt the facility would better serve the community as a "multi-use venue" for movies and live entertainment.

Councilman Mitchell stated he also liked the idea of a multi-use venue, for movies, plays, and music events.

## Town Council Work Session August 24, 2021

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

There was a consensus of Town Council for the town to hire Masters Engineers & Designers engineering company to assess the Vista Theater building's structure and inform the town of the items that would need to be done first to make the building structurally sound, so the town can move forward with the Vista Theater Revitalization Project.

Assistant Town Manager Amie Owens informed Town Council that Masters Engineers was already retained with Hurt & Proffitt, one of Altavista's town-contracted firms, so there may be occasions when Hurt & Proffitt's name would be used on project documents along with Masters Engineers.

Councilman Higginbotham referenced the eight RFQ respondents for this project. He suggested Council narrow the list down to four potential firms and interviewing those firms to determine the best candidate for this project.

Town Council was in consensus to do so.

### 5. Items for Discussion - New and Unfinished

#### 5.1 Lynch Creek Sewer Line Replacement Project

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. 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, the town is now ready to "go to Bid" with this project.

Utilities Director Tom Fore informed Town Council that Biff Johnson, with Hurt & Proffitt, was in attendance that evening and available to answer any questions Council may have pertaining to this project.

Councilman Higginbotham asked Mr. Johnson to clarify where the issues were located and how bad the condition of the sewer pipe was.

Mr. Johnson informed Council that the entire section of pipe that his team was able to get a camera through was cracked and there were also several spots they could not get a camera to go through due to "root intrusion".

Mr. Johnson stated the existing sewer pipe was outdated Truss Pipe. He stated his team uncovered crushed pipes, pipe joints that were offset and allowing ground water to enter, and some places where the joints were open/separated.

Mr. Higginbotham asked how far the sewer line was being replaced in that area.

Mr. Fore stated the Lynch Creek Sewer Line Project included replacing the sewer pipe from Rt.29 Business to down behind the YMCA facility.

Mr. Johnson concurred it was Hurt & Proffitt's recommendation to replace the entire line.

Mr. Higginbotham asked Mr. Johnson what type of sewer pipe would be used to replace the existing damaged pipe.

Mr. Johnson stated Hurt & Proffitt would be using SDR35 PVC Pipe for the town's Lynch Creek Sewer Line Replacement Project.



September 23, 2021

Ms. Sharon D. Williams, AICP  
Community Development Director  
Town of Altavista  
510 7th Street  
P. O. Box 420  
Altavista, VA 24517

Re: Vista Theater Roof Replacement

Dear Ms. Williams:

## **Project Understanding**

The Town would like to put a new roof on the Vista Theater to make sure it is weather tight and prevent any further damage and/or deterioration of the facility. This would include any repairs to the roof structure that may be required to make the roof adequate to support the loads. The original roof is a built-up roof with a metal roof overbuild added at a later date. It is our understanding both roofs will be removed and a new roof will be installed on the original wood deck. Master Engineers did a preliminary condition assessment in May 2020. There is fire damage to the roof framing and there may be water damage that cannot be seen above the ceiling.

Hurt & Proffitt will be using Dominion Seven Architects for the architectural aspects of this project and Master Engineers for the structural aspects of this project.

## **Architectural Scope of Work**

This scope of work involves the roof replacement over the existing theater. The roof is curved in profile and is approximately 6400 square feet in area. The current roof system is unknown and may contain asbestos. The work will include the removal of the existing roof system down to the structural deck and the installation of new rigid insulation and roof membrane.

Note: All architectural work for the project will be executed in a Revit software platform.

### **Architectural Services Included in this Proposal**

Our professional services will include the development of the construction documents, assistance during the bidding and negotiation phase, attendance at a Town Council meeting to present the bids, and observation during construction. A more detailed description of each phase is as follows

Project Understanding Continued:

Construction Documents: We will begin the project by field verifying the existing conditions to confirm the condition of the roof in general, copings and gravel edges, downspout and leader boxes and



mechanical equipment and plumbing pipe locations. Since there are no existing drawings of the building, we will need to feel measure the roof. We also want to confirm the slope of the roof framing in the field.

Upon the completion of the field work, we will develop the necessary drawings and a project manual which contains all the relevant specifications and front-end documentation. We will also provide you with an estimated cost of construction for the project. We will assist the Town's procurement office in developing the necessary bidding requirements for the project. The drawings and project manual will be provided to the Town in an electronic format so that they can advertise for bids.

**Bidding and Negotiations:** We propose to provide you with the following services during bidding:

- Coordination and issuance of the Construction Documents with the Town
- Attend and participate in the contractor pre-bid meeting
- Answer contractor questions
- Issue addendum if required
- Attend bid opening and tabulate the bids
- Review bids and make a recommendation to the Owner
- Attendance at one (1) Town Council meeting to present the bids

**Construction Administration:** We propose to provide you with the following services during construction:

- Attend and conduct a pre-construction meeting
- Review product and system submittals and shop drawings
- Select colors
- Attend four (3) site meetings with the Contractor and Owner
- Review the work for conformance with the Contract Documents and document in writing and with photographs the work to date
- Review and certify the Application for Payment
- Review contractor's request for information (RFI's)
- Issue field clarifications, proposal requests and change orders as required
- Provide one (1) Substantial Completion inspection and issue punch list
- Issue Certificate of Substantial Completion
- Review warranty, record documents and other closeout information
- Provide one (1) Final Completion inspection



## Structural Scope of Work

### Structural Services Included in this Proposal

1. Site visit to document existing conditions. There are no drawings of the facility. We will measure the existing structure to document the roof structure to develop a roof framing plan. This would include the bow string steel trusses, wood rafters, and wood decking. We will also identify areas of deterioration and/or distress in the roof structure from fire and water. A scissors lift is required for access to the underside of the roof. There may be areas with limited access – front of building above the offices.
2. Design of repairs/modifications. We will design the repairs to the decking, rafters, and trusses as necessary. There is damage to the wood decking and rafters as noted in our May 2020 report. These will be replaced in kind. However, we do not know if there is any damage to the steel trusses. Water has leaked into the building on both sides of the building from the gutters. We will need to check the connection of the trusses to the columns. The trusses are supported by steel columns inset into the masonry.
3. Prepare a drawing showing the existing roof structure (Roof Framing Plan) and areas of the roof that need to be repaired. The drawing will also include sections and details necessary to explain the repairs to the contractor. Structural notes will be used in lieu of specifications. The drawing will be in AutoCAD and stamped by a VA PE.
4. A meeting with you and/or owner once we have the drawing at 90% to review and answer any comments. We will also coordinate with the architect.
5. Support during bidding which will include answering any questions and providing input to an addendum. This includes attending a pre-bid meeting and review of the bids. However, we did not include preparing the bid specification.
6. Construction administration. Once the roofs have been removed exposing the wood deck, we will observe the structure to determine if there may be additional areas that need to be repaired. We will revise the drawings as necessary and address any field questions.

#### Notes:

1. It is difficult to estimate the cost of design, Task 2, since we do not know the extent of the damage. We have included 16 mhrs for the design of the repairs in our fee.
2. We have budgeted 8 mhrs for Task 5. It is difficult to estimate how many questions we might receive from the bidders.
3. Task 6 is also difficult to estimate since we do not know what may be uncovered during the removal of the roofs. We have budgeted 20 mhrs for this task.
4. We did not include the cost of a scissors lift in our fee.

## Proposed Schedule

We are currently quite busy and have several project deadlines the end of this month. We propose the following schedules:

- We can begin our work in early October and have the documents ready to bid in late November.
- Note that due to the availability of roofing materials, construction will not occur until the spring of 2022.



## Professional Fees

Our estimated fees for this work is as follows:

### Architectural Fees

- Construction Documents and Bidding \$6,500
- Construction Administration \$4,500
- Reimbursements \$ 600

### Structural Fees

- Design and Bidding \$9,500
- Construction Administration \$4,000

### H&P Project Management Fee

- Project Management \$1,500

Total Professional Fee	\$26,600
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### Work Not Included in this Proposal

- Roof Coring and patching so that samples of the roof system can be tested for asbestos.
- Asbestos testing of roof samples
- Asbestos abatement specification
- Detailed measurements of building for modeling for other phases of work
- Rental of scissor lift for inspection of roof interior

Please review this proposal and let me know if you have any questions. If it is acceptable please sign below and return to me.

We look forward to work on this project with you.

Sincerely,  
Hurt & Proffitt, Inc.

Bif Johnson, PE  
President and CEO

\_\_\_\_\_  
Acceptance of Proposal

\_\_\_\_\_  
Date



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
September 28, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 9.1

**CLOSED SESSION (If Necessary)**

**Title: CLOSED SESSION**

**Staff Resource: Interim Town Manager Clarence Monday**

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**Action(s):**

per Town Council discussion.

**Explanation:**

This Closed Session is a continued discussion regarding the nomination of Sheila Williams to the BZA.

**Background:**

as of August 2021, there are two vacant seats on the BZA (Board of Zoning Appeals).

**Funding Source(s):**

N / A

**Attachments:** *(click item to open)*

*Attachment 1. CLOSED SESSION Section 2.2-3711 (A)(1).pdf*

TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, September 28th, 2021, Work 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; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (BZA Appointment)

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Motion carried.

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

Town Council went into Closed Session at \_\_\_\_\_ PM.

Notice was given that Council was back in regular session at \_\_\_\_\_ PM.

FOLLOWING CLOSED SESSION:

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

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