



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

**Tuesday, October 12, 2021
6:00 PM - 510 7th Street
Altavista, VA 24517**

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

3.A [Recognitions and Presentations](#)

3.B [Resolution for Johelen Martin's service on the BZA](#)
[Attachment 1. Johelen Martin Council Resolution.pdf](#)

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

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

5. PARTNER UPDATES

5.A [Altavista Area Chamber of Commerce](#)

5.B [Altavista On Track \(AOT\)](#)

6. CONSENT AGENDA

6.A [Portable Toilet for Dalton's Landing \(Canoe Launch\)](#)

6.B [FY2021 Carry Over Request](#)
[Attachment 1. Memo to Council_FY21 Carry Over.pdf](#)

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

6.D [Town Council Meeting Minutes](#)
[Attachment 1. Council RM Minutes 9.14.21.pdf](#)

6.E [Acceptance of Monthly Financial Reports](#)
[Attachment 1. Check Register September 2021.pdf](#)
[Attachment 2. September 2021 Revenue-Expenditure Report.pdf](#)
[Attachment 3. September 2021 Reserve Balance / Investment Report.pdf](#)

6.F [Council Rules of Procedure](#)
[Attachment 1. Outline for initial discussion regarding Council Rules of Procedure.pdf](#)
[Attachment 2. Proposed Council Rules with Council Amendments_Sept 28 2021.pdf](#)

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

7. PUBLIC HEARING(S)

8. NEW BUSINESS

9. UNFINISHED BUSINESS

9.A [Jenks River Trail - Placement Discussion](#)

9.B [Moseley Heights Community Project Team request for funding](#)

9.C [English Park Bank Erosion](#)

[Attachment 1. English Park Shoreline Erosion Repair Report_Hurt & Proffitt.pdf](#)

[Attachment 2. Hurt & Proffitt Scope of Work.pdf](#)

[Attachment 3. Flexamat.pdf](#)

[Attachment 4. DCR Report.pdf](#)

[Attachment 5. RipRap Cross Section Diagram.pdf](#)

[Attachment 6. VCE_Ground_Cover_Publication.pdf](#)

[Attachment 7. Altavista Shoreline Erosion_DCR.pdf](#)

10. REPORTS AND COMMUNICATIONS

10.A [Departmental Reports - Finance](#)

[Attachment 1. Meals Tax Report](#)

[Attachment 2. Sales Tax Report](#)

[Attachment 3. Lodging Tax Report](#)

[Attachment 4. Cigarette Tax Report](#)

10.B [Departmental Reports - Public Works](#)

[Attachment 1. B&G Monthly Report](#)

[Attachment 2. Fleet Monthly Report](#)

[Attachment 3. Streets Monthly Report](#)

10.C [Town Council Monthly Calendar](#)

[Attachment 1. Council Calendar-October.pdf](#)

10.D [Utility Department Reports](#)

[Attachment 1. Clarion Road Water Extension](#)

[Attachment 2. SCADA for Generator Sites](#)

[Attachment 3. VDEM Generator Installations](#)

[Attachment 4. WTP Filter Rehabilitation](#)

[Attachment 5. WWTP Electrical Upgrades Phase II / Phase III](#)

[Attachment 6. WWTP Aeration System](#)

[Attachment 7. Melinda High Pressure Zone](#)

[Attachment 8. September 2021 Water / Sewer / Refuse Billing History](#)

[Attachment 9. September 2021 Monthly Staff Report](#)

10.E [Police Department Activity Report](#)

[Attachment 1. Patrol on 29-September 2021.pdf](#)

[Attachment 2. APD Monthly Report-September 2021.pdf](#)

10.F [Altavista On Track Monthly Report](#)
[Attachment 1. AOT Monthly Report - September.docx](#)

10.G [Community Development September 2021 Report](#)
[Attachment 1. CD September 2021 Monthly Report.pdf](#)

11. MATTERS FROM COUNCIL

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

13. ADJOURNMENT

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

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
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AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Recognitions and Presentations

Staff Resource: Administration

Action(s):

Milestone Recognitions

Michael Abbott	Police Department	5 years	9/08/2021
Terry Lambert	Public Works	25 years	9/16/2021

New Hire Listing

Phyllis Brown	Transit	PT Bus Driver	9/20/2021
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Termination Listing

Amanda Owens	Administration	Asst. Town Mgr.	9/03/2021
Mike Hudson	Avoca Museum	Museum Director	9/03/2021
Glenn Campbell	WW Department	WW Temporary	9/27/2021

Explanation:

Personnel Changes Since September 1st

Background:

Informational Update

Funding Source(s):

Not Applicable

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
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AGENDA COVER SHEET

AGENDA ITEM #: 3.B

RECOGNITIONS AND PRESENTATIONS

Title: Resolution for Johelen Martin's service on the BZA

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

Action(s):

Adopt the resolution and present to Mrs. Martin.

Explanation:

Resolution for service

Background:

Mrs. Martin has decided not to seek reappointment to the BZA and has served the town since 1996.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment 1. Johelen Martin Council Resolution.pdf](#)



RESOLUTION IN RECOGNITION OF Johelen Martin

WHEREAS, the Town Council and the Altavista Board of Zoning Appeals encourages participation and thoughtful approaches to the impacts of development within the Town and on the environment; and

WHEREAS, Johelen Martin was appointed to serve on the Altavista Board of Zoning Appeals in September 1996 and elected not to seek reappointment when her term expired on August 31, 2021; and

WHEREAS, Mrs. Martin provided valuable leadership, insights, and planning contributions to the Town's planning program during her tenure; and

WHEREAS, Johelen Martin's time of service has been marked by exemplary dedication of the best interests of the community through her active participation on the Board of Zoning Appeals; and

WHEREAS, Johelen Martin has performed her duties with the highest respect for our citizens, her fellow members, and ethical standards of the Town.

NOW THEREFORE, BE IT RESOLVED, that I, Mayor Michael Mattox and the Altavista Town Council, Chairman Wilson Dickerson and the Board of Zoning Appeals, Town staff and citizens all proclaim their appreciation and gratitude to Johelen Martin for her outstanding service on the Altavista Board of Zoning Appeals.

Adopted this 12th day of October 2021.

Michael E. Mattox
Mayor

Clarence Monday
Interim Town Manager



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce

Staff Resource: Chamber of Commerce Executive Director Grace Mattox

Action(s):

Explanation:

Altavista Area Chamber of Commerce updates.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista On Track (AOT)

Staff Resource: Main Street Coordinator and AOT Director George Sandridge

Action(s):

Explanation:

Altavista On Track updates.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

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

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

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
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AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: FY2021 Carry Over Request

Staff Resource: Tobie C. Shelton, Finance Director

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_FY21 Carry Over.pdf*](#)



DATE: September 20, 2021

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2021 / Year End Carryover

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 30th. 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
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AGENDA ITEM #: 6.C

CONSENT AGENDA

Title: FY2023 Budget/CIP Calendar

Staff Resource: Tobie Shelton, Finance Director

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

October	1			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
November	1			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
November	9	Tuesday		Council receives draft CIP document
November	24	Tuesday	5:00 p.m.	Council CIP Work Session
December	14	Tuesday	6:00 p.m.	Council CIP discussion
January	7	Friday		Department operating budget requests due
January	10	Monday		Written requests from outside agencies and non-profits due
January	25	Tuesday	5:00 p.m.	Outside agencies/non-profits requesting funding should attend Council Work Session / CIP discussion
February	8	Tuesday		Council receives draft budget document
February	22	Tuesday	5:00 p.m.	Council Budget Work Session / CIP discussion
February	23	Wednesday	5:00 p.m.	Continuation of Council Budget Work Session (<i>if needed</i>)
March	22	Tuesday	5:00 p.m.	Council Budget Work Session / CIP discussion
March	23	Wednesday	5:00 p.m.	Continuation of Council Budget Work Session (<i>if needed</i>)
April	12	Tuesday	6:00 p.m.	First reading of Budget/Designate Public Hearing for May 10th
April	20	Wednesday		First Public Hearing Advertisement
April	27	Wednesday		Second Public Hearing Advertisement
May	10	Tuesday	6:00 p.m.	Public Hearing on the FY2023 Budget
June	14	Tuesday	6:00 p.m.	Council meeting to approve FY2023 Budget



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 6.D

CONSENT AGENDA

Title: Town Council Meeting Minutes

Staff Resource: Crystal Hailey

Action(s):

Approve Meeting Minutes as Presented.

Explanation:

This item is submitted for Town Council review and approval purposes.

Background:

September 14, 2021 Regular Meeting Minutes

Funding Source(s):

N / A

Attachments: *(click item to open)*

Attachment 1. Council RM Minutes 9.14.21.pdf

Town Council Regular Meeting September 14, 2021

The Altavista Town Council held a regular scheduled meeting in Council Chambers of the Town Hall/ J.R. Burgess Municipal Building, 510 Seventh Street, on September 14, 2021 at 6:00 p.m.

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

Council Members

Present: Vice Mayor Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox

Absent: Mr. Wayne Mitchell

Town Staff present: Mr. Clarence Monday, Interim Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Chief of Police
Mr. Jeff Arthur, Public Works B&G Supervisor
Mr. Chuck Newman, Public Works Streets Supervisor
Mr. Jake Roberts, Altavista Utilities
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Rev. Eduardo Soto - Altavista Presbyterian Church, gave the invocation for this evening.

After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the September 14th Agenda.

- #9C. Unfinished Business: Town Council “Rules of Procedure”

Mayor Mattox suggested Council consider moving this item to their September Work Session.

There was a consensus of Town Council to do so.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed September 14, 2021, Town Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to approve the September 14th Town Council Meeting Agenda as amended.

Motion carried

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

Town Council Regular Meeting September 14, 2021

3. Recognitions and Presentations

A. Personnel Changes

The town’s personnel changes since August 1st, 2021consisted of:

- Milestones:

Steve Bond	Wastewater Department	30 years 8/12/2021
Bryan Mawyer	Water Department	5 years 8/15/2021

- New Hires:

Jeffery Ellis	Transit - PT Bus Driver	8/17/2021
Tonya Guthrie	Wastewater Trainee	8/23/2021
Joshua Farmer	WW/WP Asst. Mechanic	8/30/2021

- Departures:

Waverly Coggsdale	Administration Town Manager	8/06/2021
David Garrett	Public Works Director	8/13/2021
Tom Fore	Utilities Director	8/31/2021
Alvis Carr	Transit - PT Bus Driver	8/13/2021
Tony Hines	Transit - PT Bus Driver	8/30/2021

At this time, Mayor Mattox asked the Interim Town Manager, Clarence Monday to introduce himself and share with everyone some of his background and previous experience.

Mr. Monday thanked Town Council for the opportunity to serve as the Interim Town Manager for the Altavista community. He stated he has thirty-three years of experience in public service, including law enforcement, Fire/EMS, and government administration.

Mr. Monday stated his previous “Interim” positions had been very rewarding. He stated he enjoys meeting new people and developing working relationships. He informed Council that he still reads the newspapers from the previous localities he has worked, in order to keep up with the continuation of projects he helped work on.

Mr. Monday stated he enjoyed developing working and business relationships and strives to make a positive impact for the citizens and communities he works for. He stated he would do everything he could to help Town Council and Town Staff during his interim timeframe with the town, including helping the Town of Altavista find its next Town Manager.

Mayor Mattox and Town Council thanked Mr. Monday for taking on the responsibility of Altavista’s Interim Town Manager.

Mayor Mattox also took this time to thank attending employees Jeff Arthur, Public Works Building and Grounds Supervisor, Chuck Newman, Public Works Streets Supervisor, and Jake Roberts, Public Works Utility Supervisor, for the work they do for the Altavista community.

4. Citizen’s Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the September 14th, 2021, Council Meeting Agenda.

Ms. Shelia Williams, 1707 Eudora Lane, Altavista, came before Council on behalf of the newly organized non-profit, Mosely Heights Community Project Team.

Town Council Regular Meeting September 14, 2021

Ms. Williams informed Council of Mr. Barnwell's recent tragedy of losing his home to fire, which occurred only two weeks after the passing of his wife. She stated, initially the fundraising event was intended to help only the Barnwell family, however, the scope of the project grew, and she realized there were others in the Moseley Heights community in need as well. She stated that is how and why the Moseley Heights Community Project Team organization was developed.

Ms. Williams asked Town Council to consider allowing the organization to hold their first fundraising event, a 5K Run, at Shreve Park in Altavista on October 30th. She asked Council to also consider waiving the \$50 fee for the large pavilion rental during the event that day.

Ms. Williams stated the 5K Run was scheduled to take place from 11:00 a.m. - 2:00 p.m., with registration beginning at 10 a.m. She stated the organization intended to have refreshments and community based activities at the pavilion until 5:00 p.m.

Mayor Mattox asked APD Chief Merricks if there would be any issues with the Moseley Heights organization using Shreve Park and the Altavista Trade Lot's parking lot that day.

Chief Merricks stated his manpower was currently limited, but the police department would help in any way they could. He asked that Ms. Williams provide him with the event plans and route of the 5K Run, to which Ms. Williams stated she had everything ready that evening to share with him.

Mayor Mattox asked Town Council for their input on this request.

Town Council was in consensus to allow the event, and to waive the \$50 pavilion rental fee.

Mayor Mattox told Ms. Williams he would be happy to supply ice from his store for the event.

Mayor Mattox asked Council if they had any questions for Ms. Williams.

Councilman George asked Ms. Williams if she had contacted the YMCA to find out if there were any ballgames on October 30th.

Ms. Williams stated she did, and there were a couple of YMCA games in the morning on that day, but she felt there wouldn't be an issue with the overlapping schedules.

Mayor Mattox stated there was parking available at the YMCA for their games, as well as parking at the Trade Lot and the town's public parking area up the hill that could be utilized for both the event and the ballgames. He asked Ms. Williams to coordinate their parking information and needs with the YMCA before the event day.

Ms. Williams stated the Pastor of the First Church of Jesus had also agreed to allow parking at their facility, and the Moseley Heights Community Project Team would coordinate a shuttle.

Ms. Williams stated she would keep Town Council updated on the event.

Mayor Mattox thanked Ms. Williams for "stepping up" and helping to develop the Moseley Heights Community Project Team. He stated he felt "help" in any area of the town was considered help for the entire Altavista community.

There were no other citizen speakers on this date.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox was not present for this meeting.

Town Council Regular Meeting September 14, 2021

B. Altavista On Track (AOT)

Altavista's Main Street Coordinator George Sandridge gave Town Council a brief update on Altavista On Track's current projects and upcoming events.

- Mr. Sandridge stated AOT continues its plans for Altavista's 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival, being held on Saturday, October 2nd.

Mr. Sandridge stated, to date, there had been three-hundred and fifty (350) tickets sold for the event; and AOT had secured sixteen corporate event sponsors, which totaled \$13,500. He stated Altavista On Track was very grateful for the support of those businesses.

Mr. Sandridge informed Council there would be sixteen BBQ teams competing this year. He stated there would also be four distilleries and seven breweries on site.

Mr. Sandridge also shared with Council the festival's informational video being advertised through both WFXR and WDBJ 7 news stations.

- Mr. Sandridge referenced Altavista's Annual Scarecrow Stroll. He stated AOT was excited to be hosting the event's twelfth year in 2021, which takes place throughout the entire month of October.
- Mr. Sandridge stated AOT also continues its plans to host the town's 15th Annual Gibley Job, held on Thanksgiving Day in English Park. He stated he would keep Council up to date on the details of this event.
- Mr. Sandridge informed Town Council that AOT would be partnering with the Altavista Chamber of Commerce to hold a ribbon-cutting event for Terry Austin, Three In One Community Project, at 624 Main Street, Altavista, on Tuesday, September 28th, at 2pm. He invited available Council members to attend.

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

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

Mayor Mattox thanked Mr. Sandridge for the Altavista On Track updates.

6. Consent Agenda

- A. Town Council Meeting Minutes
 - August 10th, 2021
- B. Town Council Work Session Minutes
 - August 24th, 2021
- C. Acceptance of Monthly Financial Reports
 - August 2021 Revenue and Expenditures
- D. FY2021 Lynch Creek Sewer Line Replacement
- E. Approval of Annual Delinquent Tax Listing
- F. Uncle Billy's BBQ, Bourbon, & Beer
- G. Proposed Changes to the Town Organizational Chart

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the September 14th, 2021 Consent Agenda, to which there were none.

Town Council Regular Meeting September 14, 2021

Councilman Emerson made a motion, seconded by Councilman George, to approve the September 14th Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

- A. APD Request – Permission to Apply for the Coronavirus Emergency Supplemental Funding Grant, through the DCJS (Department of Criminal Justice Services).

Background:

The Virginia Department of Criminal Justice Services (DCJS) has made the remaining federal funds, awarded through the Coronavirus Emergency Supplemental Funding Grant (CESF) Program, available to assist eligible applicants in preventing, preparing for, and responding to the Coronavirus. This is a competitive solicitation, which will provide additional funding to assist agencies with meeting their safety and other organizational needs as they continue to deal with the effects of the pandemic. Applicants can apply for no more than \$50,000, unless extraordinary circumstances necessitate a greater need.

Altavista Police Chief, Tommy Merricks, addressed Town Council in regard to this item. He informed Council there was no match required from the town for this grant.

Chief Merricks stated, if approved, the APD would utilize the grant funds to replace/upgrade its in-car camera system to AXON Fleet, which was compatible with their existing body-camera storage system.

Chief Merricks stated the grant application is due by October 22, 2021; and if approved, the APD should receive a response by the beginning of the 2022 calendar year.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve the APD request and authorize Chief Merricks to submit an application the Department of Criminal Justice Services for the Coronavirus Emergency Supplemental Funding Grant.

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

Motion carried

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

Mayor Mattox thanked Chief Merricks for his due diligence in finding this grant/funding, and for the good work he does for the Town of Altavista and its community.

Town Council Regular Meeting September 14, 2021

B. Public Works Request – Regarding Garbage Truck Purchase

Town Treasurer/Finance Director, Tobie Shelton, addressed Council in regard to this item.

Mrs. Shelton referenced the town's two refuse/garbage trucks: (1) 2004 Peterbilt, and (2) 2016 Hale. She informed Town Council the town was currently only running the 2016 vehicle to service both Altavista and the Town of Hurt, due to repairs needed for the 2004 Peterbilt in the amount of \$8,000.

Mrs. Shelton stated the service technician for the 2004 Peterbilt stated they could not guarantee the repairs due to the age of the equipment, nor could they specify how long the repairs would take, because they had never replaced a computer in a garbage truck as old as the town's 2004. He stated they were usually out of service by that age.

Mrs. Shelton stated the life expectancy of a garbage truck was ten to fifteen years, which the 2004 has surpassed. She stated the cost for the town to maintain the 2004 Peterbilt was becoming more and more expensive.

Mrs. Shelton stated, based on an estimate received from MidAtlantic Waste Systems, the cost of a new garbage truck was \$310,000. She stated the town currently had \$140,000 earmarked in town reserves, and \$105,000 allocated in the FY2022 Budget towards the replacement of a garbage truck.

Mrs. Shelton stated, while the existing available fund total left a \$65,000 balance, there may be cost savings throughout the fiscal year that could offset most, or all, of the cost to replace the 2004 garbage truck.

Mrs. Shelton stated, due to constant mechanical failures of the town's 2004 Peterbilt garbage truck, Town Staff was requesting Town Council consideration of approval to move the replacement of the old garbage truck from FY2023, to FY2022.

Mrs. Shelton stated she and Jeff Arthur, Public Works Building and Grounds Supervisor, were available to answer any questions Council may have in regard to this request.

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

Mayor Mattox suggested staff try to sell the old garbage truck to help recover some of the cost of replacing it. He stated, even if sold for parts, any funds were better than none.

Mrs. Shelton stated staff would place the 2004 Peterbilt garbage truck on GovDeals.com.

Vice Mayor Bennett thanked the Public Works Maintenance Department for keeping the old 2004 garbage truck running as long as it had been.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve

Motion carried.

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

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C. Vactor Truck Pump Replacement

Background:
Due to the fact the Vactor truck is a key piece of equipment, used by both the town’s Utilities Department and Public Works Department, primarily for hydro excavation, sewer sanitation line cleaning, and storm drain cleaning, it is necessary to have equipment that is in good working order.

Town Treasurer/Finance Director, Tobie Shelton, addressed Council in regard to this item.

Mrs. Shelton stated the pump on the Vactor truck is working, however it is not functioning properly. She informed Council that Infrastructure Solutions Group (ISG), the town’s Vactor dealer, came onsite to service the truck, resulting in the check valves being replaced.

Mrs. Shelton stated, during the fore-mentioned service call, the pump was tested by the ISG mechanic. She stated he determined the pump was at the end of its useful life (as it is twelve years old) and he advised the pump needed to be replaced.

Mrs. Shelton shared the cost to replace the Vactor truck pump was approximately \$19,000, however, this was not a budgeted item, so funding at this time would come from reserves. She stated there may be "departmental transfers" that could assist in offsetting most, or all, of the cost to replace the pump later in the fiscal year; however, it was too early in the year to make that determination.

Mrs. Shelton stated, since the town uses the Vactor truck to service storm drains, half of the funding for this item could come from the Highway Fund; with the remaining half being funding with the town’s Utility Fund.

Mrs. Shelton stated at this time, Town Staff was requesting Town Council’s consideration of approval for allocation to purchase a replacement pump for the Vactor truck.

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

Mayor Mattox thanked Mrs. Shelton for the “good work” she does for the town.

Councilman Higginbotham made a motion, seconded by Councilman George, to approve Town Staff’s request to allocate funds for the purchase of a new pump for the town’s Vactor truck.

Motion carried.

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

D. Avoca Request – for a Memorandum of Understanding (MOU)

Background:
The two positions at Avoca, Museum Director (full-time) and Events Coordinator (part-time), 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 Altavista's Classification and Compensation Plan, the employees began working under the Town of Altavista's Employee Handbook.

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At the most recent Avoca Board Meeting, the 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. Staff requested a member of Avoca's Board of Directors to be in attendance at the September 14th Council Meeting to answer any questions Council may have.

Mrs. Joan Woodson, Avoca Board of Directors' President, addressed Town Council in regard to this item. Mrs. Woodson informed Council that also in attendance that evening were Avoca Treasurer Morgan Allen, Avoca Secretary Kris Bell, and Janet West, Chairperson for Avoca's Personnel Committee.

Mrs. Woodson stated the Avoca Museum strives to keep, not only its own history, but also the town's history alive and relevant to its citizens and visitors. She stated, during a recent meeting with Councilman Higginbotham and Councilman Lowman, the Avoca Board felt everyone was able to share their thoughts and ideas of what would be the best outcome from the MOU for both the museum and the town.

Mrs. Woodson stated, after the Avoca Board met with Council Representatives, they felt it would best serve both parties to have a Memorandum of Understanding outlining the responsibilities of each party, as well as the specific direction for which the two Avoca employees would report to.

Mrs. Woodson stated, under the requested MOU, the day-to-day operations of the museum would come directly from the Avoca Board of Directors. She stated this structure had been successful in the past, and the board felt it would work best moving forward, with only the need to address Town Council on certain extreme/emergency circumstances.

Mrs. Woodson stated, at that time, the Avoca Board of Directors were seeking direction from Town Council on how to move forward with the requested Memorandum of Understanding regarding the two town/Avoca employee positions.

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

Councilman Higginbotham referenced his and Councilman Lowman's fore-mentioned meeting with the Avoca Board of Directors and stated everything Mrs. Woodson spoke of was agreed upon at the meeting.

Mr. Higginbotham stated, technically Avoca positions were town employees, however, the town has assigned those employees to work under the direction of the Avoca Museum/Board of Directors. He stated, therefore, there needs to be a MOU stating this intent. Dr. Lowman agreed with Councilman Higginbotham.

Mr. Higginbotham suggested Council consider allowing the Town Attorney to draft a MOU, outlining the requested information and direction, for Council's review, to which there was a consensus of Town Council to do so.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to authorize Town Attorney John Eller to work with Mrs. Woodson, as the Avoca Board of Director's Representative, to prepare a "draft" Memorandum of Understanding for Town Council's review and consideration of approval.

Motion carried.

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

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9. Unfinished Business

A. Clarion Road Water Line Installation

Representatives: Peed & Bortz Project Engineer Scott Bortz

Background:

The Town of Altavista was approached in 2020 by Abbott to install a new 12” waterline to enter the facility from the Clarion Road side of their property. Town Council approved the request; and Abbott is funding the project with reimbursements to the town for all invoices. Plans are being submitted to the Virginia Department of Health and to the Virginia Department of Transportation

Mr. Scott Bortz, Peed & Bortz, came before Town Council in regard to this item.

Mr. Bortz stated, at this time, Town Staff was requesting permission to advertise this project for bids. He shared with Council the intended timeline for the bid/construction process.

- Start Advertising September 18th, 2021
- Open Received Bids Wednesday, October 27, 2021
- Tentatively Award Bid by November 9, 2021
- Begin Project December 2021
- Completion estimated for May 1st, 2022

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

Councilman Higginbotham referenced the town’s Clarion Road Water Tank. He asked if the water tank would be bypassed, or would it be tied into the new waterline.

Mr. Bortz stated the project’s main intent was for Abbott to have a direct line of access from the Clarion Road Water Tank, in order to reduce the pressure loss they currently experience from their existing access through the Main Street waterline.

Mr. Bortz informed Council the project would also include an access point for a pump station to increase water pressure, allowing Abbott this option in the future.

Mayor Mattox asked if Abbott would be keeping their Main Street access point.

Mr. Bortz stated, to his knowledge, they would be.

There were no other questions or comments from Town Council regarding this item.

Vice Mayor Bennett made a motion, seconded by Councilman Higginbotham to approve the request to advertise for bids the Abbott Laboratories Clarion Road 12” Water Line Installation Project.

Motion carried.

Vote:

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

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B. Town Council “Rules of Procedure” – a continued discussion

As discussed during the adoption of the September 14th Meeting Agenda, Town Council was in consensus to move this item to their September Work Session for further review and consideration, when all Council members would be present for the discussion.

10. Reports and Communication

- A. August 2021 Departmental Reports
- B. Council Monthly Calendars – September and October
- C. Informational Items

The Manager’s Report, Departmental Reports, and Council Calendars were delivered to Town Council on an earlier date, with their September Regular Council Meeting Agenda Pre-Packet.

Interim Town Manager Clarence Monday stated he and staff would be happy to answer any questions Council may have in regard to the monthly reports.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the monthly reports.

Councilman George asked, as a member of Altavista’s Parks & Recreation Committee, if the Recreation Committee would still be meeting during the Town Manager interim period.

Mr. Monday stated, to his knowledge, the Recreation Committee would continue meeting, on the third Tuesday of each month, at 5:30 p.m.

11. Matters from Council

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

- Councilman Higginbotham referenced the new Jenks River Trail in English Park. He asked that Council continue the conversation regarding its permanent placement at their September Work Session.

Town Council was in consensus to do so.

- Councilman Higginbotham also referenced the riverbank adjacent to the picnic area at English Park. He reminded Council of the large washed-out area due to the heavy rains over the last year. He stated this was a safety concern and felt the issue should be addressed sooner rather than later.

Public Works Building & Grounds Supervisor Jeff Arthur stated there was another area of concern a little further up the riverbank, closer to the boat ramp, which was starting to encroach near the walking trail.

Mr. Higginbotham suggested allowing Public Works to put “leftover concrete pieces” in the washed-out areas, in order to protect the riverbank from continued erosion.

Councilman George reminded Council that there was \$50,000 in the current budget allocated for the erosion issue on the riverbanks at English Park.

Mayor Mattox asked the Interim Town Manager Clarence Monday and Public Works Building & Grounds Supervisor Jeff Arthur for their input.

Mr. Monday and Mr. Arthur both concurred the issue needed to be addressed soon.

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Community Development Director, Sharon D. Williams, during a previous discussion with the Department of Conservation and Recreation (DCR) regarding this issue, the DCR presented staff with valuable information for such a project.

Ms. Williams suggested Council allow Town Staff to investigate/review the information and guidance offered by the DCR regarding the issue before moving forward.

Town Council was in consensus to do so.

- Mayor Mattox shared his appreciation of all Town Staff and Department Directors for their continued hard work during the town's recent loss of a Town Manager, Assistant Town Manager, and two Department Directors.

Mayor Mattox stated Town Staff's daily efforts and keeping the town running smoothly during this transition reflects their "good work ethic" and their care for the community.

- Vice Mayor Bennett also thanked Town Staff for their continued hard work during the fore-mentioned extraordinary circumstances.
- Councilman Emerson referenced the upcoming Uncle Billy's BBQ, Bourbon, and Beer Festival on October 2nd, and the request by AOT for the English Park Boat Ramp to be closed during the event.

Mr. Emerson informed Council that he had been contacted and approached several times by citizens that have requested the boat ramp be allowed to stay open.

Mr. Emerson also stated, during the recent Altavista Fire Company's Board of Directors Meeting, the subject was discussed. He stated there was a consensus from the Fire Company Board that it would be best to keep the boat ramp open, for public safety reasons.

Councilman Higginbotham referenced a previous discussion regarding the festival where he believed Council was informed the town, per ABC Laws, would need to have a fence separating the parking lot/boat ramp and the festival, which included alcoholic beverages.

Community Development Director, Sharon D. Williams, came before Town Council to clarify the answer to Mr. Higginbotham's statement and address his concerns.

Ms. Williams reminded Council that AOT's initial request included closing the entire (English) park, which included the boat ramp. She stated, with the park now staying open, AOT chose to use a "fence" to help secure the perimeter of the festival.

Ms. Williams stated it was also AOT's intent to have a "one-way" flow of traffic to enter and exit the park on that day, to help control festival patrons and parking.

Ms. Williams informed Council that the Virginia Alcoholic Beverage Control Authority (ABC) did not require the town to use the fence, however, they did recommend doing so.

Mayor Mattox stated there were never more than a few boaters in an hour's time that would be entering/exiting the park to use the boat ramp.

Mayor Mattox asked APD Chief Merricks for his thoughts and input on this matter.

Chief Merricks concurred that a one-way flow of traffic would work best for traffic control. He stated he also felt there was enough space away from the festival to allow the boat ramp to safely stay open and available.

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Ms. Williams reminded Town Council that the festival was a new event for AOT and the town, and AOT would be open to any suggestions Town Council could offer.

Councilman Emerson stated the boat ramp was left open for car shows and Uncle Billy’s Day Festivals in the past, without any issues. He stated, with the festival being held in the fall, he did not feel there would be too many boaters on that date to cause an issue.

Mayor Mattox asked if the English Park Splash Pad would be open on that date.

Main Street Coordinator and AOT Director George Sandridge stated the splash pad would be closed for the season as of Sunday, September 26th.

Vice Mayor Bennett stated, if closing the boat ramp would call for more volunteers to control

Councilman George asked if festival patrons would have a wristband indicating they have paid to participate in sampling the alcohol beverages being offered at the festival.

Mr. Sandridge confirmed that was correct. He stated IDs would be checked at the festival’s entrance, and a wristband would be given to individuals, 21 years old and older, that wish to pay and participate in tasting the beer and bourbon samples.

Councilman Lowman stated, if the ABC Authority did not require the town to have the boat ramp closed during the festival, he did not feel it should be.

Public Works Building & Grounds Supervisor Jeff Arthur shared with Council and AOT his intended plan for placing implementing the security fence. He stated the fence could easily be moved/positioned to allow access to the boat ramp, if Council desired.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to allow the English Park Boat Ramp to remain open and accessible during the Uncle Billy’s BBQ, Bourbon, and Beer Festival on Saturday, October 2nd.

Motion carried.

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

- Councilman George referenced the newly opened (town-owned) Dalton’s Landing Canoe Launch. He shared with Council a few items of concern.
 - A hole in front of the canoe launch ramp needed to be filled in.
 - He suggested there be additional security (6x6 posts with reflectors) in the area leaving the canoe launch ramp.
 - A newly planted tree was run over and destroyed and needed to be replaced.

Town Council was in **Consensus** these items were all “maintenance” issues and could be taken care of by the town’s Public Works Department.

- Councilman George informed Town Council that Larry Dalton, Dalton’s Landing designated caretaker, suggested there be a Porta-Potty placed at the site.

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Town Council was in consensus for Town Staff to gather cost information for Council’s consideration to potentially place a Porta-Potty at Dalton’s Landing.

- Councilman Emerson asked if a date had been set for the Eagle Trail River Overlook dedication.

Mayor Mattox stated, confirmed by Crystal Hailey, Office Assistant, the dedication ceremony had been scheduled for Monday, September 27th.

Mrs. Hailey stated Ms. deBernard requested the date be a “Monday”, so that both of her sons could attend the dedication. She stated the ceremony was scheduled for 5:15 p.m.

12. Closed Session

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

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

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

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

Motion carried.

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

Town Council went into Closed Session at 6:57 p.m.

Notice was given that Town Council was back in regular session at 7:18 p.m.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

NOW, THEREFORE, BE IT RESOLVED the Town Council hereby certifies, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies,

Town Council Regular Meeting September 14, 2021

And (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by Town Council.

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

After Town Council returned from Closed Session, a motion was made by Councilman Higginbotham, seconded by Councilman Emerson, to approve an Economic Incentive Grant for the local town industry, Graham Packaging, in the amount of \$38,000, to be paid per the Town of Altavista’s Economic Incentive Policy.

13. Adjournment

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

The meeting was adjourned at 7:20 p.m.

Michael Mattox, Mayor

Clarence Monday, Interim Clerk
Interim Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.E

CONSENT AGENDA

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Accept the Monthly Financial Reports

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Check Register September 2021.pdf

Attachment 2. September 2021 Revenue-Expenditure Report.pdf

Attachment 3. September 2021 Reserve Balance / Investment Report.pdf

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42166	1	ALLEGHANY COMBINED COURT	09/03/2021	61.03		00	OUTSTANDING	
42167	886	AT&T MOBILITY	09/03/2021	344.16		00	OUTSTANDING	
42168	103	BEACON CREDIT UNION	09/03/2021	330.00		00	OUTSTANDING	
42169	583	CAMPBELL COUNTY PUBLIC LIBRARY	09/03/2021	946.20		00	OUTSTANDING	
42170	145	CHANDLER CONCRETE CO INC	09/03/2021	427.00		00	OUTSTANDING	
42171	1	CHERYL DUDLEY	09/03/2021	17.06		00	OUTSTANDING	
42172	994	LARRY DALTON	09/03/2021	400.00		00	OUTSTANDING	
42173	20	J JOHNSON ELLER JR	09/03/2021	2,052.00		00	OUTSTANDING	
42174	9999997	ELLIS, WAYNE TILTON	09/03/2021	11.75		00	OUTSTANDING	
42175	988	FIRST FOUR PETROLEUM GRP LLC	09/03/2021	679.90		00	OUTSTANDING	
42176	305	HAWKINS-GRAVES INC	09/03/2021	45,631.82		00	OUTSTANDING	
42177	57	ICMA RETIREMENT TRUST-457 #304	09/03/2021	270.00		00	OUTSTANDING	
42178	717	LYNCHBURG REGIONAL BUSINESS AL	09/03/2021	6,000.00		00	OUTSTANDING	
42179	816	PACE ANAYLTICAL SERVICES LLC	09/03/2021	700.76		00	OUTSTANDING	
42180	670	PATRIOT SAFETY SUPPLY	09/03/2021	2,412.20		00	OUTSTANDING	
42181	873	PATTERSON BROTHERS PAVING INC	09/03/2021	192,863.80		00	OUTSTANDING	
42182	1	PAULINE BROWN	09/03/2021	300.00		00	OUTSTANDING	
42183	843	BETTY PICKERAL	09/03/2021	1,225.00		00	OUTSTANDING	
42184	588	PITNEY BOWES	09/03/2021	169.08		00	OUTSTANDING	
42185	317	POWELL'S TRUCK & EQUIPMENT INC	09/03/2021	2,148.55		00	OUTSTANDING	
42186	1001	REXEL	09/03/2021	439.91		00	OUTSTANDING	
42187	76	RYDIN DECAL	09/03/2021	167.57		00	OUTSTANDING	
42188	467	SONNY MERRYMAN INC	09/03/2021	937.65		00	OUTSTANDING	
42189	117	SPS VAR LLC	09/03/2021	825.00		00	OUTSTANDING	
42190	1	TAYLOR BERGER	09/03/2021	120.00		00	OUTSTANDING	
42191	124	TREASURER OF VA	09/03/2021	9,529.00		00	OUTSTANDING	
42192	85	TREASURER OF VA /CHILD SUPPORT	09/03/2021	703.88		00	OUTSTANDING	
42193	35	TREASURER OF VA/VITA	09/03/2021	5.95		00	OUTSTANDING	
42194	136	USABLUEBOOK	09/03/2021	367.31		00	OUTSTANDING	
42195	658	WKDE-FM	09/03/2021	200.00		00	OUTSTANDING	
42196	498	ALTAVISTA INSTRUMENTS &CONTROL	09/10/2021	1,245.00		00	OUTSTANDING	
42197	978	REGINALD C BENNETT	09/10/2021	100.00		00	OUTSTANDING	
42198	12	BRENNTAG MID-SOUTH INC	09/10/2021	6,152.23		00	OUTSTANDING	
42199	736	MARVIN CLEMENTS	09/10/2021	150.00		00	OUTSTANDING	
42200	874	CORPORATE MEDICAL SERVICES	09/10/2021	144.00		00	OUTSTANDING	
42201	569	DIAMOND PAPER CO INC	09/10/2021	352.09		00	OUTSTANDING	
42202	36	DOMINION VIRGINIA POWER	09/10/2021	44,984.36		00	OUTSTANDING	
42203	20	J JOHNSON ELLER JR	09/10/2021	40.00		00	OUTSTANDING	
42204	52	HACH COMPANY	09/10/2021	4,392.30		00	OUTSTANDING	
42205	1005	HOMETOWN ROOFING LLC	09/10/2021	75.00		00	OUTSTANDING	
42206	564	JOHN JORDAN	09/10/2021	150.00		00	OUTSTANDING	
42207	995	LIGHTING VIRGINIA WEST INC	09/10/2021	24,000.00		00	OUTSTANDING	
42208	853	THOMAS MERRICKS	09/10/2021	1,690.00		00	OUTSTANDING	
42209	829	MARIE MITCHELL	09/10/2021	150.00		00	OUTSTANDING	
42210	954	JENNIFER MORTON	09/10/2021	100.00		00	OUTSTANDING	
42211	626	PIEDMONT FLEET SERVICES INC	09/10/2021	2,436.19		00	OUTSTANDING	
42212	510	RIVER VALLEY RESOURCES LLC	09/10/2021	190.85		00	OUTSTANDING	
42213	857	RIVERSTREET NETWORKS	09/10/2021	369.89		00	OUTSTANDING	
42214	1	TONYA GUTHRIE	09/10/2021	100.00		00	OUTSTANDING	
42215	92	UNIFIRST CORP	09/10/2021	2,090.46		00	OUTSTANDING	
42216	900	US BANK EQUIPMENT FINANCE	09/10/2021	232.66		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42217	136	USABBLUEBOOK	09/10/2021	1,664.10		00	OUTSTANDING	
42218	601	VACORP	09/10/2021	358.25		00	OUTSTANDING	
42219	756	WAGWORKS INC	09/10/2021	139.96		00	OUTSTANDING	
42220	1	WILLIAM DOGAN	09/10/2021	2,197.00		00	OUTSTANDING	
42221	84	ALTAVISTA JOURNAL	09/17/2021	264.40		00	OUTSTANDING	
42222	839	AXON ENTERPRISE INC	09/17/2021	7,019.80		00	OUTSTANDING	
42223	103	BEACON CREDIT UNION	09/17/2021	330.00		00	OUTSTANDING	
42224	294	BUSINESS CARD	09/17/2021	13,538.23		00	OUTSTANDING	
42225	967	CARDNO INC	09/17/2021	17,689.07		00	OUTSTANDING	
42226	164	DMV	09/17/2021	625.00		00	OUTSTANDING	
42227	937	ENGLISH CONSTRUCTION CO INC	09/17/2021	27,198.50		00	OUTSTANDING	
42228	301	ENGLISH'S LLC	09/17/2021	2,040.26		00	OUTSTANDING	
42229	961	EQUIPMENT SPECIALISTS &SUPPLIE	09/17/2021	7,655.00		00	OUTSTANDING	
42230	118	FERGUSON ENTERPRISES LLC	09/17/2021	2,390.17		00	OUTSTANDING	
42231	41	FISHER SCIENTIFIC	09/17/2021	176.79		00	OUTSTANDING	
42232	916	GRANITE TELECOMMUNICATIONS	09/17/2021	699.60		00	OUTSTANDING	
42233	52	HACH COMPANY	09/17/2021	247.00		00	OUTSTANDING	
42234	57	ICMA RETIREMENT TRUST-457 #304	09/17/2021	270.00		00	OUTSTANDING	
42235	58	INSTRUMENTATION SERVICES INC	09/17/2021	708.00		00	OUTSTANDING	
42236	892	J & J PORTAPOTTY INC	09/17/2021	85.00		00	OUTSTANDING	
42237	1	LOGAN ANTHONY	09/17/2021	84.11		00	OUTSTANDING	
42238	9999998	MAYHEW, TERESA	09/17/2021	250.00		00	OUTSTANDING	
42239	300	NAPA AUTO PARTS	09/17/2021	2,773.43		00	OUTSTANDING	
42240	67	ORKIN PEST CONTROL LLC	09/17/2021	328.00		00	OUTSTANDING	
42241	250	OVERHEAD DOOR COMPANY OF LYNCH	09/17/2021	332.76		00	OUTSTANDING	
42242	72	PHYSICIANS TREATMENT CENTER	09/17/2021	520.00		00	OUTSTANDING	
42243	907	POSM SOFTWARE	09/17/2021	750.00		00	OUTSTANDING	
42244	151	SHEEHY FORD	09/17/2021	34,626.40		00	OUTSTANDING	
42245	228	SYDNOR HYDRO INC	09/17/2021	9,859.00		00	OUTSTANDING	
42246	85	TREASURER OF VA /CHILD SUPPORT	09/17/2021	703.88		00	OUTSTANDING	
42247	35	TREASURER OF VA/VITA	09/17/2021	5.16		00	OUTSTANDING	
42248	793	XEROX FINANCIAL SERVICES	09/17/2021	415.78		00	OUTSTANDING	
42249	9999998	Austin, Terry	09/22/2021	150.00		00	OUTSTANDING	
42250	9	AFLAC	09/22/2021	2,949.49		00	OUTSTANDING	
42251	91	ANTHEM BLUE CROSS/BLUE SHIELD	09/22/2021	30,221.00		00	OUTSTANDING	
42252	162	BENNETT'S MECHANICAL COMPANY I	09/22/2021	463.00		00	OUTSTANDING	
42253	9999998	CAMPBELL, CARMEN	09/22/2021	150.00		00	OUTSTANDING	
42254	1	CHARLES NEWMAN	09/22/2021	100.00		00	OUTSTANDING	
42255	1006	COMMONWEALTH DOCUMENT MANAGEME	09/22/2021	387.60		00	OUTSTANDING	
42256	43	FOSTER FUELS INC	09/22/2021	39,397.31		00	OUTSTANDING	
42257	566	INTEGRATED TECHNOLOGY GROUP IN	09/22/2021	5,796.12		00	OUTSTANDING	
42258	1	KAMERON TAYLOR	09/22/2021	100.00		00	OUTSTANDING	
42259	218	MINNESOTA LIFE	09/22/2021	144.37		00	OUTSTANDING	
42260	875	MULLEN'S MARKINGS	09/22/2021	19,957.92		00	OUTSTANDING	
42261	154	MUNICODE	09/22/2021	930.48		00	OUTSTANDING	
42262	133	MYERS & RHODES EQUIP CO INC	09/22/2021	1,259.01		00	OUTSTANDING	
42263	897	NATIONAL ELEVATOR INSPECT SERV	09/22/2021	647.50		00	OUTSTANDING	
42264	798	PEED & BORTZ LLC	09/22/2021	49,167.00		00	OUTSTANDING	
42265	1007	PINEY RIDGE CONTRACTING & CONS	09/22/2021	26,419.50		00	OUTSTANDING	
42266	778	SPRINT	09/22/2021	1,524.25		00	OUTSTANDING	
42267	1	USDA, RURAL DEVELOPMENT	09/22/2021	7,500.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42268	885	VIRGINIA RISK SHARING ASSOCIAT	09/22/2021	32,173.75		00	OUTSTANDING	
42269	9999998	YUILLE, MARIA	09/22/2021	150.00		00	OUTSTANDING	
42270	566	INTEGRATED TECHNOLOGY GROUP IN	09/23/2021	4,631.17		00	OUTSTANDING	
42271	910	BADGER METER INC	09/30/2021	4,233.00		00	OUTSTANDING	
42272	103	BEACON CREDIT UNION	09/30/2021	255.00		00	OUTSTANDING	
42273	162	BENNETT'S MECHANICAL COMPANY I	09/30/2021	130.00		00	OUTSTANDING	
42274	4	BOXLEY AGGREGATES	09/30/2021	960.49		00	OUTSTANDING	
42275	1	BRANDON DILLARD	09/30/2021	100.00		00	OUTSTANDING	
42276	16	CAMPBELL COUNTY UTILITIES & SE	09/30/2021	4,491.98		00	OUTSTANDING	
42277	19	CARTER MACHINERY CO INC	09/30/2021	782.30		00	OUTSTANDING	
42278	427	CENTURYLINK	09/30/2021	618.55		00	OUTSTANDING	
42279	28	COLUMBIA GAS	09/30/2021	182.12		00	OUTSTANDING	
42280	419	CREATIVE EDGE DESIGN INC	09/30/2021	700.00		00	OUTSTANDING	
42281	283	EECO	09/30/2021	7,313.90		00	OUTSTANDING	
42282	394	ELECTRONIC SYSTEMS INC	09/30/2021	17.36		00	OUTSTANDING	
42283	20	J JOHNSON ELLER JR	09/30/2021	2,000.00		00	OUTSTANDING	
42284	924	ENGINEERING CONCEPTS INC	09/30/2021	3,750.00		00	OUTSTANDING	
42285	111	GRAINGER INC	09/30/2021	160.63		00	OUTSTANDING	
42286	50	GRETNA TIRE INC	09/30/2021	1,230.00		00	OUTSTANDING	
42287	57	ICMA RETIREMENT TRUST-457 #304	09/30/2021	270.00		00	OUTSTANDING	
42288	1008	J.A.W. CONSTRUCTION LLC	09/30/2021	2,079.50		00	OUTSTANDING	
42289	348	LYNDON T MYERS	09/30/2021	7,365.00		00	OUTSTANDING	
42290	9999998	PANNELL, SHANTA	09/30/2021	150.00		00	OUTSTANDING	
42291	873	PATTERSON BROTHERS PAVING INC	09/30/2021	38,835.00		00	OUTSTANDING	
42292	843	BETTY PICKERAL	09/30/2021	1,150.00		00	OUTSTANDING	
42293	80	SOUTHSIDE ELECTRIC COOP	09/30/2021	1,152.79		00	OUTSTANDING	
42294	1009	KAMERON TAYLOR	09/30/2021	20.00		00	OUTSTANDING	
42295	872	TIAA COMMERCIAL FINANCE INC	09/30/2021	153.00		00	OUTSTANDING	
42296	1	TIMOTHY BOLEY	09/30/2021	94.76		00	OUTSTANDING	
42297	85	TREASURER OF VA /CHILD SUPPORT	09/30/2021	703.88		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	132	CHECKS OUTSTANDING	798,494.99 ***
OUTSTANDING CHECKS:	132	RECONCILED CHECKS:	VOID CHECKS:
	798,494.99	.00	.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	132	TOTAL CHECKS	798,494.99	***				
OUTSTANDING CHECKS:	132	RECONCILED CHECKS:						
	798,494.99		.00	.00				.00

Town of Altavista
FY 2022 Revenue Report
25% of Year Lapsed

General Fund Revenue	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	212,000	212,000	619	0	3,097	1	212,000
Public Service - Real & Personal	91,350	91,350	0	0	88	0	91,350
Personal Property	254,000	254,000	336	0	4,313	2	254,000
Personal Property - PPTRA	100,000	100,000	0	0	18,903	19	100,000
Machinery & Tools	1,980,000	1,980,000	0	0	0	0	1,980,000
Mobile Homes - Current	150	150	4	3	4	3	150
Penalties - All Taxes	4,500	4,500	107	2	897	20	4,500
Interest - All Taxes	3,500	3,500	183	5	977	28	3,500
Local Sales & Use Taxes	180,000	180,000	18,437	10	75,720	42	180,000
Local Electric and Gas Taxes	114,000	114,000	9,641	8	28,500	25	114,000
Local Motor Vehicle License Tax	46,000	46,000	217	0	2,211	5	46,000
Local Bank Stock Taxes	170,000	170,000	0	0	0	0	170,000
Local Hotel & Motel Taxes	80,000	80,000	13,399	17	38,871	49	80,000
Local Meal Taxes	990,000	990,000	98,135	10	304,089	31	990,000
Container Rental Fees	1,800	1,800	0	0	50	3	1,800
Communications Tax	30,000	30,000	2,520	8	7,187	24	30,000
Transit Passenger Revenue	5,000	5,000	0	0	0	0	5,000
Local Cigarette Tax	130,000	130,000	7,650	6	30,150	23	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	0	0	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	0	0	2,700

Town of Altavista
FY 2022 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,300	1,300	180	14	350	27	1,300
Fines & Forfeitures - Court	6,000	6,000	1,015	17	3,364	56	6,000
Parking Fines	300	300	10	3	120	40	300
Interest and Interest Income	0	0	11,212	0	12,247	0	0
Rents - Rental of General Property	1,000	1,000	100	10	300	30	1,000
Rents - Pavilion Rentals	2,500	2,500	269	11	700	28	2,500
Rents - Booker Building Rentals	3,300	3,300	270	8	300	9	3,300
Rents - Rental of Real Property	80,000	80,000	1,619	2	13,468	17	80,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Code Enforcement	500	500	0	0	0	0	500
Railroad Rolling Stock Taxes	16,000	16,000	0	0	15,712	98	16,000
State DCJS Grant	80,000	80,000	22,286	28	22,286	28	80,000
State Rental Taxes	1,000	1,000	69	7	337	34	1,000
State/Misc. Grants (Fire Grant & Others)	15,000	15,000	0	0	0	0	15,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	350	7	5,000
State Transit Revenue	18,540	18,540	0	0	30,782	166	18,540
Skill Games Tax	0	0	1,152	0	2,304	0	0
Brownfield Assessment Grant	0	0	0	0	0	0	0
Spark Innovation Center	18,000	18,000	0	0	0	0	18,000
VRA	0	0	0	0	0	0	0
Litter Grant	1,700	1,700	0	0	0	0	1,700
Fuel - Fire Dept. (Paid by CC)	10,000	10,000	808	8	1,634	16	10,000
Federal Transit Revenue	81,820	81,820	0	0	3,888	5	81,820
Federal/Byrne Justice Grant	0	0	0	0	0	0	0

Town of Altavista
FY 2022 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
CARES Funding	0	0	0	0	0	0	0
American Rescue Plan Act	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	7,552	101	7,500
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	14,000	14,000	3,162	23	28,296	202	14,000
Hurt / Lights	300	300	0	0	0	0	300
Hurt / Solid Waste Coll	35,960	35,960	0	0	0	0	35,960
Estate of Roberta F. Jenks	8,200	8,200	813	10	2,418	29	8,200
Avoca Reimbursement	0	0	0	0	2,760	0	0
From Reserves	58,000	58,000	0	0	0	0	58,000
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	1,183,120	1,183,120	0	0	0	0	1,183,120
Transfer In Designated	215,420	215,420	0	0	0	0	215,420
Transfer In PD Forf Account	0	0	0	0	0	0	0
	<u>6,340,710</u>	<u>6,340,710</u>	<u>194,213</u>	<u>3</u>	<u>664,225</u>	<u>10</u>	<u>6,340,710</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
25% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,862,510	7,862,510	1,015,897	13	2,243,608	29	7,862,510
Debt Service	759,120	759,120	0	0	448,645	0	759,120
CIP	7,505,400	7,505,400	269,333	4	870,489	12	7,505,400
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Transfer Out to Enterprise Fund Reserve	<u>65,550</u>	<u>65,550</u>	<u>0</u>	0	<u>0</u>	0	<u>65,550</u>
ALL FUNDS - GRAND TOTAL:	<u>16,284,830</u>	<u>16,284,830</u>	<u>1,285,229</u>	<u>8</u>	<u>3,562,742</u>	<u>22</u>	<u>16,284,830</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
25% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	2,757	7	22,846	58	39,400
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>49,400</u>	<u>49,400</u>	<u>2,757</u>	<u>6</u>	<u>22,846</u>	<u>46</u>	<u>49,400</u>
Administration							
Operations	914,250	914,250	61,747	7	273,637	30	914,250
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	0	0	7,000
Administration - TOTAL:	<u>921,250</u>	<u>921,250</u>	<u>61,747</u>	<u>7</u>	<u>273,637</u>	<u>30</u>	<u>921,250</u>
Non-Departmental							
Operations/Cardno	314,350	314,350	26,498	8	65,744	21	314,350
Transfer Out to Cemetery Fund	-56,400	-56,400	0	0	0	0	-56,400
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>192,950</u>	<u>192,950</u>	<u>26,498</u>	<u>14</u>	<u>65,744</u>	<u>34</u>	<u>192,950</u>
Non-Departmental - TOTAL:	<u>192,950</u>	<u>192,950</u>	<u>26,498</u>	<u>14</u>	<u>65,744</u>	<u>34</u>	<u>192,950</u>
Public Safety							
Operations	1,142,080	1,142,080	85,966	8	253,620	22	1,142,080
Debt Service	0	0	0	0	0	0	0
CIP	54,020	54,020	42,346	78	42,346	78	54,020
Public Safety - TOTAL:	<u>1,196,100</u>	<u>1,196,100</u>	<u>128,312</u>	<u>11</u>	<u>295,966</u>	<u>25</u>	<u>1,196,100</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
25% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,137,680	1,137,680	70,745	6	234,161	21	1,137,680
Debt Service	21,430	21,430	0	0	18,796	0	21,430
CIP	865,330	865,330	78,194	9	273,142	32	865,330
Public Works - TOTAL:	<u>2,024,440</u>	<u>2,024,440</u>	<u>148,939</u>	<u>7</u>	<u>526,099</u>	<u>26</u>	<u>2,024,440</u>
Economic Development							
Operations	279,400	279,400	0	0	2,030	1	279,400
CIP	1,000,000	1,000,000	26,420	0	26,420	0	1,000,000
Economic Development - TOTAL:	<u>1,279,400</u>	<u>1,279,400</u>	<u>26,420</u>	<u>2</u>	<u>28,450</u>	<u>2</u>	<u>1,279,400</u>
Community Development							
Operations	240,220	240,220	12,046	5	33,112	14	240,220
CIP	34,500	34,500	0	0	0	0	34,500
Community Development - TOTAL:	<u>274,720</u>	<u>274,720</u>	<u>12,046</u>	<u>4</u>	<u>33,112</u>	<u>12</u>	<u>274,720</u>
Transit System							
Operations	128,240	128,240	12,927	10	35,249	27	128,240
Debt Service	0	0	0	0	0	0	0
CIP	25,000	25,000	0	0	0	0	25,000
Transit System - TOTAL:	<u>153,240</u>	<u>153,240</u>	<u>12,927</u>	<u>8</u>	<u>35,249</u>	<u>23</u>	<u>153,240</u>
Avoca Museum							
Operations	69,810	69,810	6,898	10	19,135	27	69,810
Debt Service	0	0	0	0	0	0	0
CIP	58,000	58,000	0	0	0	0	58,000
Avoca Museum - TOTAL	<u>127,810</u>	<u>127,810</u>	<u>6,898</u>	<u>5</u>	<u>19,135</u>	<u>15</u>	<u>127,810</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
25% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
GENERAL FUND (FUND 10)							
GENERAL FUND TOTALS							
Operations	4,144,030	4,144,030	279,584	7	939,532	23	4,144,030
Debt Service	21,430	21,430	0	0	18,796	0	21,430
CIP	2,053,850	2,053,850	146,960	7	341,908	17	2,053,850
GENERAL FUND - GRAND TOTAL:	<u>6,219,310</u>	<u>6,219,310</u>	<u>426,543</u>	<u>7</u>	<u>1,300,236</u>	<u>21</u>	<u>6,219,310</u>

Town of Altavista
Council / Planning Commission
FY 2022 Expenditure Report
25% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,332	8	6,997	25	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	15,000	0	5,000
Other Charges	6,400	6,400	424	7	849	13	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	49,400	49,400	2,757	6	22,846	46	49,400

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
25% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	61,950	61,950	6,000	10	13,500	22	61,950
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	0	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Snowflake Project: Garden Club</i>			0		0		
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	0	0	0	#DIV/0!	4,168	#DIV/0!	0
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	15,000	15,000	0	0	0	0	15,000
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	182,950	182,950	6,000	3	43,918	24	182,950
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	1,619	0	1,619	0	0
Fuel & Lubricants	10,000	10,000	1,190	12	2,518	25	10,000
NON-DEPARTMENT - ND - TOTAL	10,000	10,000	2,808	28	4,136	41	10,000
NON-DEPARTMENTAL - SUBTOTAL	192,950	192,950	8,808	5	48,055	25	192,950
TRANSFER OUT							
Transfer Out - Cemetery Fund	56,400	56,400	0	0	0	0	56,400

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
25% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
EDA Checking Account	0	0	0	0	0	0	0
TRANSFER OUT - TOTAL	121,400	121,400	0	0	0	0	121,400
<u>CAPITAL OUTLAY - NEW</u>							
Improvements Other than Building / Cardno	0	0	17,689	0	17,689	0	0
CAPITAL OUTLAY - TOTAL	0	0	17,689	0	17,689	0	0
<u>DEBT SERVICE</u>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	314,350	314,350	8,808	3	48,055	15	314,350
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	192,950	192,950	26,498	14	65,744	34	192,950

Town of Altavista
Administration
FY 2022 Expenditure Report
25% of year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
<u>ADMINISTRATION - FUND 10</u>							
Wages & Benefits	508,910	508,910	33,979	7	121,442	24	508,910
Other Employee Benefits	37,160	37,160	408	1	1,887	5	37,160
Services	246,350	246,350	16,419	7	119,523	49	246,350
Other Charges	75,230	75,230	5,918	8	22,784	30	75,230
Materials & Supplies	46,600	46,600	5,022	11	8,001	17	46,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	921,250	921,250	61,747	7	273,637	30	921,250

Town of Altavista
Public Safety
FY 2022 Expenditure Report
25% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	955,130	955,130	71,831	8	220,145	23	955,130
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,750	47,750	2,085	4	5,725	12	47,750
Other Charges	59,400	59,400	8,572	14	19,083	32	59,400
Materials & Supplies	79,800	79,800	3,478	4	8,666	11	79,800
Capital Outlay	54,020	54,020	42,346	78	42,346	78	54,020
Total Expenditures	1,196,100	1,196,100	128,312	11	295,966	25	1,196,100

Town of Altavista
Public Works
FY 2022 Expenditure Report
25% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	736,800	736,800	35,077	5	130,652	18	736,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,660	56,660	5,274	9	7,676	14	56,660
Other Charges	52,000	52,000	6,271	12	12,456	24	52,000
Materials & Supplies	292,220	292,220	24,123	8	83,377	29	292,220
Debt Service	21,430	21,430	0	0	18,796	88	21,430
Capital Outlay	865,330	865,330	78,194	9	273,142	32	865,330
Total Expenditures	2,024,440	2,024,440	148,939	7	526,099	26	2,024,440

Town of Altavista
Transit System
FY 2022 Expenditure Report
25% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	102,610	102,610	8,291	8	27,281	27	102,610
Services	2,080	2,080	121	6	121	6	2,080
Other Charges	3,900	3,900	425	11	850	22	3,900
Materials & Supplies	19,650	19,650	4,091	21	6,997	36	19,650
Capital Outlay	25,000	25,000	0	0	0	0	25,000
Total Expenditures	153,240	153,240	12,927	8	35,249	23	153,240

Town of Altavista
Economic Development
FY 2022 Expenditure Report
25% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	2,030	7	30,000
Other Charges	246,400	246,400	0	0	0	0	246,400
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	1,000,000	1,000,000	26,420	0	26,420	0	1,000,000
Total Expenditures	1,279,400	1,279,400	26,420	2	28,450	2	1,279,400

Town of Altavista
Community Development
FY 2022 Expenditure Report
25% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	146,270	146,270	10,812	7	30,379	21	146,270
Other Employee Benefits	0	0	0	0	0	0	0
Services	52,000	52,000	362	1	1,255	2	52,000
Other Charges	29,400	29,400	871	3	1,402	5	29,400
Materials & Supplies	12,550	12,550	0	0	75	1	12,550
Capital Outlay	34,500	34,500	0	0	0	0	34,500
Total Expenditures	274,720	274,720	12,046	4	33,112	12	274,720

Town of Altavista
 Avoca Museum
 FY 2022 Expenditure Report
 25% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	69,120	69,120	5,639	8	16,463	24	69,120
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	1,340	0	0
Other Charges	450	450	35	8	71	16	450
Materials & Supplies	240	240	1,225	0	1,261	0	240
Capital Outlay	58,000	58,000	0	0	0	0	58,000
Total Expenditures	127,810	127,810	6,898	5	19,135	15	127,810

Town of Altavista
FY 2022 Revenue Report
25% of Year Lapsed

51

Enterprise Fund Revenue	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	0	0	37	0	661	0	0
Water Charges - Industrial	1,395,000	1,395,000	131,682	9	368,289	26	1,395,000
Water Charges - Business/Residential	306,000	306,000	65,200	21	81,574	27	306,000
Water Charges - Outside Community	185,000	185,000	22,845	12	44,032	24	185,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	0	0	1,500
Bulk Water Purchase	10,000	10,000	0	0	884	0	10,000
Sewer Charges - Industrial	1,700,000	1,700,000	137,387	8	422,117	25	1,700,000
Sewer Charges - Business/Residential	260,000	260,000	55,181	21	70,371	27	260,000
Sewer Charges - Outside Community	1,600	1,600	0	0	522	33	1,600
Sewer Charges - Sewer Connection Fees	2,000	2,000	0	0	2,000	100	2,000
Sewer Charges - Sewer Surcharges	50,000	50,000	15,932	32	37,171	74	50,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	534	8	534	8	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,326	9	12,977	26	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	35,681	25	35,512	25	140,000
VRA			321,073		321,073		
Cash Discounts			4		4		
Miscellaneous	25,000	25,000	12,773	51	16,298	65	25,000
Abbott Water Line Project	0	0	0	0	10,290	0	0
Transfer In from Reserves	33,550	33,550	0	0	0	0	33,550
Transfer from Water & Sewer	0	0	0	0	0	0	0
Bond Proceeds	4,714,250	4,714,250	0	0	0	0	4,714,250
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>8,880,600</u>	<u>8,880,600</u>	<u>802,655</u>	<u>9</u>	<u>1,424,308</u>	<u>16</u>	<u>8,880,600</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
25% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,395,850	1,395,850	397,268	28	284,001	20	1,395,850
Debt Service	598,360	598,360	0	0	397,698	0	598,360
CIP	3,511,760	3,511,760	85,346	2	299,093	9	3,511,760
Transfer Out	<u>32,780</u>	<u>32,780</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,780</u>
Water Department - TOTAL:	<u>5,538,750</u>	<u>5,538,750</u>	<u>482,613</u>	<u>9</u>	<u>980,792</u>	<u>18</u>	<u>5,538,750</u>
Wastewater Department							
Operations	1,546,730	1,546,730	115,665	7	273,156	18	1,546,730
Debt Service	139,330	139,330	0	0	32,151	0	139,330
CIP	1,623,020	1,623,020	35,114	2	210,774	13	1,623,020
Transfer Out	<u>32,770</u>	<u>32,770</u>	<u>0</u>		<u>0</u>		<u>32,770</u>
Wastewater Department - TOTAL:	<u>3,341,850</u>	<u>3,341,850</u>	<u>150,779</u>	<u>5</u>	<u>516,081</u>	<u>15</u>	<u>3,341,850</u>
ENTERPRISE FUND TOTAL							
Operations	2,942,580	2,942,580	512,933	17	557,157	19	2,942,580
Debt Service	737,690	737,690	0	0	429,849	0	737,690
CIP	5,134,780	5,134,780	120,460	2	509,867	10	5,134,780
Transfer Out	<u>65,550</u>	<u>65,550</u>	<u>0</u>		<u>0</u>		<u>65,550</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>8,880,600</u>	<u>8,880,600</u>	<u>633,392</u>	<u>7</u>	<u>1,496,873</u>	<u>17</u>	<u>8,880,600</u>

Town of Altavista
Water Department
FY 2022 Expenditure Report
25% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,830	710,830	345,291	49	159,078	22	710,830
Other Employee Benefits	0	0	0	0	0	0	0
Services	148,200	148,200	10,200	7	16,795	11	148,200
Other Charges	237,970	237,970	16,521	7	39,196	16	237,970
Materials & Supplies	298,850	298,850	25,256	8	68,933	23	298,850
Debt Service	598,360	598,360	0	0	397,698	0	598,360
Capital Outlay	3,511,760	3,511,760	85,346	2	299,093	9	3,511,760
Transfer Out to Reserves	32,780	32,780	0	0	0	0	32,780
Total Expenditures	5,538,750	5,538,750	482,613	9	980,792	18	5,538,750

Town of Altavista
Wastewater Department
FY 2022 Expenditure Report
25% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	851,930	851,930	56,471	7	153,653	18	851,930
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,300	45,300	2,961	7	3,173	7	45,300
Other Charges	407,000	407,000	42,439	10	79,769	20	407,000
Materials & Supplies	242,500	242,500	13,794	6	36,560	15	242,500
Debt Service	139,330	139,330	0	0	32,151	23	139,330
Capital Outlay	1,623,020	1,623,020	35,114	2	210,774	13	1,623,020
Transfer Out	32,770	32,770	0	0	0	0	32,770
Total Expenditures	3,341,850	3,341,850	150,779	5	516,081	15	3,341,850

Town of Altavista
Fund Expenditure Totals
FY 2022
25% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	725,000	725,000	220,088	30	738,187	102	725,000
CIP	<u>316,770</u>	<u>316,770</u>	<u>1,914</u>	<u>1</u>	<u>18,714</u>	<u>6</u>	<u>316,770</u>
State/Hwy Water Department - TOTAL:	<u>1,041,770</u>	<u>1,041,770</u>	<u>222,002</u>	<u>21</u>	<u>756,901</u>	<u>73</u>	<u>1,041,770</u>

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,900	50,900	3,292	6	8,732	17	50,900
CIP	0	0	0	0	0	0	0
Transfer Out - Cemetery Reserve	<u>27,250</u>	<u>27,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>27,250</u>
Cemetery Fund - TOTAL:	<u>78,150</u>	<u>78,150</u>	<u>3,292</u>	<u>4</u>	<u>8,732</u>	<u>11</u>	<u>78,150</u>

Town of Altavista
FY 2022 State/Highway Fund
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	49	0	152	0	0
Street & Highway Maintenance	730,000	730,000	192,034	26	192,034	26	730,000
Street & Highway Maintenance/Carry Over	311,770	311,770	0	0	0	0	311,770
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	1,041,770	1,041,770	192,083	18	192,186	18	1,041,770
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	183	0	3,584	7	48,200
Maintenance - Pavement	400,000	400,000	213,160	53	717,648	179	400,000
Maintenance - Traffic Control Devices	56,800	56,800	4,957	9	9,470	17	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	115	1	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	0	0	0	0	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,733	3	5,686	11	50,000
General Admin. & Misc. - Miscellaneous	100,000	100,000	17	0	1,684	2	100,000
State/Highway Reimb. Fund - Subtotal:	725,000	725,000	220,088	30	738,187	102	725,000
Motor Vehicles- Replc.	121,270	121,270	0	0	0	0	121,270
Machinery & Equip. - Replc.	102,500	102,500	1,914	2	1,914	2	102,500
Machinery & Equip. - New	18,000	18,000	0	0	16,800	0	18,000
Improvements Other Than Buildings - New	75,000	75,000	0	0	0	0	75,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	316,770	316,770	1,914	1	18,714	6	316,770
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	1,041,770	1,041,770	222,002	21	756,901	73	1,041,770

Town of Altavista
FY 2022 Cemetery Fund
25% of Year Lapsed

Cemetery Fund - Fund 90	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	17,250	17,250	1,675	10	2,825	16	17,250
Interest/Interest Income	0	0	3,043	0	3,401	0	0
Miscellaneous/Sale of Real Estate	4,500	4,500	0	0	0	0	4,500
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	56,400	56,400	0	0	0	0	56,400
Cemetery Fund - GRAND TOTAL:	78,150	78,150	4,718	6	6,226	8	78,150
EXPENDITURES							
Salaries and Wages/Regular	10,000	10,000	352	4	1,161	12	10,000
Salaries and Wages/Overtime	1,000	1,000	0	0	0	0	1,000
Benefits/FICA	850	850	26	3	84	10	850
Benefits/VRS	1,000	1,000	16	2	24	2	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	1	0	84	5	1,550
Benefits/Group Life	200	200	5	2	17	8	200
VRS Hybrid Employer Contr.	0	0	17	0	85	0	0
ICMA Hybrid Employer Contr.	0	0	2	0	11	0	0
Mowing Contract	24,800	24,800	2,600	10	5,200	21	24,800
Other Charges/Misc. Reimb.	0	0	0	0	1,795	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	272	3	272	3	10,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
CEMETERY TOTAL OPERATIONS	50,900	50,900	3,292	6	8,732	17	50,900
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Cemetery Fund - GRAND TOTAL:	129,050	129,050	3,292	3	8,732	7	129,050

Town of Altavista
Investment Deposit Totals
Balance as of September 30, 2021



General Fund Reserves

<i>Money Market Account</i>	3,890,416.55	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,646,724.05	
Sub-Total		\$ 14,463,535.14

Enterprise Fund Reserves

<i>Money Market Account</i>	230,023.92	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	557,043.13	
Sub-Total		\$ 787,067.05

Highway Fund

<i>Money Market Account</i>	57,352.36	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,006,303.67	
Sub-Total		\$ 1,063,656.03

Green Hill Cemetery

<i>Money Market Account</i>	75,489.94	
<i>Certificate of Deposit</i>	630,071.18	
<i>LGIP</i>	77,229.57	
Sub-Total		\$ 782,790.69

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,751.45	
Sub-Total		\$ 270,751.45

Federal Forfeiture Account

\$0.00

State Forfeiture Account

\$10,423.75

Operating Cash Account

\$ 2,497,390.70

Grand Total Investments and Deposits \$ 19,875,614.81

Designated Balance \$ 17,719,543.13

Undesignated Balance \$ 2,156,071.68



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.F

CONSENT AGENDA

Title: Council Rules of Procedure

Staff Resource: Clarence Monday, Interim Town Manager

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 with Council Amendments_Sept 28 2021.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 October 12, 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 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

Items added to the Agenda will be moved to the end of the meeting.

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.

Items added to the Agenda will be moved to the end of the meeting.

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.
- Prior to the vote, the motion under consideration shall be repeated back for clarity and understanding.

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. Proclamations shall be shared with the Council prior to the meeting;
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, individuals should contact Town Hall and request an electronic 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, or in a shirt with Town logo.

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
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: Jenks River Trail - Placement Discussion

Staff Resource: Public Works Buildings & Grounds Supervisor Jeff Arthur

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:

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.

Background:

Earlier in the afternoon, Council Members toured the Jenks River Trail area and had an opportunity to visualize the trail area, foot bridge, terrain, vegetation, tree line, and potential connectivity to the existing trail system.

Funding Source(s):

Funding through Jenks Family Donations; earmarked in Reserves. \$44,000 remains in Jenks funding.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.B

UNFINISHED BUSINESS

Title: Moseley Heights Community Project Team request for funding

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

Action(s):

Deny the funding request.

Explanation:

The Moseley Heights Community Project Team has requested \$500 from the Town to sponsor a 5K race on October 30, 2021 as part of their Special Event Permit application. The organization has not completed the process to become a 501(c)3.

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. At the September work session, Council agreed that funding would be provided if the organization had obtained its 501(c)3 status. As of the writing of this report that has not been completed and staff recommend funding not be approved at this time.

Funding Source(s):

N/A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.C

UNFINISHED BUSINESS

Title: English Park Bank Erosion

Staff Resource: Clarence Monday, Interim Town Manager, Jeff Arthur, Building & Grounds Supervisor, Sharon D. Williams, AICP, Community Development Director

Action(s):

Receive information from engineers and provide direction to staff.

Explanation:

At the direction of Town Council staff had Hurt & Proffitt inspect the erosion along the bank of English Park. Staff will provide an update on their recommendations.

Background:

The town has 1,600 linear feet of eroding shoreline in English Park next to the Staunton River. The banks are 15 - 20 feet high above the river. In many areas the bank is being undercut and as a result the top of bank is slumping. There are large trees on the bank leaning over the shoreline that are at risk of falling into the river. Erosion on the park property appears to be caused by elevated water levels, high flows and currents, and flooding associated with storms. Over the past two (2) year several passive picnic benches have washed out or been destroyed when large trees were uprooted during heavy rains. During 2020 the park was closed for up to a week due to the floodwaters overrunning the river basin, which also including the closing of the boat ramp, overpass and roads into the park. A stabilization project and re-establishment of the bank will ease further flooding into the park and surrounding areas.

At the request of Town Council staff asked Andy Klepac, P.E., Hurt & Proffitt to conduct an assessment of the area. He has recommended several courses of action that the town can take to address the issue.

Funding Source(s):

A funding source has not been identified at this time.

Attachments: *(click item to open)*

[Attachment 1. English Park Shoreline Erosion Repair Report_Hurt & Proffitt.pdf](#)

[Attachment 2. Hurt & Proffitt Scope of Work.pdf](#)

[Attachment 3. Flexamat.pdf](#)

[Attachment 4. DCR Report.pdf](#)

[Attachment 5. RipRap Cross Section Diagram.pdf](#)

[Attachment 6. VCE_Ground_Cover_Publication.pdf](#)

[Attachment 7. Altavista Shoreline Erosion_DCR.pdf](#)



October 1, 2021

Clarence Monday
Interim Town Manager
Town of Altavista, Virginia
Sent via email to: interimtownmanager@altavistava.gov

RE: English Park Shoreline Erosion Repair

Dear Mr. Monday:

On Thursday, September 23, 2021 I met with you and Jeff Arthur to review shoreline erosion concerns at English Park. During the visit we looked at four separate areas between the boat ramp and the picnic area approximately 1,800' west of the boat ramp. I previously visited the site on November 11, 2020, and the eroded area has increased in the intervening time period.

The areas of erosion are numbered on the enclosed plan. They are listed below in order of decreasing priority:

- Area #1 currently has the most severe erosion, with an area approximately 20' wide that has eaten to within a few feet of the gravel path. This area should be the first priority for repair; both to protect the gravel path and to ensure the safety of those using it.
- Area #2 is approximately 50' wide and vegetation is sparse on the eroded near-vertical slope. This area is adjacent to a picnic area.
- Area #3 is approximately 120' long, but the worst section of erosion is 50' long. Some vegetation is growing on the eroded slope, and the soil that has sloughed off below it has formed a relatively stable shelf.
- Area #4 is below an area of picnic tables. According to Mr. Arthur, the park has lost around 6' of riverbank in the past 2-3 years in some spots. This area has very thick vegetation and was difficult to inspect.

Once vegetation goes dormant (in the next couple of months) it will be easier to assess the underlying soil erosion. However, vegetative growth is typically a good indicator of decreased erosion potential, as the plant root structure holds the soil in place.

The banks are steep in this section of the river, and bank sloughing appears to be a result of river velocities during large storm events. Shoreline erosion repair will require re-grading of the eroded areas and installation of an armoring system to prevent future erosion. Potential options include:

1. **Riprap:** This is the conventional and conservative river bank armoring choice, and has been used successfully for many years. Large stones of specified gradation are installed over filter fabric. Vegetation will often come up through the stones over time, but any trees that take root should be removed.
2. **Flexamat (or similar):** Flexamat is an example of a proprietary tied concrete block system. These systems are typically unrolled onto a slope and anchored into the underlying soil. The spacing between the concrete blocks is designed to allow for vegetation to grow up in the voids.
3. **Pyrawall (or similar):** Pyrawall is a reinforced soil wall that consists of high performance Turf Reinforcement Mat (TRM) and internal bracing. The wall face for this system is entirely vegetated.



Riprap (Option #1) and Flexamat (Option #2) are generally competitive with one another in terms of installed cost, depending on the expertise of the installing contractor. To complete the full repair of Areas 1, 2, and 3 we estimate a project cost of \$350,000. To better assess the extent of the repair needed for Area #4, we will need to return to the site when the vegetation is dormant. If the Town is interested in a reinforced soil wall option (Pyrawall), we would need to consult further with manufacturers regarding design and budget costs.

We understand that the Town has access to a limited stockpile of concrete rubble and has considered using it for this repair. This rubble could potentially be used as a gabion base for riprap if it is crushed to an appropriate size. We would not recommend concrete rubble as a long-term fix, as it is difficult to control gradation of the concrete pieces.

In late 2020 we worked with Town staff to prepare exhibits for a Virginia Department of Emergency Management grant. The scope of this work included bank stabilization for the entirety of the slope between the boat ramp and sand bar, and also included river access points. This may still be a potential funding source for the erosion repair. Our recommendation is to complete the entirety of the bank stabilization. Even if the areas noted herein are repaired, issues will likely arise on other sections of the English Park river bank.

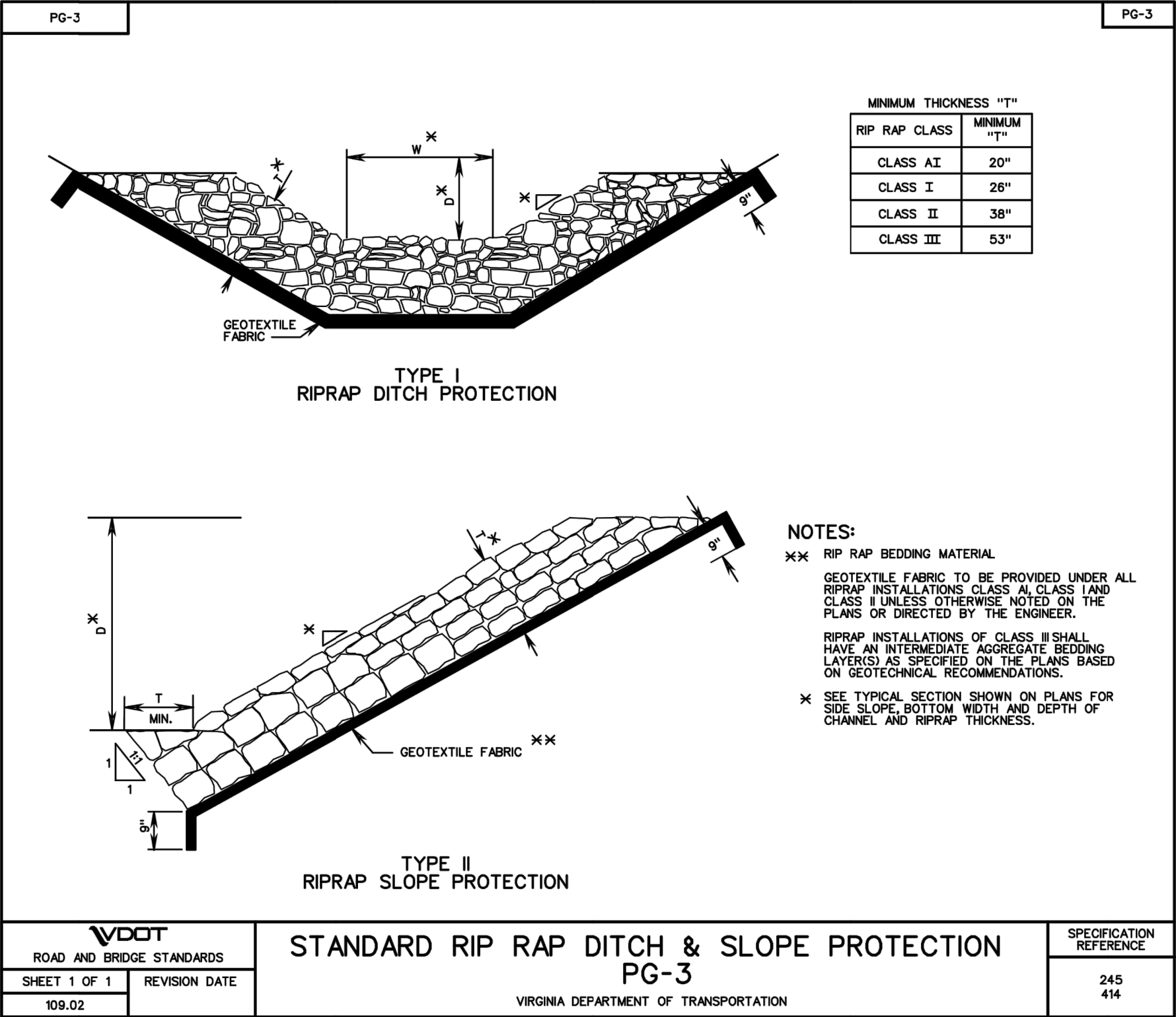
If you have any questions, please feel free to contact me.

Sincerely,
Hurt & Proffitt, Inc.

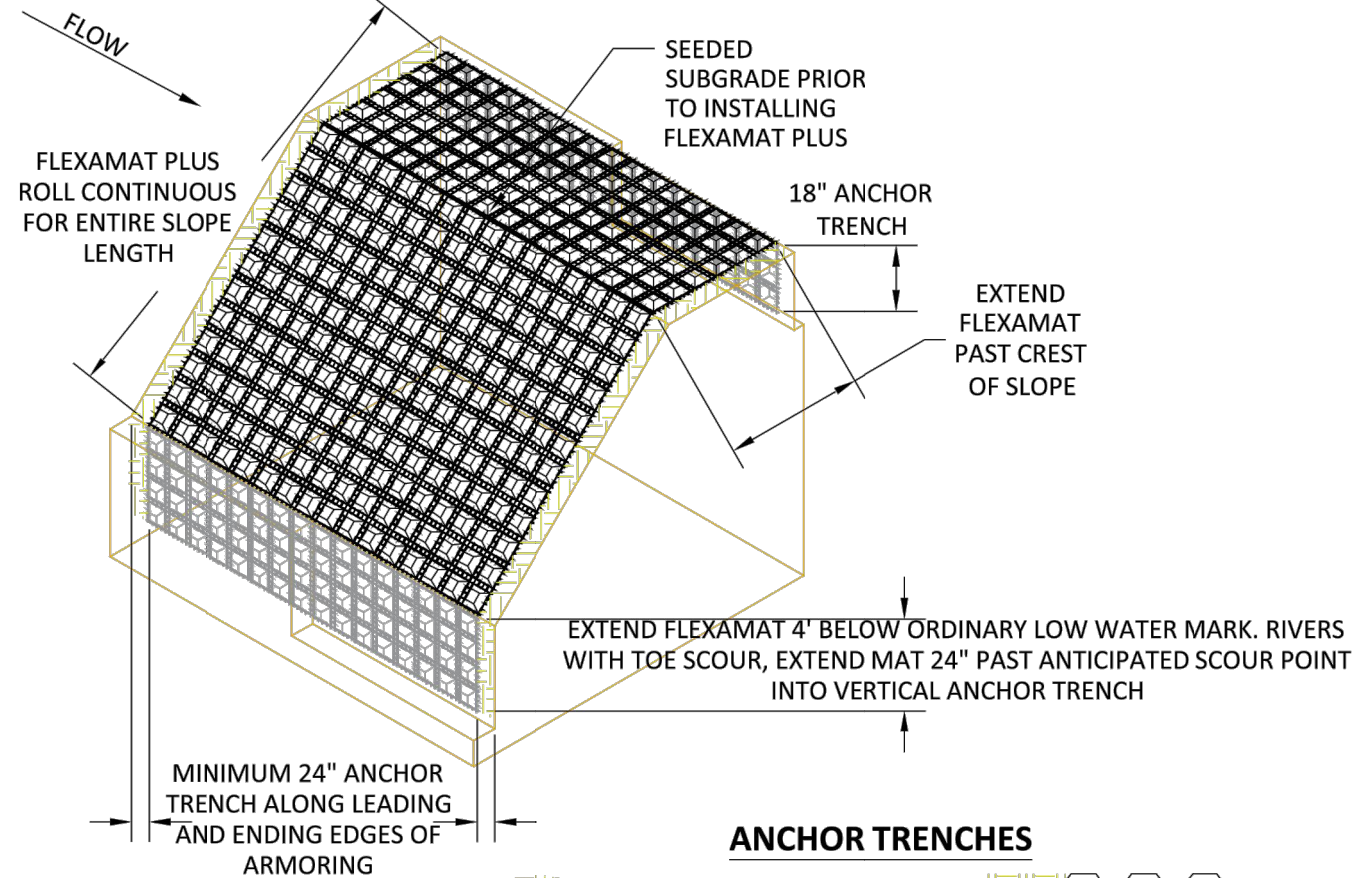
A handwritten signature in black ink that reads 'Andy Klepac'. The signature is written in a cursive, flowing style.

Andy Klepac, PE
Project Manager

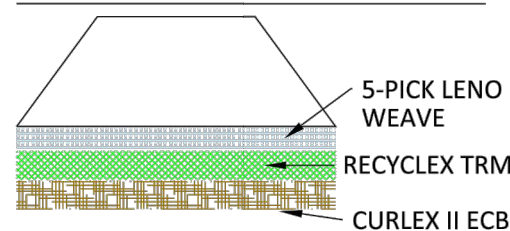
Enclosures



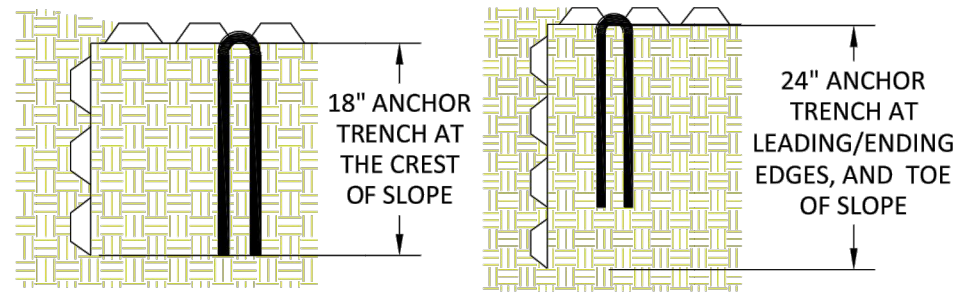
METHOD FOR TREATING EDGES EXPOSED TO FLOW



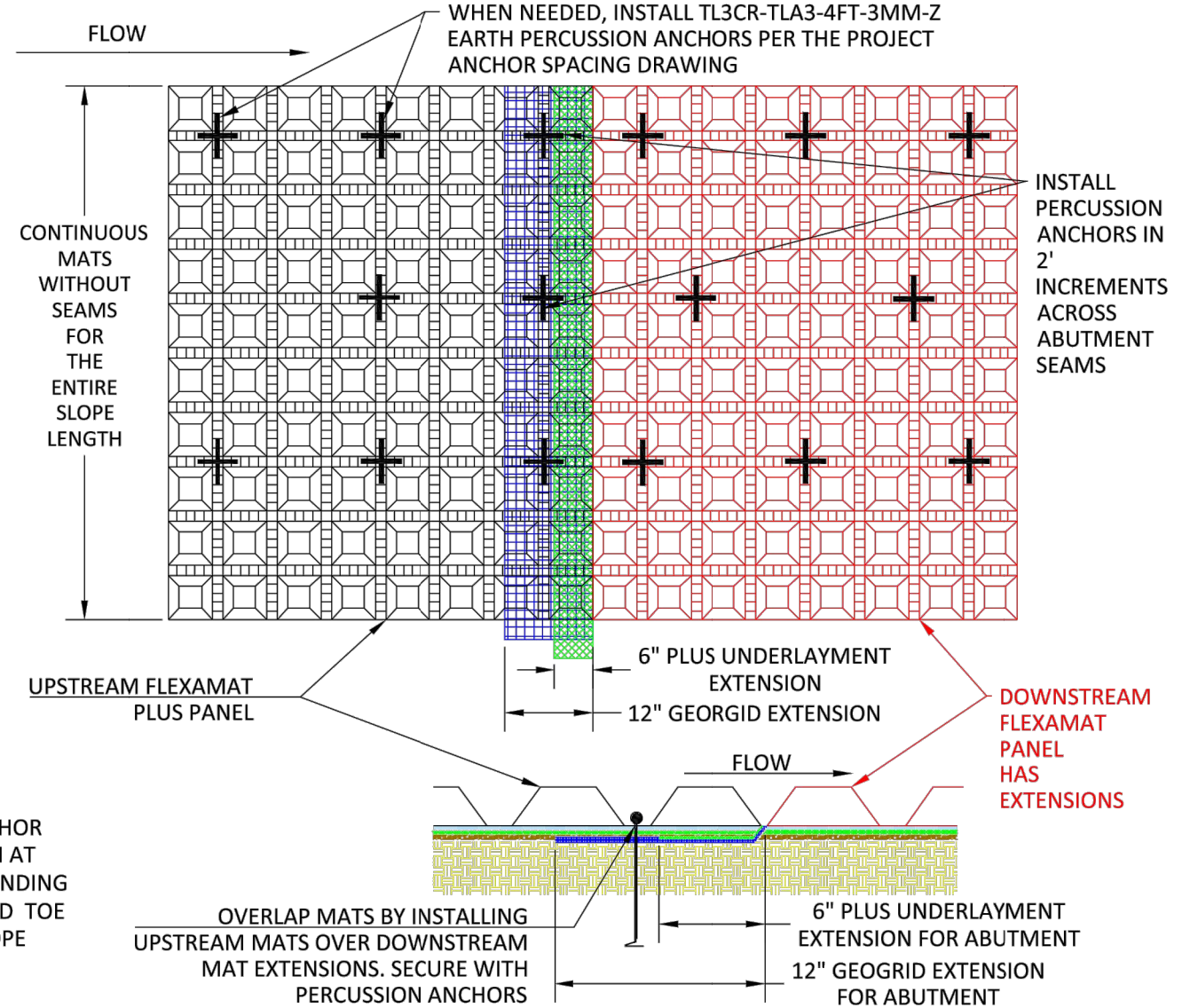
FLEXAMAT PLUS UNDERLAYMENT



ANCHOR TRENCHES



ABUTMENT METHOD FOR SEAMS PERPENDICULAR WITH FLOW



FLEXAMAT PLUS - RIVERBANK STEEP SLOPE ARMORING DETAIL

CONSTRUCTION NOTES:

1. AN ENGINEER OR MANUFACTURER'S REPRESENTATIVE SHALL BE ONSITE FOR THE START OF THE INSTALLATION.
2. ALL SUBGRADE SURFACES PREPARED FOR PLACEMENT OF MATS SHALL BE SMOOTH AND FREE OF ROCKS, STICKS, ROOTS, OTHER PROTRUSIONS, OR DEBRIS OF ANY KIND.
3. PRIOR TO INSTALLING MATS, SEED AND FERTILIZE OVER PREPARED SUBGRADE WITH SITE SPECIFIC MIX.
4. INSTALL FLEXAMAT ROLLS THAT ARE 15.5' WIDE WITH A 12" GEOGRID EXTENSION AND A 6" PLUS UNDERLAYMENT EXTENSION. INSTALLATION WILL START ON THE DOWNSTREAM END OF THE CHANNEL AND WORK TOWARDS THE UPSTREAM END OF THE INSTALLATION.
 - 4.1. THE TOP EDGE OF MAT SHALL EXTEND 3' PAST THE CREST OF SLOPE AND BE EMBEDDED 18".
 - 4.2. PRIOR TO INSTALLING UPSTREAM MATS ENSURE THE GEOGRID AND TRM EXTENSIONS ARE LAYING FLAT ON SUBGRADE. INSTALL UPSTREAM MATS OVER THE GEOGRID-PLUS EXTENSIONS OF DOWNSTREAM MATS.
 - 4.3. WHEN NEEDED, SECURE OVERLAPS USING TL3CR-TLA3-4FT-3MM-Z EARTH PERCUSSION ANCHORS PER THE ANCHOR SPACING DETAIL.
 - 4.4. WHEN NEEDED, INSTALL TL3CR-TLA3-4FT-3MM-Z EARTH PERCUSSION ANCHORS THROUGHOUT THE SLOPE PER THE ANCHOR SPACING DETAIL.
5. EXTEND FLEXAMAT 4' BELOW ORDINARY LOW WATER MARK. RIVERS WITH TOE SCOUR SHALL EMBED THE MAT 24" PAST THE ANTICIPATED SCOUR POINT. FILL AND COMPACT TERMINATION TRENCH WITH SUITABLE FILL.
6. LEADING AND ENDING EDGES OF THE ENTIRE FLEXAMAT SLOPE PROTECTION SHALL HAVE A MINIMUM 24" ANCHOR TRENCH. ANCHOR TRENCH SHALL EXTEND MINIMUM 24" BEYOND THE ANTICIPATED SCOUR POINT.

**MOTZ
ENTERPRISES, INC.**

Flexamat
(513)772-6689
Info@Flexamat.com
Flexamat.com



REV - 1

HURT & PROFFITT



2524 LANGHORNE ROAD
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FLEXAMAT DETAIL

FOR

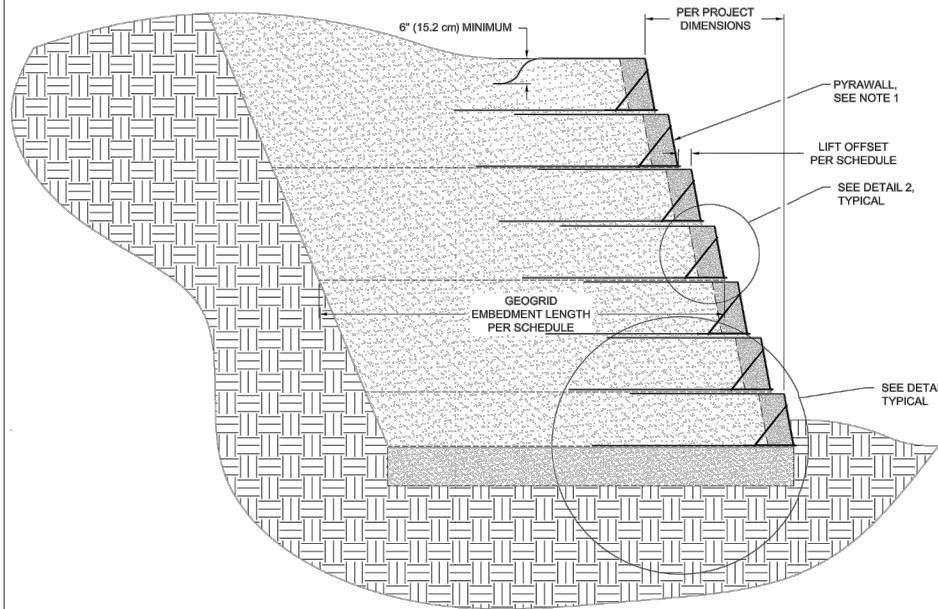
ENGLISH PARK
TOWN OF ALTAVISTA, VIRGINIA

PROJECT NO: 20201700

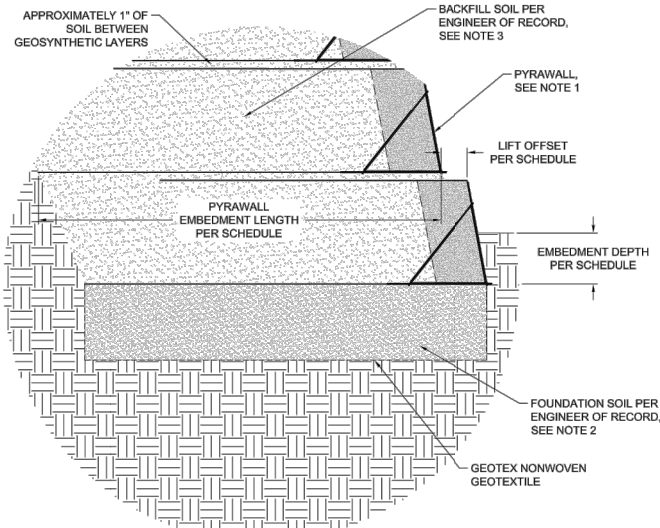
DATE: 10/1/2021

SHEET NO.

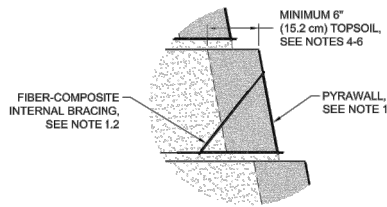
3



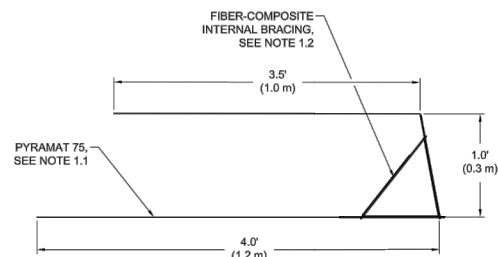
ELEVATION 1: INSTALLATION OF PYRAWALL



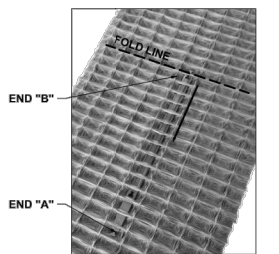
DETAIL 1: PYRAWALL FOUNDATION



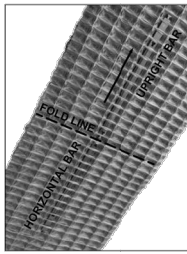
DETAIL 2: PYRAWALL VEGETATION ESTABLISHMENT



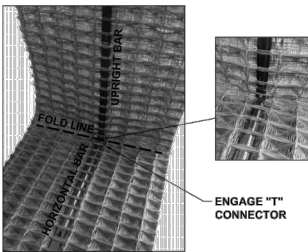
DETAIL 3: TYPICAL LIFT



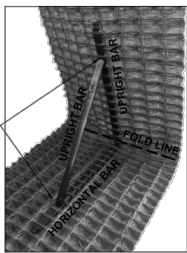
STEP 1: INSERT END "A" OF HORIZONTAL BAR THROUGH PYRAMIDAL THREADS STARTING AT FOLD LINE



STEP 2: INSERT END "A" OF UPRIGHT BAR THROUGH PYRAMIDAL THREADS STARTING AT FOLD LINE



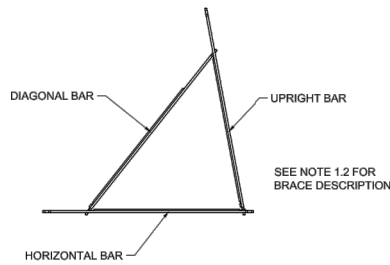
STEP 3: FOLD PYRAMAT UPRIGHT AND USE "T" CONNECTOR TO ENGAGE END "B" OF UPRIGHT BAR INTO END "B" OF HORIZONTAL BAR



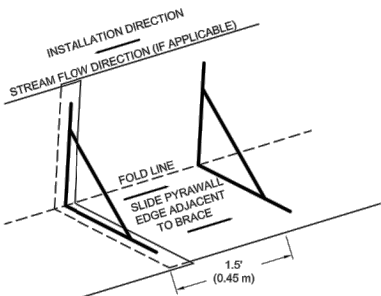
STEP 4: ENGAGE "T" CONNECTOR OF DIAGONAL BAR INTO "T" SLOT



DETAIL 4: INDIVIDUAL FIBER-COMPOSITE BRACING BAR



DETAIL 5: INTERNAL BRACE



DETAIL 6: PYRAWALL OVERLAP

PYRAWALL™ GENERAL INSTALLATION GUIDELINES

GENERAL NOTES

1. PYRAWALL™ is a reinforced-earth wall and /or steepened slope system that provides permanent erosion protection from initial construction. The expected design life of PYRAWALL is up to 75 years because of its superior UV resistance, strength, and durability due to its components which are environmentally inert and do not corrode. PYRAWALL is an Engineered Wrap-Face Vegetated Solution consisting of two components: PYRAMAT® 75 High Performance Turf Reinforcement Mat (HPTRM) and Fiber-composite internal bracing.
- 1.1. PYRAMAT 75 HPTRM is a three-dimensional, lofty, woven polypropylene geotextile that is available in green or tan which is specially designed for erosion control applications on steep slopes and vegetated waterways. The matrix is composed of polypropylene monofilament yarns featuring X3® technology woven into a uniform configuration of resilient pyramid-like projections. The material exhibits very high interlock and reinforcement capacity with both soil and root systems, demonstrates superior UV resistance, and enhances seedling emergence.
- 1.2. The Fiber-composite internal braces are designed to integrate with PYRAMAT 75 HPTRM and provide internal structure during construction to facilitate the layout and backfilling of the lifts.

CONSTRUCTION NOTES

2. Foundation Soil: Material to be approved by Engineer of Record. Deleterious material (overly wet soil, uncontrolled loose fill, construction debris, organics, etc.) encountered during excavation shall be over-excavated, removed, and replaced with compacted granular fill or approved backfill soil. Compact the subgrade as specified by Engineer of Record.
 3. Backfill Soil: Material to be approved by Engineer of Record. Place backfill in 7 to 8 inch (17 to 20 cm) thick loose lifts to at least 95 percent of the specified modified Proctor dry density. Place a second lift of backfill soil along the backfill zone and compact it to bring the total height up to 12 inches (30 cm) and even with the top of the internal braces.
- ##### VEGETATION ESTABLISHMENT
4. Apply topsoil and seed directly behind the PYRAWALL face. Select and apply soil amendments and fertilizer as needed. A site specific soil test should be performed to help determine what soil amendments, such as lime and fertilizer, need to be incorporated into the soil to promote healthy vegetation.
 5. If desired, additional seeding can be achieved post-construction by hydroseeding the completed PYRAWALL.
 6. Irrigate as necessary to establish and maintain vegetation. Frequent, light irrigation will need to be applied to seeded areas if natural rain events have not occurred within two weeks of seeding.

BEFORE INSTALLATION BEGINS

7. Coordinate with a Propex Representative: A pre-construction meeting is suggested with the construction team and a representative from Propex. This meeting should be scheduled by the contractor with at least a two week notice.
8. Gather the Tools Needed: Tools that you will need to install PYRAWALL include a pair of industrial shears to cut PYRAMAT 75, tape measure, equipment for soil compaction, and equipment for vegetation establishment.
9. Determine how to Establish Vegetation: The method of vegetation establishment should be determined prior to the start of installation. Different vegetation establishment methods require different orders of installation. Refer to Vegetation Establishment for further guidance.
10. Please consult the Propex Website for the most up to date installation guidelines.



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EROSION CONTROL INSTALLATION DETAILS

Please note that the information presented herein is general information only. It is for conceptual use only and not intended to be used for construction. While every effort has been made to ensure its accuracy, this information should not be used for a specific application without independent professional examination and verification of its suitability, applicability, and accuracy. This engineering drawing is protected by the Copyright Act, 17 U.S.C. § 101 et seq. and may be used ONLY with the express written permission of Propex in connection with Propex products. Any copying, distributing, and/or creation of a derivative work without permission of Propex is prohibited and is subject of actual damages, statutory damages and attorney's fees under the Copyright Act.

△	1 of 1
△	
△	
Rev	



PYRAWALL™ INSTALLATION DETAILS

Date: 05/11/2020

Drawn By: J.HILL

Scale: NTS

*ALL DIMENSIONS ARE TO BE VERIFIED BY ENGINEER OF RECORD

PYRAWALL CONSTRUCTION INFORMATION	
EMBEDMENT DEPTH	PER DESIGN
LIFT OFFSET	PER DESIGN
PYRAWALL EMBEDMENT LENGTH	4 FT (1.2 m) MIN
INTERNAL BRACING HORIZONTAL SPACING	2 FT (0.6 m) MAX

HURT & PROFFITT



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PYRAMAT DETAIL
FOR
ENGLISH PARK
TOWN OF ALTAVISTA, VIRGINIA

PROJECT NO: 20201700

DATE: 10/1/2021

SHEET NO.

4



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
------------------------	----------

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.

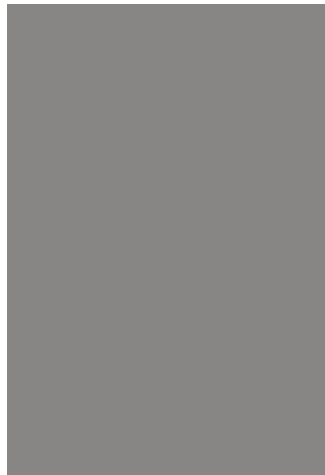
We look forward to work on this project with you.

Sincerely,
Hurt & Proffitt, Inc.

Bif Johnson, PE
President and CEO

Acceptance of Proposal

Date



Installed 2-7-14



1 year, 3 months later - 5-5-15



Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



90
Rochelle Altholz
*Deputy Director of
Administration and Finance*

Russell W. Baxter
*Deputy Director of
Dam Safety & Floodplain
Management and Soil & Water
Conservation*

Nathan Burrell
*Deputy Director of
Government and Community Relations*

Thomas L. Smith
*Deputy Director of
Operations*

COMMONWEALTH of VIRGINIA

DEPARTMENT OF CONSERVATION AND RECREATION

REPLY TO:

Div. of Soil and Water Conservation
Eastern Area Regional Office
P. O. Box 1425
Tappahannock, VA 22560
Telephone: (804) 443-1494
FAX: (804) 443-4534

September 11, 2020

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

RE: SEAS# T21023

Dear Mr. Coggsdale, III:

On July 29, 2020, I met with you, Sharon Williams and David Garrett at the town office. Ms. Williams and Mr. Garrett joined me during my evaluation of the shoreline at English Park on the Roanoke River. The site visit was in response to your request for advisory assistance concerning a shoreline erosion problem.

There is active shoreline erosion at park. The banks are 15 - 20 feet high above the river. In many areas the bank is being undercut and as a result the top of bank is slumping. There are large trees on the bank leaning over the shoreline that are at risk of falling into the river. Erosion on the park property appears to be caused by elevated water levels, high flows and currents and flooding associated with storms. The following recommendations are made as a result of the site visit and subsequent analysis of the problem:

1. The trees and shrubs growing on the bank and within 25 feet of the bank edge should be selectively cut or trimmed. Trees undermined by erosion displace large amounts of soil when they fall. Tree removal should decrease the weight on the bank and reduce the chance of sloughing. The additional sunlight exposure should stimulate growth of the upland ground cover.
2. The bank should be graded to a 3:1 (horizontal/vertical) slope or flatter. When grading, all soil should be kept landward of the mean water level elevation. Irregularities in slope between the graded bank and adjoining properties should be minimized.
3. After tree removal or bank grading, a vegetative cover should be established. We recommend a mixture of native grasses or other low-growing vegetation. For further details about the establishment of vegetation and soil tests, contact the Virginia Cooperative Extension Agent for Campbell County at (434) 332-9538.
4. To prevent further bank erosion, we recommend a properly designed and constructed riprap (large rock) revetment. The structure should be installed to minimize encroachment beyond the mean water level position. We recommend the slope, armor stone size, toe of the structure and other design parameters be determined following standard engineering practices.

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

Mr. J. Waverly Coggsdale, III
Page 2
September 11, 2020

To prevent further bank erosion, we recommend a properly designed and constructed riprap (large rock) revetment. The structure should be installed to minimize encroachment beyond the mean water level position. We recommend the slope, armor stone size, toe of the structure and other design parameters be determined following standard engineering practices.

The above recommendations are made in my capacity as an advisory agent in shoreline erosion control matters. The suggestions should not be considered as binding you to any particular course of action, as they are intended to indicate what we think would be the best solution in terms of cost and effectiveness. Our examination of the site or this report does not constitute permission by the Commonwealth, or its agencies, to proceed with implementation of control measures. Permits from State and Federal agencies are generally required for shoreline modification.

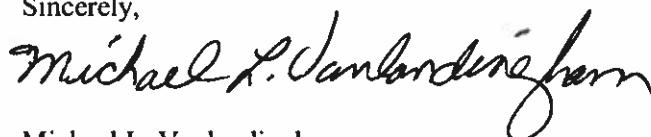
You should also be aware that success in shoreline erosion control cannot be guaranteed, as there are many variables involved. In this regard, we suggest care in selecting a contractor. Our comments concerning construction are intended as guidelines developed from our experience in viewing structures that have been successful or have failed.

If you decide to construct a control measure, an assessment of the impacts of the project on the environment will be given by the regulatory agencies. Our advice is given with the idea of reducing environmental impacts associated with our recommendations. Although this has been considered in our recommendations, the permit reviewing agencies may desire additional information or measures.

Services available through this office include: review of the permit application; review of design and construction plans; and inspection of structures under construction when plans have been reviewed by this office. We recommend that a copy of this report be attached to the permit application.

If we may be of further assistance or if you have any questions, please let me know.

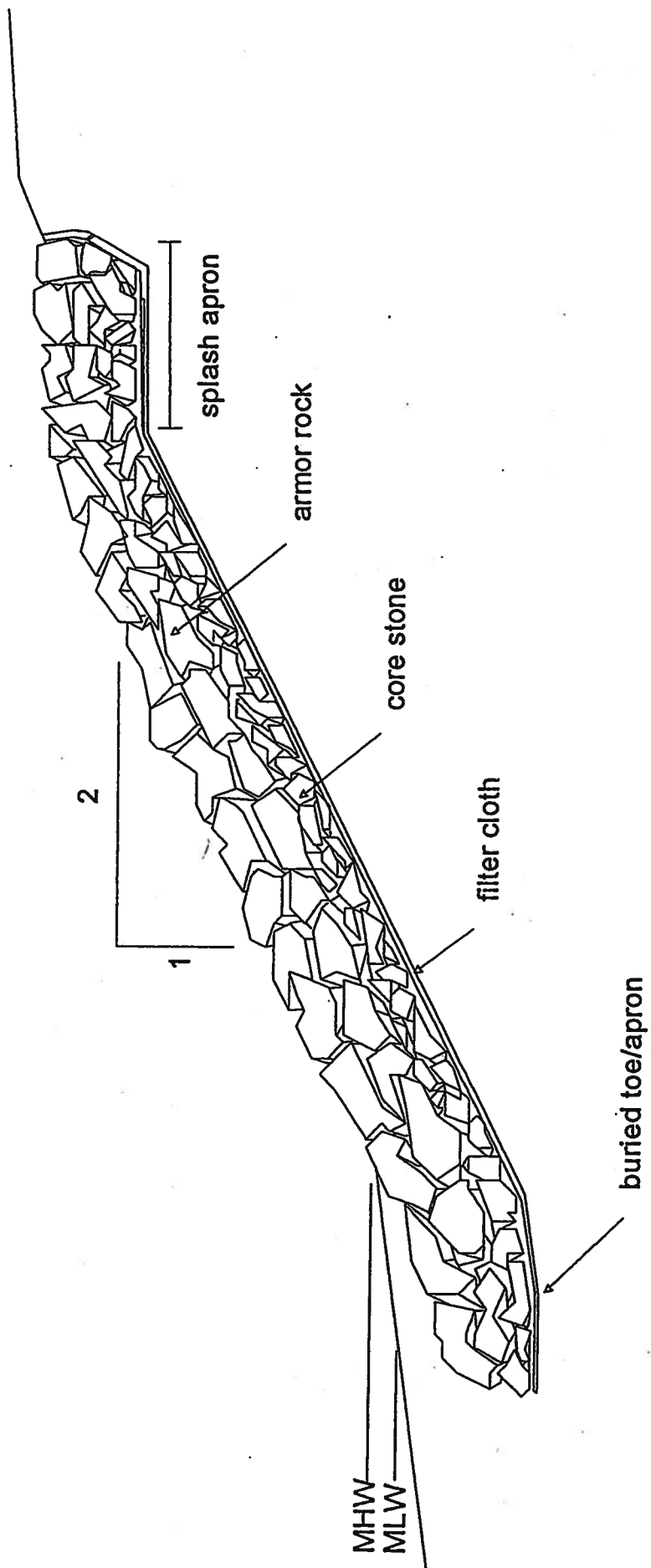
Sincerely,

A handwritten signature in black ink that reads "Michael L. Vanlandingham". The signature is fluid and cursive, with the first name "Michael" and last name "Vanlandingham" clearly legible.

Michael L. Vanlandingham
Shoreline Engineer

Enclosures (2)

REPRESENTATIVE CROSS SECTION RIPRAP REVETMENT





Virginia Cooperative Extension
Knowledge for the Commonwealth



Selecting Landscape Plants: Ground Covers

Authors: Diane Relf, Extension Specialist, Environmental Horticulture and
Bonnie Appleton, Extension Specialist, Nursery Crops, Virginia Tech

Publication Number 426-609, posted July 2000

Ground covers are low-growing plants that spread quickly to form a dense cover. They add beauty to the landscape and, at the same time, help prevent soil erosion. Grass is the best known ground cover, but grass is not suited to all locations. Other ground cover plants should be used where grass is difficult to grow or maintain.

Unlike grass, most ground cover plants cannot be walked on. They can be used effectively to reduce maintenance work and to put the finishing touch on any landscaping project.

Location

Ground covers can be found to fit many conditions, but they are used most frequently for the following locations:

- Steep banks or slopes
- Shady areas under trees and next to buildings
- Underplantings in shrub borders and beds
- Where tree roots grow close to the surface and prevent grass from growing
- Very wet or very dry locations

When planted under trees, ground covers reduce the possibility of mower damage to the base of the tree. Some ground covers may be used to protect the roots of shallow-rooted trees. They shade the soil and keep it from drying out rapidly. Some ground covers don't require as much moisture and nutrients as grass. Therefore, they are in less competition with trees and shrubs.

Selection

Selection of a suitable plant for ground cover depends on the area where it will be grown. Some ground cover plants prefer partial shade; others thrive in deep shade or full sun; and a few grow well in either sun or shade. The selected ground cover plants listed here grow well in a wide variety of soil types. Some, however, prefer moist soil, while others need dry or well-drained soil. All the ground covers discussed are reliably cold hardy throughout Virginia.

First, select types best suited to the conditions existing where the ground cover is needed. From these

selected types, choose one that ornamentally blends best with surrounding plantings.

Establishment

Bed preparation: If you need to add a soil amendment, such as organic matter or fertilizer, add it to the entire planting bed, not just to individual planting holes. Organic materials, such as leaf mold, compost, or well-rotted manure, improve drainage in clay soils and improve water-holding capacity of sandy soils. Eight to ten bushels of organic materials per 100 square feet incorporated into the bed may be necessary in very poor or heavy soils.

A soil test provides the best guidance for fertilizer usage. Without this information, a general rule would be to use 3 pounds of a commercial fertilizer, such as 5-10-5, per 100 square feet. Fertilizer can be mixed into the soil at the same time other amendments are incorporated.

In open sites: A well-prepared planting bed is necessary to develop a dense, healthy ground cover planting. The soil should be worked to a depth of 6 to 8 inches. Take care to eliminate perennial weeds and grass that might compete with the ground cover during establishment.

In sites under trees: When establishing a ground cover under existing trees, choose shallow-rooted plants, such as hostas. Since the majority of fibrous tree roots are found in the top 12 inches of soil, prepare the soil for planting only 2 or 3 inches deep to minimize disturbance of these roots and prevent damage to the tree.

Most ground cover plants can be planted any time during the growing season, but either spring or fall is preferred.

The arrangement and spacing of plants in the planting bed depends on the growth characteristics of the plant. Space plants so they will develop a uniformly covered area in a relatively short period of time. Plant in staggered rows, not straight lines, to get faster coverage. (Fig. 1., page 2.)

Yes				No			
x	x	x	x	x	x	x	x
	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x

Figure 1: Arrangement of plants in bed

Plants that spread rapidly may be spaced much wider than slow-spreading types. Spacing also depends on how many plants you can purchase and how quickly a complete cover is wanted. Spacings from 6 inches to 2 feet are most frequently used. The following chart shows the area that approximately 100 plants will cover when set at various distances. For example, if plants are spaced 4 inches apart, 100 plants will cover about 11 square feet.

Watering, weeding, mulching, and feeding will be the main requirements of the new ground cover planting. Water during dry periods. An occasional thorough soil soaking is better than frequent light

waterings. Occasional hand weeding with a minimum disturbance of the soil may be necessary. A 1- to 2-inch mulch layer of leaf mold, compost, or similar organic material will conserve soil moisture and reduce weed growth.

Recommended Ground Covers

Creeping Juniper *Juniperus horizontalis*

Creeping juniper is an excellent, woody, evergreen ground cover that grows 1 to 2 feet tall, depending on the variety. It is a vigorous grower capable of covering a large area. The leaves are needle shaped and green or blue-green in color. The foliage frequently turns a purple or slate color in the winter.

Creeping juniper withstands hot, dry situations and prefers full sun. It is an excellent plant for slopes and banks. The plants may be improved by clipping the ends of main branches for two or three seasons after planting to induce a dense branching system. Space plants 2 to 4 feet apart.

Varieties most commonly planted for ground covers include: Andorra (*J. horizontalis* 'Plumosa'), Bar Harbor (*J. horizontalis* 'Bar Harbor') and Blue Rug, (*J. horizontalis* 'Wiltonii').

Andorra is a flat-topped variety with a compact growth habit, reaching a height of approximately 18 inches. The foliage is a light grey-green, becoming a purplish plum color in the winter. Bar Harbor is a low, vigorous-growing plant, usually no more than 8 inches tall. The foliage is grey-green in summer, turning a slate color in winter. Blue Rug or Wilton Carpet grows flat on the ground. The foliage is an outstanding blue color that is retained all winter.

An additional juniper species that is an excellent ground cover is Shore juniper (*J. conferta*), with the blue-green cultivar, 'Blue Pacific', and the green cultivar, 'Emerald Sea'. Winter temperatures below -10F may cause damage in colder portions of Virginia.

Moss Pink *Phlox subulata*

Moss pink or creeping phlox is commonly used as a rock garden plant, but it also forms an effective ground cover on poor, bare soils where there is little competition. It forms a dense mat of moss-like foliage, which is covered in spring with masses of flowers in pink, purple, or white. In rocky areas, it will persist in the existing soil and drape itself over the stones. It is a plant for full sun and relatively dry soils. As plants age, they tend to develop dead spots. Periodic division to fill such spots may be necessary. In mild climates, the plants are evergreen, but where winters are cold and plants are exposed, browning may occur.

Baltic English Ivy *Hedera helix* 'Baltica'

A hardy selection recommended for areas with severe winter conditions.

Hosta, Plantain Lily *Hosta* spp

For partially shaded areas, hostas make effective ground covers. They appear most often in perennial borders as accent plants or edgings, but their large leaves provide a lush covering for the soil.

Hosta species vary in size and foliage color. Some have deep-green, yellow-green, blue-green, or grey-green foliage, while others are edged or variegated with white or cream. Hostas may also produce lily-shaped flowers in white or lavender. Flower stems may be 6 to 24 inches tall, and plant forms range from dwarf (3 to 4 inches) to tall (2 feet).

As a ground cover, hostas are best where the soil remains slightly moist. Excessively dry soil may cause the foliage to burn around the margins or partially die back. In full sun, leaf color is pale and leaf dieback may be more severe, especially during dry periods. In winter, the foliage of hostas dies back, leaving the ground exposed. However, new foliage develops quickly in spring and lasts well into the fall.

Pachysandra, Japanese Spurge *Pachysandra terminalis*

Pachysandra is a popular ground cover suitable for shaded landscape situations. This evergreen plant spreads by underground stems and attains a height of 1 foot. The foliage is tinged purple in spring, becoming bright green in summer and yellow-green in winter or when planted in sunny locations.

Occasionally, clusters of tiny, off-white blossoms appear above the leaves in early May, but they have little ornamental value. The plant is adapted to full or partial shade. When planted in full sun, growth is poor. It is one of the few plants that will grow under evergreens and in dense shade. The evergreen leaves commonly "burn" and turn brown in exposed places during the winter.

Established plants are usually planted 1 foot apart in the spring. Clipping the tips of vigorous growing shoots in the spring will induce the plant to become denser. The plants should not be cut all the way to the ground. Place pachysandra in a moist, highly organic, well-drained soil for best establishment. A planting of this ground cover is usually a uniform height throughout.

Yucca *Yucca filamentosa*

Yucca is a rugged plant able to take almost any situation. The plant is normally around 2 to 3 feet tall with all the leaves arising from a central point at ground level in a rosette fashion. The leaves are long, pointed, and rigid. In summer, the plant produces a flower stalk about 4 to 6 feet high with a large head of pendulous, creamy-white flowers. Yucca is used as an accent plant and is frequently used in modern ground plantings. The plant is suited best to hot, dry situations.

Liriope, Lilyturf *Liriope muscari*, *L. spicata*

The liriope or lilyturfs are very versatile grass-like ground covers that adapt to a wide range of conditions, including drought and salt spray. Most cultivars do well in heavy shade or full sun, although some cultivars, especially the variegated ones, are better used in shade. Liriope is used as ground covers under trees and shrubs, on slopes and banks, and even as low edging plants along paved areas and in front of foundation plantings.

The two species are separated by the size of their leaves. *L. muscari* has a longer and wider leaf, and the clumps it forms are generally taller (up to 2 feet). The spikes of lilac-purple flowers formed on it in the summer generally only stand as tall as the leaves, while the spikes of lilac to almost white flowers on *L. spicata* generally stand up above the smaller clumps of leaves. Blue-black berries are formed on both after the flowers and are somewhat ornamental.

Liriope spread readily, filling in areas quite quickly. There are many named cultivars of *L. muscari*,

with several white and yellow variegations and several inflorescence variations.

A related genus, *Ophiopogon*, generally called mondo grass, is less hardy (only into Tidewater and central Virginia) and bears its flowers buried well down into the foliage.

Sedum Stonecrop, *Sedum* spp

Over 300 species and 500 cultivars of sedums exist; ranging from tiny mats only a few inches high to plants 2 feet tall. They are used as mass ground covers, in rock gardens, on slopes, between stepping stones, and even in containers.

Most sedums are spreading or creeping plants that will root from broken branches or fallen leaves. Related to the cacti, their thick, waxy, generally evergreen leaves mean that they do not require large amounts of water. Most sedums are very drought tolerant and will rot if kept too moist or if air circulation is poor.

Generally, all sedums will be hardy throughout Virginia. They are best used in full sun where they produce flowers ranging from tiny, yellow-green stars to large masses of small, pink to wine-colored flowers. Foliage color will also vary, from various shades of green to blues and bronzes.

Ornamental grasses (numerous genera, species, and cultivars)

The group of ground covers increasing most rapidly in popularity at present is the ornamental grasses. With heights ranging from under 1 foot (blue fescue) to over 10 feet (fountain and maiden grasses), the ornamental grasses will generally have a member that can fit any landscape situation.

Often used strictly as ground covers and for erosion control on slopes, ornamental grasses also make outstanding specimen plants when used as individual plants in the landscape. In addition to a wide range of heights and spreads, there is tremendous variation in leaf size and color. Leaf colors range from pale greens to bright blues and blood reds, with many types of both vertical and horizontal stripe patterns.

Most of the ornamental grasses require full sun and will produce a wide variety of flowers, ranging from small, bottlebrush arrangements to large, showy plumes. Flower colors range from pale yellows and pinks to deep maroons. Many of the flower spikes persist well into the winter giving added landscape interest, though the leaf clumps will generally die to the ground and regrow each spring.

Additional ground covers to consider include bearberry, hypericum, candytuft, goutweed, santolina, ferns, many plants often classified as perennials (such as daylilies), and woody shrubs (dwarf yaupon holly, cotoneasters, etc.).

Common Invasive Ground Covers

Beware of the "vigorous" ground cover. Sometimes, this term is applied to a plant that can be extremely aggressive in its growth habit even to the point of being considered invasive. Invasive plants exhibit rapid growth and maturity, are highly successful at self-propagating, and have the ability to compete and crowd out other plants. All this leads to a high cost for you in removing or containing such a plant. Ranking in parenthesis indicates the invasiveness level in natural areas and native plant habitats attributed to the ground cover by the Virginia Native Plant Society and the Virginia Department of

Conservation and Recreation.

Ajuga, Carpet Bugleweed *Ajuga reptans*

Ajuga is a good ground cover, forming a dense carpet of foliage over the soil. This semi-evergreen plant grows rapidly by producing mats of foliage in rosettes. As runners develop from the mother plants, take root, and produce new plants, it can become invasive. (Low)

The foliage grows about 4 inches high with upright clusters of blue flowers reaching 6 to 8 inches. The plant flowers in early May to mid-June. Ajuga will flourish in almost any soil with good drainage. It grows best in full sun, but also tolerates shade.

The foliage is deep green in color and partly evergreen, turning brown after severe freezing weather. Bronze and variegated varieties are also available. The extensive root system prevents soil erosion.

If established plants are set 12 to 15 inches apart in the spring, they will cover the soil in one growing season. Do not set the plants too deep. The crown should never be covered. In the spring or early fall, rooted "runner plants" can be dug from established plantings and replanted elsewhere.

English Ivy *Hedera helix*

English ivy is an evergreen, creeping vine that forms a dense mat of dark-green foliage 6 to 8 inches tall. The plant grows best in shade or in semi-shaded locations. It is most useful on north and east facing banks, under trees where grass will not grow, or as an underplanting between shrubs. If exposed to full sun or sweeping winds, the foliage "burns" or discolours in the winter. (Medium)

Although it can be planted 1 foot apart for cover in one year, it is more economical to transplant growing plants from pots or flats in the spring at a spacing of 18 to 24 inches. Vines may grow about 3 feet the first season.

When used next to buildings, walls, or trees, English ivy will climb, clinging by means of aerial rootlets. Its aerial roots have the ability to damage mortar between bricks and the density of vines in the trees can be damaging.

Common Periwinkle, Myrtle, or Vinca *Vinca minor*

Periwinkle or myrtle is an excellent, evergreen ground cover with dark-green foliage and purple, blue, or white flowers, depending on the variety. It blooms in April and sometimes again in the fall. The plant grows about 6 inches tall, spreading in all directions by sending out long, trailing and rooting shoots that make new plants. It is best in shade, but will grow satisfactorily in full sun. The foliage color is richer in partial shade, but more flowers are produced in the sun.

This ground cover is most commonly used for underplanting trees and shrubs, on shaded slopes, or on the north side of buildings. Rooted cuttings or established plants are normally spaced from 12 to 18 inches apart. At a 6-inch spacing, a complete cover will be produced in one year. Plant in the spring in areas with severe winters.

Spring-flowering bulbs interplanted with periwinkle will lend color and interest to the ground cover planting. Daffodils are particularly well suited to this since they bloom at the same time as periwinkle and do not require frequent division.

A second species, *V. major*, will do well in central and southeastern Virginia. It has larger leaves and may flower more frequently. A variegated cultivar is available. (Low)

Crown Vetch *Coronilla varia*

Crown vetch is a perennial legume used frequently to cover dry, steep, rocky slopes. It is most valued for its ability to prevent soil erosion and is often used for this purpose on highway slopes. The plant is suited for covering large areas, but is too vigorous and invasive for most residential landscapes.

Crown vetch grows 1 to 2 feet tall and bears small pink flowers from July to September. It spreads by underground stems, and one plant can cover an area up to 6 feet in diameter. It tolerates shade, but thrives in full sun. The foliage dies to the ground by December. It is propagated either from crowns or by seedlings. Crowns planted 2 feet apart will provide coverage in about two years. One crown per square foot is recommended for quick cover. Seeding should be at the rate of 1/2 pound per 1,000 square feet. The seed should be inoculated to introduce bacteria for nitrogen fixation. The seed can be sown without seedbed preparation into weedy, grassy areas if necessary, but this will delay coverage. Both crowns and seed may be planted any time during the year. (Medium) For more information on invasive plants, contact the Virginia Native Plant Society (P.O. Box 844, Annandale, VA 22003) or the Virginia Department of Conservation and Recreation (Division of Natural Heritage, Suite 312, 1500 East Main Street, Richmond, VA 23219).

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From: [Sharon D. Williams](#)
To: [Sharon D. Williams](#)
Subject: FW: Altavista Shoreline Erosion
Date: Thursday, October 7, 2021 3:11:52 PM

From: Vanlandingham, Michael <mike.vanlandingham@dcr.virginia.gov>
Sent: Tuesday, December 1, 2020 2:02 PM
To: Sharon D. Williams <sdwilliams@altavistava.gov>
Subject: Re: Altavista Shoreline Erosion

Sharon,

I'm glad the town is moving forward. Broken concrete can be used as an alternative to riprap for revetments and other structures. Our recommendation for the use of broken concrete is that the weight of the individual concrete pieces be similar to the weight of the riprap armor stone it is to replace. Any reinforcing wire or steel rebar should be cut flush with the edge of the concrete. Large flat slabs should be avoided. The length to width ratio of the concrete should not exceed 2:1.

For tidal shoreline stabilization projects some localities permit the use of concrete. Some only allow broken concrete to be used as core material for the structure and the outer 2 layers must be riprap. Some localities prohibit the use of broken concrete entirely.

If broken concrete is to be used we recommend a plan be designed and constructed following sound engineering practices.

Avoid just dumping truckloads of any material in the eroded areas. Those solutions always fail and often complicate installing a long-term solution.

Please contact me if you have any questions.

Stay safe.

Mike

Mike Vanlandingham
Shoreline Engineer
Shoreline Erosion Advisory Service
Division of Soil and Water Conservation
Department of Conservation and Recreation
772 Richmond Beach Road
P.O. Box 1425
Tappahannock, VA 22560
804-443-1494 (Office)
804-466-2229 (Cell)
804-443-4534 (Fax)

E-mail: mike.vanlandingham@dcv.virginia.gov
<http://www.dcr.virginia.gov/soil-and-water/seas>



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton - Finance Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

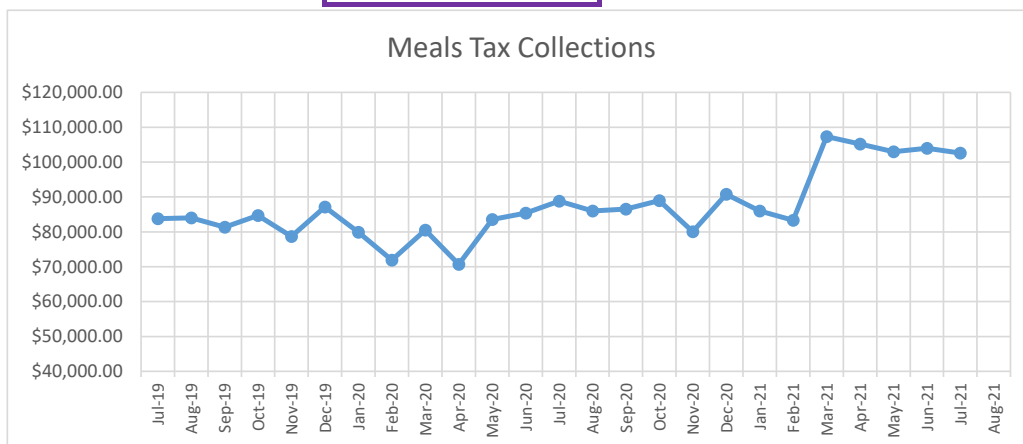
Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

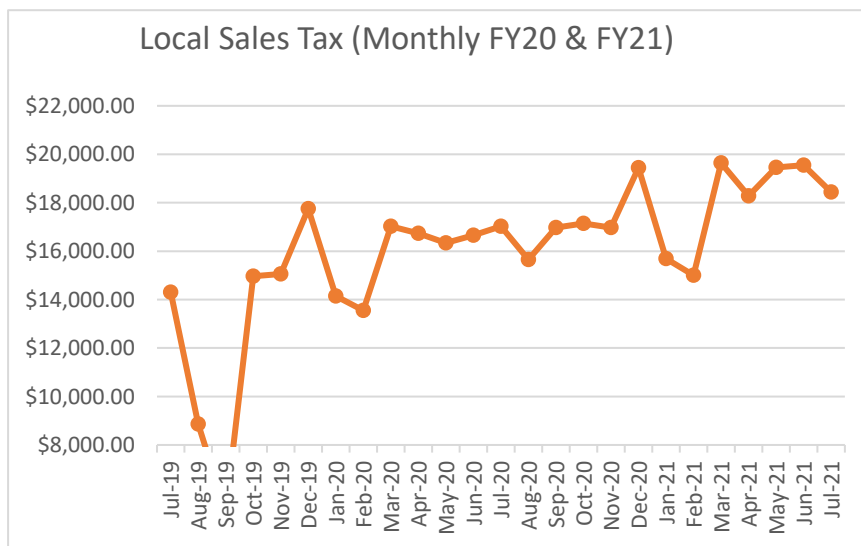
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		
May-20	\$83,548.86		
Jun-20	\$85,413.70		
		PREVIOUS	
		YTD TOTAL (FY)	
		FY2018	\$936,848.19
		FY2019	\$986,050.18
		FY2020	\$971,639.35
		FY2021	\$1,109,805.71
		MTD TOTAL (FY)	
		FY2021	\$174,762.83
		FY2022	\$198,578.13
		+/-	\$23,815.30
Jul-20	\$88,787.18	Budgeted:	\$990,000
Aug-20	\$85,975.65	+/-	-\$791,421.87
Sep-20	\$86,501.21	% of Budget	20.06%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		
Feb-21	\$83,318.92		
Mar-21	\$107,320.09		
Apr-21	\$105,170.66		
May-21	\$102,956.82		
Jun-21	\$103,932.20		
Jul-21	\$102,571.33		
Aug-21	\$96,006.80		



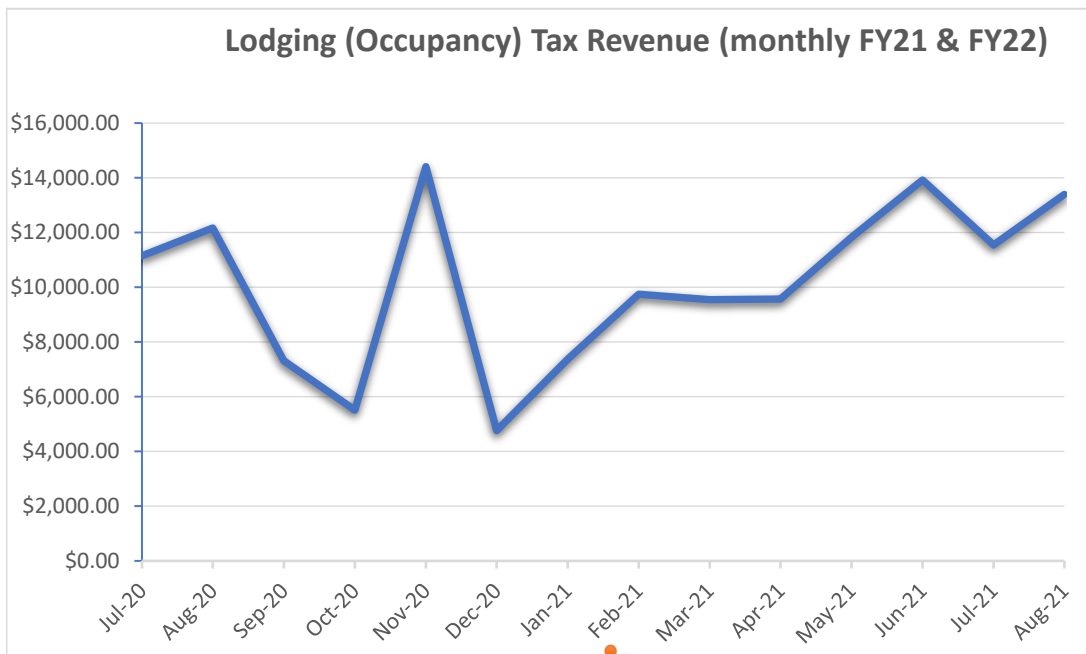
**Town of Altavista
Local Sales Tax**

Jul-19	\$14,308	<u>YTD TOTAL (FY)</u>	
Aug-19	\$8,868	FY2018	\$171,886
Sep-19	\$5,261	FY2019	\$169,649
Oct-19	\$14,965	FY2020	\$170,672
Nov-19	\$15,058	FY2021	\$210,836
Dec-19	\$17,754	<u>MTD TOTAL (FY)</u>	
Jan-20	\$14,151	FY2020	\$17,032
Feb-20	\$13,558	FY2021	\$18,437
Mar-20	\$17,023	+/-	\$1,405
Apr-20	\$16,735	Budgeted:	\$180,000
May-20	\$16,338	+/-	-\$161,563
Jun-20	\$16,653	% of Budget	10.24%
Jul-20	\$17,032		
Aug-20	\$15,648		
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		
Dec-20	\$19,443		
Jan-21	\$15,691		
Feb-21	\$15,004		
Mar-21	\$19,642		
Apr-21	\$18,276		
May-21	\$19,461		
Jun-21	\$19,547		
Jul-21	\$18,437		



Town of Altavista Lodging (Occupancy) Tax

Jul-20	\$11,145		
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513	FY2021	FISCAL YEAR TOTAL \$117,290
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368	FY2021	MTD TOTAL (FY) \$23,312
Feb-21	\$9,745	FY2022	\$24,949
Mar-21	\$9,543	+/-	\$1,637
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	-\$55,051
Jul-21	\$11,550	%/Budget:	31.19%
Aug-21	\$13,399		



**Town of Altavista
Local Cigarette Tax**

Jul-19	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		
Apr-20	\$15,000		
May-20	\$7,545		
Jun-20	\$11,299		
Jul-20	\$7,556		
Aug-20	\$7,500		
Sep-20	\$11,250		
Oct-20	\$11,306		
Nov-20	\$11,250		
Dec-20	\$11,250		
Jan-21	\$125		
Feb-21	\$3,750		
Mar-21	\$15,000		
Apr-21	\$7,500		
May-21	\$7,500		
Jun-21	\$7,625		
Jul-21	\$7,500		
Aug-21	\$15,000		
Sep-21	\$7,650		

FISCAL YEAR TOTAL			
FY2018	\$144,668		
FY2019	\$140,288		
FY2020	\$124,684		
FY2021	\$101,612		
MTD TOTAL (FY)			
FY2021	\$15,056		
FY2022	\$30,150		
+/-	\$15,094		
Budgeted:	\$130,000		
+/-	-\$99,850		
%/Budget:	23.19%		

Cigarette Stamp Revenue (monthly FY20, FY21 & FY22)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Public Works

Staff Resource: Teri Anderson - Public Works Administrative Assistant

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. B&G Monthly Report

Attachment 2. Fleet Monthly Report

Attachment 3. Streets Monthly Report

BUILDINGS AND GROUNDS

October 5, 2021

TO: TOWN MANAGER

FROM: JEFF ARTHUR, B&G SUPERVISOR

MONTH: September 2021

Vacation / Comp. Time Used / Sick Leave Taken		184
Meetings / Data Entry / Work Planning / Training		76
# Of Call Duty Hours		8.50
# Of Assisting other Crews		5.50
Holiday		40
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials	2	32
# Of Cremations	0	0
Cemetery Grounds Maintenance		7.75
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	112.97	86.75
Residential Garbage Collected (Tonnage) Town of Hurt	28.04	32
# Of Curbside Brush Collected (Stops)	134	29.75
Loads of Brush Collected	7	
# Of Curbside Bulk Collected (Stops)	113	28.25
Bulk Collection (Tonnage)	11.21	
# Of Tires Collected	3	.50
# Of Residential Garbage Citations Issued	0	0
Seasonal		
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		2
# Of Building Maintenance Hours		96.00
# Of Park Cleaning		81.25
# Of Parks Ground Maintenance Hours		20.50
# Of Acres Mowed by Town	121.41	114.50
# Of Acres Mowed by Contractors ****	33	0
# Of Hours Checking Daltons Landing/Industrial Site		.75
Special Projects / Special Events AOT/Avoca Wine Festival		36.00
# Of Vehicle Maintenance Hours		21.50
*** HOURS NOT ADDED		
Total Labors Hours for the Month		903.50

FLEET MAINTENANCE DEPARTMENT

DATE: October 5, 2021

TO: TOWN MANAGER

FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: SEPTEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	8
Safety Meetings	15.50
Holiday	8
Daily/ Weekly/ Planning & Scheduling	27.50
Sick Leave Used	11
CIP / Budgeting	1
Preventive Maintenance	26
General Repair's	39
Troubleshoot and Diagnostic	4
Assisting Other Crew	0
Tire Changes & Repairs	7.50
Picking Up & Delivery	14.50
Building & Grounds	0
DMV/Titling	3.50
Inspections (8)	12
Total Labor Hours for the Month	177.50

STREET DEPARTMENT MONTHLY REPORT

DATE: OCTOBER 5, 2021

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STS SUP.
MONTH: SEPTEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	77.50
Safety Meetings/Data Entry/ Planning Schedule	99.25
Weekend Truck (5 Trucks/3.38 Tons)	30
Street Sweeping (Miles Swept 105)	24.50
Litter Control (Bags Collected 6)	0
Assisting Other Crews	12.50
Town Wide Mowing (50.49 Miles)	125.25
Contractor Mowing (4.51 Miles)	0
Signage/Line Painting	11.75
Asphalting / Patching Pot Holes /Assisting Contractor	5.75
Ditch & Drainage Pipe Maintenance	14.50
Weed Control (Gallons Sprayed 0	0
Street Lighting	0
Dead Animal Removal/Buzzard Control	3.50
Decorative Street Light	88
Equipment Maintenance	0
Traffic Control	2.50
Trees/ Trimming/ Removal	23
Vehicle/Shop Maintenance	20.50
Sidewalk Repair	2
Call Duty	7
Alley Maintenance	0
Storm Damage Clean Up	0
Special Projects / Special Events / Seasonal	10
Total Labor Hours for the Month	557.50



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Town Council Monthly Calendar

Staff Resource: Crystal Hailey, Office Assistant

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. Council Calendar-October.pdf](#)

OCTOBER 2021

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
					1	2 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival
3	4 Planning Commission 5pm	5	6	7	8	9
10	11 Columbus Day	12 Council Meeting 6pm	13	14 AOT Meeting 5:15	15	16
17	18	19 Recreation Committee Mtg. 5:30pm	20	21	22	23
24	25	26 Council Work Session 5pm	27	28	29	30
31 Halloween				NOTES: Town Taxes are mailed out in the month of October	October 26th: AEDA Meeting at 8:15am	



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Utility Department Reports

Staff Resource: Tom Fore

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Clarion Road Water Extension

Attachment 2. SCADA for Generator Sites

Attachment 3. VDEM Generator Installations

Attachment 4. WTP Filter Rehabilitation

Attachment 5. WWTP Electrical Upgrades Phase II / Phase III

Attachment 6. WWTP Aeration System

Attachment 7. Melinda High Pressure Zone

Attachment 8. September 2021 Water / Sewer / Refuse Billing History

Attachment 9. September 2021 Monthly Staff Report

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 September 2021

Project Name: Clarion Road Abbott Water Extension
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS
P&B Job Number 18-59

Recent Activities: Town staff has notified Engineer that both the Abbott and English easements have been signed. Review documents have been submitted to VDH, VDOT and Campbell County E&S. Engineer received approval from Council to advertise the project. Order has been placed for advertisement in Lynchburg paper for 18 September.
Anticipated work over the next two weeks: Responses to review agencies.

Upcoming Tasks: 14 October 2021 Pre-Bid meeting
27 October 2021 Open Bids
Outstanding Issues: VDOT approval of the interchange bore

Design Schedule: Agreement signed 13 May 2021
Preliminary easements to Owner for comment 18 June 2021
Complete field surveying 18 June 2021
Complete soil tests and provide report 30 June 2021
Field review connection areas, road bore 22 June 2021
Preliminary Plans to staff for review 30 June 2021

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000
Invoiced To Date: \$16,540
Balance to Complete: \$51,460

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 September 2021

Project Name: SCADA for Generator Sites
Project Manager: Russell Jackson, PE
Sub-Consultant
P&B Job Number 20-51

Recent Activities: Meeting held with Town staff on August 10th to review preliminary SCADA contract documents. Revising documents per comments received.
Anticipated work over the next two weeks: Complete plans and specifications and submit to Town for review and acceptance.

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$9600
Invoiced To Date: \$
Balance to Complete: \$9600

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 September 2021

Project Name: VDEM Generator Installations
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, Master Engineers, ECS (Geotech)
P&B Job Number 20-51

Recent Activities: Notice of Award has been signed by the Town and sent to Contractor on 9 June with the Agreement & bonds. Contractor has sent PDFs to Town staff which staff has approved.
Town has signed the agreement. Pre-construction meeting 14 July 10:00 Town hall. Contractor has started submittal of shop drawings.
Contractor has completed the concrete pads at the three ground mounted locations. Contractor has started excavation at Staunton River site.

Anticipated work over the next two weeks: Erect platform at Staunton River site. Continue with electrical work at ground sites.

Upcoming Tasks:

Outstanding Issues: Generator lead time is anticipated for delivery on 19 November. If necessary, the Contractor will install the pads and platforms then demobilize until generators are ready for delivery and setting.

Design Schedule: May (Rebid) 2021 Award Contract
June 2021 Notice to Proceed
November 2021 Substantial Completion

Schedule Constraints:

Projected Completion:

Approved Budget: \$43,600

Invoiced To Date: \$34,104

Balance to Complete: \$9496

Town Input Required:

Issues Town Should Be Aware Of: Town staff will need to identify underground utilities within the Town land as Miss Utility will not locate on private land.

Construction Contract Price: \$498,500 + (\$12,000) (Change Orders)

Current Paid: \$11,210

Balance to Finish plus retainage: \$475,290

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 September 2021

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

Recent Activities: Contract has been awarded to Frizzell Construction Company for \$725,305. Contract agreements have been executed. Preconstruction Conference held on August 26th. Equipment submittals have been received and approved for filter control valves and actuators. Contractor indicated that manufacturer estimated lead time on valves and actuators is 22 months (~150 days) from the time that the submittals were approved (8/31/2021). The agreement includes a substantial completion deadline of 210 days. The contractor and Town have discussed tentatively delaying official Notice to Proceed until January 5th to accommodate equipment lead time and the contractors estimated construction schedule. Alternately, the Town may issue a Change Order to extend the contract time deadline.

Anticipated work over the next two weeks: Review and comment on any additional contractor submittals received.

Upcoming Tasks: Commence work

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
Late August 2021 NTP

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$56,000
Invoiced To Date: \$33,000
Balance to Complete: \$23,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 September 2021

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

Recent Activities: Contractor has roughed in installation ductbanks through the bulk of the site with the exception of the area above the aerators. Progress meeting on 25 August. Contractor has started interior work in the buildings. Master Engineers is reviewing light levels. Discussion of HVAC penetrations at the solids handling building room. Ductbank vaults have been delivered to the site. Change Order #3 has been presented to Town staff for signature.

Anticipated work over the next two weeks: Continue reviewing shop dwgs. Continue installing ductbanks.

Upcoming Tasks: Continue work.

Outstanding Issues:

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

Schedule Constraints:

Projected Completion: November 2022

Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections

Invoiced To Date: \$225,783

Balance to Complete: \$77,317

Town Input Required:

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

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)

Current Paid: \$1,356,104.61

Balance to Finish plus retainage: \$2,602,796.06

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 September 2021

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

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

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

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

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

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

Construction Contract Price: \$0

Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)

September 29, 2021

This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project

Completed Work Over the Last 2 Weeks

1. Contractor submitted the shop drawings for review.

Anticipated Work Over the Next 2 Weeks

1. Contractor may submit additional shop drawings.
2. Contractor has begun to order materials as they are approved.
3. Continued review of shop drawings.
4. Contractor is officially starting work on the job site.

Scope Changes to Date

1. None

Outstanding Issues

1. NTP date tentatively scheduled for September 27, 2021. Need to return signed copy of NTP to contractor.
2. Contractor submitted 1st application for payment. M&C and the Town need to review.

Construction Document Schedule Update

1. Notice to Proceed (9/27/2021)
2. Substantial Completion (1/25/2022)
3. Completion (2/24/2022)

Budget Summary

1.	Engineer's Estimate:	\$1,084,240.00
	Town's Budget	\$926,000.00
	Actual Construction Cost & Engineering	\$1,313,920.00
2.	Engineering Bid, CA & SCADA Contract	\$70,220.00
	JTD	\$9,699.00
3.	Construction Contract	\$1,243,700.00
	JTD	\$0.00

Input Needed from Town/Others

1. Discrepancies between plans/specifications and Town standards continue to be coordinated. M&C keeping list for updates to Town standards at conclusion of project.

Other Issues/Concerns

1. None.

Submitted by:

Ryan P. Kincer, P.E.
Project Manager

2019-20 Water, Sewer & Curbside Refuse Collection Billing History

Printed 6-Oct-21

Customer Class		October-20	November-20	December-20	January-21	February-21	March-21	April-21	May-21	June-21	July-21	August	September-21	Average
WATER	Residential Base-IT	1,245	16	11	1,240	9	15	1,325	24	14	1,280	8	10	433
	Commercial Base-IT	176	27	28	157	44	41	203	43	44	155	43	43	84
	Residential Base-OT	143	-	1	142	-	1	150	1	-	135	4	2	48
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	30	30	31	31	31	31	31	31	31	31	30	31	31
	Dormant Accounts													-
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	1,600	79	77	1,576	90	94	1,715	105	95	1,607	91	92	602
														Total
	Residential Use-IT	13,306,131	47,210	43,420	11,747,867	11,360	641	17,405,106	93,430	208,060	11,526,297	53,460	40,240	54,483,222
	Commercial Use-IT	6,728,295	656,191	5,620,669	3,666,982	2,763,740	2,025,130	5,058,347	2,646,760	6,682,354	2,080,326	2,922,805	3,394,317	44,245,916
	Residential Use-OT	1,778,750	-	8,440	1,513,390	-	210	1,620,100	420	-	1,622,205	45,400	17,160	6,606,075
	Commercial Use-OT	2,683,000	2,574,300	2,707,200	136,729	2,539,800	2,249,800	2,413,100	2,233,900	2,643,000	2,450,500	2,607,400	2,755,900	27,994,629
	Municipal	271,080	275,720	289,950	278,340	293,710	249,740	331,000	282,460	439,730	651,040	560,420	685,930	4,609,120
	Industrial	41,237,761	45,732,224	37,898,424	40,571,367	46,314,631	36,026,041	51,967,769	62,491,305	62,491,305	45,581,047	38,667,583	20,355,918	529,335,375
	TOTAL WATER SOLD	66,005,017	49,285,645	46,568,103	57,914,675	51,923,241	40,551,562	78,795,422	67,748,275	72,464,449	63,911,415	44,857,068	27,249,465	667,274,337
	NET DELIVERED	58,550,942	53,442,930	56,665,000	64,282,164	63,600,827	69,688,792	80,444,031	60,939,619	63,725,038	55,547,791	62,033,286	67,902,352	756,822,772
	FRACTION BILLED	113%	92%	82%	90%	82%	58%	98%	111%	114%	115%	72%	40%	88%
	Total (TOA,sold,hydmts, Leaks)	162,100	116,400	80,550	65,800	50,400	580,100	102,600	465,200	211,000	62,000	103,550	49,670	2,049,370
														Total
	Residential Base & Use-IT	60,626	546	373	56,503	281	92,730	58,465	886	953	61,884	359	392	334,000
	Commercial Base & Use-IT	27,423	3,085	14,277	12,259	9,486	7,408	13,786	4,516	24,057	18,017	9,955	11,248	155,517
	Residential Base & Use-OT	12,235	-	62	2,901	-	47	12,234	47	-	11,826	349	161	39,861
	Commercial Base & Use-OT	10,385	9,971	10,477	577	10,652	9,454	10,129	9,389	11,078	10,283	10,931	11,544	114,870
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	106,850	115,726	95,797	110,892	126,459	986,340	141,646	169,954	116,100	124,043	105,868	55,844	2,255,518
	TOTAL	217,519	129,328	120,986	183,132	146,878	1,095,979	236,259	184,792	152,188	226,054	127,462	79,189	2,899,766
SEWER	Residential Base-IT	1,085	16	9	1,079	9	15	1,153	18	14	1,130	7	7	379
	Commercial Base-IT	158	25	25	136	43	39	145	42	20	121	32	41	69
	Commercial Base-OT	1	1	7	6	1	6	6	6	7	7	7	7	5
	Municipal	8	8	9	8	8	8	8	8	8	8	8	8	-
	Dormant Accounts													-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	1,256	54	54	1,233	65	72	1,316	78	53	1,270	58	67	457
														Total
	Residential Use-IT	9,869,928	40,764	30,932	8,633,061	8,194	78,983	10,052,327	62,146	177,144	9,083,613	31,528	26,902	38,095,520
	Commercial Use-IT	2,454,700	798,967	796,746	1,739,790	1,792,160	1,411,387	3,560,837	1,343,020	1,921,046	2,360,920	1,810,475	1,926,850	21,916,897
	Commercial Use-OT	136,940	100,000	374,096	240,800	82,300	183,296	274,736	305,636	293,944	260,328	247,744	265,236	2,765,056
	Municipal	99,360	85,810	84,140	82,690	94,250	84,600	128,890	90,160	242,740	127,300	116,460	101,070	472,160,000
	Industrial	41,220,000	42,440,000	39,510,000	38,670,000	41,610,000	37,140,000	43,210,000	39,550,000	36,440,000	40,660,000	32,970,000	38,740,000	534,937,473
	TOTAL SEWER BILLED	53,780,928	43,465,541	40,795,913	49,366,341	43,586,904	38,898,266	57,226,789	41,350,961	39,074,874	52,492,161	35,176,207	41,060,058	762,096,700
	WWTP EFFLUENT	72,480,200	74,012,100	70,273,000	62,580,000	66,310,000	67,390,000	59,270,000	56,364,000	60,320,000	55,650,700	59,575,900	57,870,800	70%
	FRACTION BILLED	74%	59%	58%	79%	66%	58%	97%	73%	65%	94%	59%	71%	
														Total
	Residential Base & Use-IT	33,208	177	118	29,176	57	299	34,333	249	644	31,791	119	116	10,857
	Commercial Base & Use-IT	8,187	3,484	2,510	7,810	5,730	4,515	12,028	5,252	6,141	5,154	13,130	6,659	6,717
	Commercial Base & Use-OT	386	778	1,904	1,148	620	1,761	1,175	1,283	1,192	2,638	1,337	1,530	1,313
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	140,484	144,296	133,960	132,753	142,639	127,220	147,858	134,470	125,723	138,244	112,564	23,780	1,503,990
	TOTAL	182,265	148,734	138,492	170,887	149,046	133,795	195,393	141,254	133,701	177,827	127,150	58,870	1,522,877
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	226	166	72	83	74	184	295	203	208	244	167	134	155
	Curbside- BULK	111	126	85	90	72	190	168	147	140	104	131	113	85
	TOTAL	337	292	157	173	146	374	463	350	348	348	298		240
														Total
	Curbside-IT	100	112	116	89	86	107	99	92	109	98	94	113	1,096
CURBSIDE	Curbside-BULK	17	17	24	21	9	24	19	17	24	18	20	11	153
	TOTAL	117	129	140	110	95	131	118	109	133	116	114	124	1

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 14.54 Hours per day which yielded approximately 1,370,781 gallons of water per day.

Rain	3.975	YTD Rain	32.165	Snow	0	YTD Snow	0	was measured at the water treatment plant.	
Average Hours per day (week days)					19.35	hrs			
Average Hours per day (weekends)					10.66	hrs			
Average produced (week days)					1,537,318	gallons per day			
Average produced (weekends)					981,125	gallons per day			
Total Raw Water Pumped:					43.51	million gallons			43510000
Total Drinking Water Produced:					41.12	million gallons			8488000
Average Daily Production: (drinking)					1,389,118	gallons per day			11060000
Average percent of Production Capacity:					46.30	%			2549000
Plant Process Water:					1,766,371	(finished water used by the plant)			2295352
Bulk Water Sold @ WTP:					45,670	gallons			67902352
Flushing of Hydrants/Tanks/FD use/Town Use					4,000	gallons			
McMinnis Spring									
Total Water Pumped:					8.488	million gallons	average hours per day	14.9	
Average Daily Produced:					282,933	gallons per day	Rain at MC	4.38	YTD Rain 33.68
Reynolds Spring							snow	0	0
Total Water Pumped:					11.060	million gallons	average hours per day		Total Precip 33.68
Average Daily Produced:					368,667	gallons per day	Rain at RE	3.75	YTD Rain 28.71
Purchased Water from CCUSA					2,295,352	gallons	snow	0	0
Sold to Hurt					2,549,200	gallons			Total Precip 28.71
Industrial Use					40,092,457	gallons			
Water lost due to leaks							None Captured		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Melinda High Pressure Zone- Received Notice to Proceed. Locating Services started on Sept. 27th
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade - Notice to proceed scheduled for January 5th awaiting submittals for valves and valve actuators.
 McMinnis water line project Mendon Pipeline has acquired a construction easement from the Adams and the Town attorney will file with the courts.
 The Source Water Protection Committee has established with first meeting to be scheduled in October
 Generator project, 4 Switch Gear assemblies have been received.
 Town of Hurt DBP improvement project. (This will remove withdrawal from out clear well to the system) continues.
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system)
 Replace SCADA computers and SCADA Improvemnets / SCADA replacement to conicide with Filter project SCADA
 Clarion Road water line design plans sent to health department for approval.
 McMinnis and Reynolds Driveway Rehabilitation has been completed.
 New Hire, Josh Farmer, started as Assistant Water and Wastewater Mechanic

Utilities Distribution and Collection

# of Service Connections	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	103 1,711	Monthly Quarterly	Rereads	5 43
# of Meters Cut Off For Non-Payment	0			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	18.00 151.4	Tons		
# of Location Marks made for Miss Utility	38			
# of Meters Replaced	6			
# of Water Lines Repaired Locations: 516 Riverview Drive Town of Hurt - Prospect Road	2		# of Sewer Lines Unstopped Locations:	0
# Air Relief Valves Inspected	0			
# of PRV Maintenance	0			
# of Water Valve Boxes Cleaned	56			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	600'	Sewer Main Cleaned		0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned		0
Sewer Video Footage	0	Sewer Service Video		0
Sewer Video Manholes	2,095'	Sewer (Root Cutting) Service		0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		4,600'
Water Turn On and Offs	30	Sewer Manholes Inspected		11
Water Right of Way Clearing Footage	0			
Water Meter Box Replacement	2			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects:
Installed Sample Station

DEPARTMENT: Wasterwater Plant
MONTH: September

Average Daily Flow	1.93 MGD		
TSS Reduction	97 %		
BOD Reduction	95 %		
VPDES Violations	0		
Sludge (Regional Land Fill)	158 tons		
Rain Total	3.87 Inches	Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: September

Week: September 6th, 2021

Month: September

Week: September 13th, 2021

- Continue Sanitizing procedures for commonly used areas
- Submitted DMR
- Submitted Monthly Industrial Billing
- UV system Checks
- UV system Bank B in lead
- Submitted Monthly Septic Tank Billing
- Replaced basin Blower Motor #1
- Serviced clarifier #3
- Submitted VELAP data package requested for Upcoming virtual inspection
- Serviced UV system Bank A (anti-gel)
- Serviced Mixers in Basins 3 & 4 (9-9-21)
- Serviced all floating aerators in basin#2 (9-9-21)
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Reviewed and submitted timesheets
- Replaced fuse in basin Blower #4
- UV system Checks
- UV system Bank A in lead
- Replaced breaker in UV system Bank B
- Posted Sole Source for RVPS VFD replacement
- Changed bladder in NPW system
- Submitted VELAP data package requested for Upcoming virtual inspection
- Entered Lab data
- Normal Plant Operations

Month: September

Week: September 20th, 2021

Month: September

Week: September 27th, 2021

- Continue Sanitizing procedures for commonly used areas
- Received RVPS VFD
- Installed RVPS VFD (IP5)
- Changed oil in all Basin Blowers
- Admin. Building Lights and electrical switches replaced (9-22-21)
- UV system Checks
- UV system Bank A in lead
- Cleaned and restarted NPW system
- Changed pressure gauges on NPW system at pump (9-24-21)
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Reviewed and submitted timesheets
- Night shift at Full staff, part-time work ended
- Re-installed NPW insulation
- Ran all generators
- Re-built UV hoist controller
- Serviced UV system Bank B (acti-gel) 9-28-21
- Ordered new backflow preventor test kit
- Ordered annual Bio-Assay test
- Replaced rubber scum guides on #3 clarifier
- UV system Checks
- UV system Bank A in lead
- Cleaned and restarted NPW system
- Changed pressure gauges on NPW system at pump (9-24-21)
- Entered Lab data
- Normal Plant Operations

- Ran all Generators
- Re-installing NPW insulation
- Submitted Weekly update to Utility Director
- Entered Lab data
- Normal Plant Operations

- Normal Plant Operations

WWTP Electrical Upgrade (progress meeting was held and currently we are on schedule)

Water treatment plant operators are being taught how to operate the press

Lynch Creek project to be presented to Council at August 24th to take to Bid.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Police Department Activity Report

Staff Resource: Chief Tommy Merricks

Action(s):

For informational purposes

Explanation:

Attached are Police Department monthly reports for September

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. Patrol on 29-September 2021.pdf](#)

[Attachment 2. APD Monthly Report-September 2021.pdf](#)

Patrol on 29-September 2021				
2-Sep	Rt 29	0301-0307	Pugh	Traffic Stop
6-Sep	Rt 29	1044-1050	Pugh	Traffic Stop
6-Sep	Rt 29	1109-1114	Pugh	Traffic Stop
12-Sep	Rt 29	0946-0950	Pugh	Traffic Stop
12-Sep	29SB	1114-1119	Dogan	Traffic Stop
15-Sep	29NB	1549-1611	Dogan	MVC
16-Sep	Rt29/Clarion Rd	1120-1125	Dogan	Disable Vehicle
16-Sep	Rt 29	1147-1205	Dogan	Assist with Funeral Traffic
18-Sep	Rt 29/Discovery Ford	0803-0818	Thurman	Alarm
18-Sep	Rt 29	1633-1647	Thurman	Disable Vehicle
18-Sep	Rt 29/Kelleys	2129-2138	Abbott	Alarm
21-Sep	Rt 29	2026-2030	Pugh	Traffic Stop
21-Sep	Rt 29/Bedford Ave	0000-0004	Pugh	Traffic Stop
21-Sep	29SB/Bedford Hwy	1528-1531	Dogan	Traffic Stop
22-Sep	Rt 29/Bedford Ave	1339-1343	Thurman	Road Hazard
22-Sep	29SB	0432-0438	Abbott	Check Welfare
24-Sep	Rt 29	2146	Earhart	Traffic Stop
24-Sep	Rt 29	2220	Earhart	Reckless Driving
24-Sep	Rt 29	2303	Earhart	Traffic Stop
24-Sep	Rt 29	301	Earhart	Traffic Stop
24-Sep	Rt 29	447	Earhart	BOL
24-Sep	Rt 29	1326-1329	Pugh	Traffic Stop
24-Sep	Rt 29/Clarion Rd	1932-1949	Pugh	Traffic Stop
24-Sep	Rt 29	2027-2036	Pugh	BOL
24-Sep	Rt 29	2042-2046	Pugh	Traffic Stop
25-Sep	Rt 29/Clarion Rd	1102-1111	Dogan	Traffic Stop
25-Sep	Rt 29	1615-1654	Dogan	Traffic Stop
25-Sep	Rt29/Main Street	1623-1627	Dogan	Traffic Stop
25-Sep	Rt 29/Clarion Rd	1053-1059	Pugh	Traffic Stop
25-Sep	Rt 29/Clarion Rd	1102-1111	Pugh	Traffic Stop
25-Sep	Rt 29	1605-1623	Dogan	MVC
25-Sep	Rt 29/Main Street	1623-1627	Pugh	Traffic Stop
26-Sep	Rt 29/Lynch Mill	1046-1053	Dogan	Traffic Stop
26-Sep	Rt 29/Clarion Rd	1221-1225	Dogan	Traffic Stop
29-Sep	Rt 29	1323-1343	Pugh	BOL
29-Sep	Rt 29/Bedford Ave	1459-1502	Pugh	Disable Vehicle
29-Sep	Rt 29/Bedford Ave	1502-1540	Pugh	Disable Vehicle
29-Sep	Rt 29/Bedford Ave	1721-1800	Pugh	Disable Vehicle
30-Sep	Rt 29	1326-1343	Dogan	BOL
30-Sep	29NB/Bedford Ave	1507-1540	Dogan	Disable Vehicle

2021 ALTAVISTA POLICE

	January	February	March	April	May	June	July	August	September	Year to Date
Criminal Arrests "Felony"	2	2	1	1	2	1	2	1	2	14
Criminal Arrests "Misdemeandor"	1	4	6	10	8	6	12	10	6	63
Warrant Executed	6	8	1	6	5	2	4	14	6	52
Uniform Traffic Summons Issued	8	9	12	25	34	18	18	9	20	153
# Traffic Stops	41	24	56	89	123	99	54	36	62	584
BOLO'S (Be on Look Out)	9	2	4	7	3	6	4	1	6	42
DUI	1	1	2	0	0	3	0	2	0	9
IBR	15	19	28	27	28	44	24	18	23	226
MVA	10	5	20	17	8	15	11	10	8	104
Assist Motorist	4	9	36	11	5	16	71	10	13	500
Calls for Service	158	188	268	497	383	323	443	348	384	2,992
Alarm Responses	13	8	9	14	23	15	16	20	17	135
ECO/TDO	3	2	3	0	1	0	0	1	0	10
ECO/ TDO HOURS	6	8	26	0	6.5	0	0	0	0	46.5
Court Hours	6	7	11.25	6	3	2	9	5	1	50.25
Citizen Contacts	525	597	2035	1379	725	1570	2217	3611	823	13,482
Businesses, Residences Check "Foot Patrols"	272	142	273	276	190	180	148	240	128	1,849
Follow Ups	7	12	13	3	4	9	8	7	5	68



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Altavista On Track Monthly Report

Staff Resource: George T. Sandridge - Main Street Coordinator

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. AOT Monthly Report - September.docx](#)



Main Street Coordinator Monthly Report September 2021

Businesses Visited/Contacted

- Airabella's
- Blum Skincare
- Clipperz Kutz
- Cottle Multimedia
- Cyclin' Nutz
- Crystal Bay Pools
- Dr. Charles West
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- Lori Watkins – State Farm
- Main Street Café
- Main Street Shoppes
- Miller's Jewelry
- Miss Lee's Dance Expression
- Napa Auto Parts
- Proving What's Possible
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Three Into One Community Project
- Vista Fitness
- Village Barber Shop
- Watts Petroleum

The Main Street Coordinator continued to promote AOT's Downtown Business Investment Grant. As of September 30th, two businesses have completed the grant program (Clipperz Kutz and Heavenly Hair). Two additional businesses (Miss Lee's Dance Expressions and Cottle Multimedia) are currently enrolled in the 3-month program.

The Main Street Coordinator distributed information on the Scarecrow Stroll to downtown businesses. Voting will begin on October 4th and run until Halloween, and voting can be found on the AOT website, by scanning QR codes at each scarecrow, or via paper ballots in Town Hall, the Staunton River Memorial Library, and Main Street Café. As of September 30th, eight (8) businesses have signed up to participate.

The Main Street Coordinator assisted B&F Leasing Company in obtaining funding through the Town's Revolving Loan Fund. The group, which owns 507-521 Main Street, is seeking funding through the loan program to replace the aging roof on their building. The loan application was reviewed by the Loan Review Committee on September 24th and was approved by the Altavista Economic Development Authority (AEDA) at their September 28th monthly meeting.

Information was distributed to two existing businesses regarding AOT's new downtown façade grant program. Applications are available at Town Hall and on the AOT website.

Altavista On Track continued to plan the upcoming Uncle Billy's BBQ/Bourbon/Beer Festival on Saturday, October 2nd at English Park. This family-friendly event will feature live music, a BBQ competition, children's entertainment, lawn games, fire performers, and a fireworks show. AOT will also offer samples from local breweries and distilleries. As of September 30th, seventeen (17) BBQ competitors have signed up to compete in the event. AOT has also secured sponsorships from twenty (20) businesses totaling \$14,500.

Staff continued to meet with the design team to discuss the renovations for the Spark Innovation Center.

The AOT Giblet Jog committee met to begin planning the annual 5K race on Thanksgiving Day. Since the event is in-person again, AOT expects 200-300 participants. Runners can register for the race by visiting www.runsignup.com/Race/VA/Altavista/gibletjog.

The Main Street Coordinator attended a meeting between Frazier Associates and Lisa Moore, owner of the General Store & Inn (534 Main Street) and Main Street Café (600 Main Street). Mrs. Moore will be pursuing AOT's façade grant program upon receipt of the façade renderings.

The Main Street Coordinator participated in several on-camera interviews with regional news organizations to promote the Scarecrow Stroll and Uncle Billy's BBQ Festival.

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

Town Social Media Activities

- Page Likes: 2,320 (+30 during September)
- Page Followers: 2,591 (+42 during September)
- Post Reach: 10,633
- Total Posts: 22 posts
- Most Popular Post: Avoca Museum Director Opening (September 13th) – 1,501 reached

AOT Social Media Activities

- Page Likes: 1,826 (+97 during September)
- Page Followers: 1,793 (+71 during September)
- Post Reach: 21,967
- Total Posts: 12 posts
- Most Popular Post: BBQ Festival Tickets (September 13th) – 15,063 reached



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
October 12, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.G

REPORTS AND COMMUNICATIONS

Title: Community Development September 2021 Report

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

Action(s):

Accept report

Explanation:

Background:

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment 1. CD September 2021 Monthly Report.pdf](#)



MEMORANDUM

To: Clarence Monday – Interim Town Manager

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

Date: October 1, 2021

Re: September 2021 Community Development Report

Permits

Eight (8) Zoning Permits issued during the month of September:

Home Occupations: 0

New Business: 2 – Burke's Outlet at Town & Country Shopping Center
Sweet Izzy's Home Décor moved to 1005 Main St

Signs: 2

Accessory Structures: 4

New Homes or Additions: 0

Plats: 0

Violations

No new zoning violations were reported in September. Four (4) grass cutting complaints were received.

The Community Development Director and Town Attorney will begin the process of placing liens on properties where owners have not paid grass cutting penalties in early October 2021.

Planning Commission:

The Planning Commission met on September 4, 2021, and reviewed the Community Survey, which is one tool being used for the 2040 Comprehensive Plan update. Staff and the Planning Commission discussed the proposed timeline for the Plan. Assistance will be provided by staff of the Central Virginia Planning District Commission (CVPDC). The transportation section of the plan will be funded by the Virginia Department of Transportation (VDOT) and prepared by CVPDC. They will also assist with updating the maps, charts, and SWOT (Strength, Weaknesses, Opportunities, Threats) Analysis.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in September.

Charles Eubanks resigned his seat on the Board of Zoning Appeals.

Sheila Williams was appointed to fill the seat previously held by Johelen Martin and Gary Penn was appointed to fill the one-year unexpired term of Charles Eubanks.

Staff Projects/Meetings:

Renovations for the Spark Innovation Center are ongoing by Piney Ridge Contracting The center is scheduled to open in the Spring of 2022. Staff continues to work on the programming for Spark.

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

The Community Development Director met with staff of Virginia Department of Housing and Community Development (DHCD) to discuss structuring its program for the Acquire Renovate, Sell (ARS) Grant. This is a program funded by DHCD that will allow the town and its partners to purchase undervalued homes, renovate, and sell them. It also permits funds to be used for new construction. Under the program guidelines a maximum of \$45,000 in ARS funds will be awarded per project to restore the home to a comparable market state. The \$45,000 will include \$2,000 for performance deliverables (acquisition: \$500, renovation: \$1,000, resale: \$500) incurred by the provider and \$2,500 for the rehab specialist. The remaining \$40,500 will be available for renovation draws and contingencies. Funding is available through a performance pool on a first-come basis. ARS will not provide administrative/developer fees to the providers, however, ten percent of the net proceeds of the sale can be used towards administrative costs.

David Sage, Executive Director, Virginia Technical Institute (VTI) and the Community Development Director met to discuss partnering on the town's ARS program. The goal is to provide hands-on experience for students, while lowering the construction cost for the town. A formalized partnership will need to be presented to both organizations and approved prior to any work commencing. Staff will advise DHCD that VTI is a program partner.

The town was notified that the \$908,805 grant application to the United States Department of Agriculture (USDA) for its Rural Innovations Stronger Economies (RISE) program to complete the renovations to the first and second floor of the Spark Innovation Center was not approved. The town lost points during the review of applications due to the fact that Memorandums of Understanding (MOUs) had not been created with partner organizations.

The Community Development Director participated in the Joint Legislative Audit & Review Commission (JLARC)/Virginia Chapter of the American Planning Association (VAPA) housing study discussion group. JLARC's 2021 Work Planning includes a study of Virginia housing needs. She is one of approximate 10 Planners statewide discussing

these issues from a Planning perspective. An excerpt from workplan is attached to this report.

The town has issued the sixth \$500 civil penalty to the owner of the derelict structure at 900 Park St. This monthly charge will continue until such time as the building is renovated or demolished. The Town Attorney will proceed with placing a lien on the property.

The Community Development Director has applied for a Phase I Environmental Assessment for a 26-acre parcel adjacent to the river which was part of the Lane Company. This funding for this is provided under the Brownfields Assessment Grant received by the town.

Altavista On Track continues to plan for the Uncle Billy's BBQ/Bourbon/Beer Festival with the assistance of town staff.

The Community Development Director attended the monthly meeting of the Transportation Technical Committee; however due to the lack of an in-person quorum action could not be taken on any items. The TTC members received updates on a proposed amendment to the statewide Transportation Improvement Program (TIP). Information was provided regarding Lynchburg's application to the Virginia Department of Rail and Public Transportation (DRPT) for their Transit Ridership Incentive Program (TRIP), which is a new statewide grant program dedicated to improving transit's regional connectivity in urban areas with a population more than 100,000 and reducing barriers to transit use by supporting low income and zero fare programming. The TRIP program was created by the passing of House Bill 1414 in the 2020 General Assembly session. The electronic meeting policy was forwarded to the Policy Board for their adoptions. Once adopted the rules would apply to the members of the TTC. Members received an overview of the 2045 Long Range Transportation Plan's project prioritization.

Staff continues to work on the creation of a Town GIS system, separate from Campbell County.

The Community Development Director issued a Special Events Permit to Moseley Heights Community Project Team for the Moseley Heights Halloween 5K Run/Walk on October 30, 2021. The race will begin at the fountain at Shreve Park, proceed along 7th St, where runners will take a left onto Amherst Ave, and continue to 14th St where participants will turn around and return to Shreve Park. This route will be run twice by the participants.

The community survey being performed as part of the Comprehensive Plan update was completed by the Central Virginia Planning District Commission (CVPDC) and posted online. It can be completed at <https://www.surveymonkey.com/r/TownOfAltavistaCP>. Hard copies of the survey are available at Town Hall, Staunton River Memorial Library, and YMCA. Staff will explore links.

The Community Development Director continues to meet with Amtek Company, Inc. to discuss purchasing equipment for the marker space inside Spark. Due to the delays in

the project, some items are no longer available. Staff is working to find compatible replacements.

The Community Development Director met with the Virginia Department of Recreation and Conservation to discuss the placement of a bathroom at English Park. They have reviewed the proposed location and stated that it cannot be placed in the 100-year floodplain without additional measure being taken, include a Letter of Map Amendment (LOMA) approve by FEMA. The town will need to use an engineering firm that can certify that the placement of the bathroom will not raise the floodplain by even 0.01". DCR staff stated that if there was an impact to the floodplain that the town could lose its status in the National Flood Insurance Program (NFIP), which could affect the insurance rates for existing homeowners and cause future home loans to be denied due to the ability to obtain insurance for FHA and VA mortgages. A written response from DCR is expected in October.

The Community Development Director attended the Rural Planning Caucus of Virginia where topics included solar development and broadband development in rural localities. She also met with the Director of Broadband for the Virginia Department of Housing and Community Development (DHCD) to discuss funding under the Virginia Telecommunications Initiative (VATI). DHCD has asked the town to submit a formal request to have a Broadband Planner assist Altavista with creating a comprehensive broadband plan. It was also suggested by DHCD that the town apply for a Planning Grant to address the town's housing need. If funded the town could request an analysis of the town's housing stock, housing needs, and potential funding sources to address revitalization of the existing housing stock.

River Street Networks is working with the town on a new quote for phone service at the Spark Innovation Center. Due to delays in the opening of Spark, the previous quote has expired.

The Community Development Director, River City, Piney Ridge Construction, and design team (Hurt & Proffitt, Dominion Seven Architects, and Master Engineering) are working on purchasing and/or exchanging equipment purchased with CARES Act funding that is no longer needed or was not anticipated at the time of the purchase.