



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

**Tuesday, November 9, 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 [Town of Altavista Milestones, New Hires, and Departure List
Attachment 1.September New Hire and Departures.xlsx](#)

3.B [Introduction of Avoca's New Executive Director](#)

3.C [Resolution for Steve Jester's service to YMCA
Steve Jester 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 Citizen's Time is NOT a question-and- answer session between the public and Town Council.)

5. PARTNER UPDATES

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

5.B [Altavista On Track](#)

6. CONSENT AGENDA

6.A [Town Council Work Session - September 28, 2021
Attachment 1.Town Council Work Session 9.28.21.pdf](#)

6.B [Town Council Regular Meeting - October 12th, 2021
Attachment 1.Council RM Minutes 10.12.21.pdf](#)

6.C [Acceptance of Monthly Financial Reports
Attachment 1. October 2021 Check Register
Attachment 2. October 2021 Revenue & Expenditure Report
Attachment 3. October 2021 Reserve Balance / Investment Report](#)

7. PUBLIC HEARING(S)

8. NEW BUSINESS

8.A [Request by the Town of Hurt](#)

Town of Hurt Forgiveness request

8.B Special Event Permit - AOT's Vista BBQ Festival
AOT SE Permit.pdf

8.C American Rescue Plan Act (ARPA) Funds
Attachment 1. Funding Options for ARPA.pdf

8.D FY2023 through 2027 Draft Capital Improvement Plan
Attachment 1. FY2023 Adopted Budget Calendar.pdf
Attachment 2. DRAFT CIP FY2023-FY2027
Attachment 3. DRAFT CIP Summary FY2023-FY2027 - Totals

9. UNFINISHED BUSINESS

9.A Clarion Water Line Project.
Attachment 1. Bid Summary_Altavista Clarion Rd.pdf
Attachment 2. Bid Tabulations_Altavista Clarion Rd.pdf
Attachment 3. Bid_Form_Bond_Wells.pdf
Attachment 4. Monday ltr 110121 Clarion award recommend.pdf

10. REPORTS AND COMMUNICATIONS

10.A Utility Department Reports
VDEM GENERATOR PROJECT REPORT
Clarion Road Water Line Project
WWTP Aeration Project
WTP Filter Rehabilitation
SCADA for Generator Sites
WWTP Phase II-III Electrical Upgrades
Melinda Zone Improvement Report
October 2021 Monthly Staff Report
October 2021 Water / Sewer / Refuse Billing History

10.B Community Development Monthly Report
CD October 2021 Monthly Report.pdf

10.C Departmental Reports - Finance
Attachment 1. Meals Tax Report
Attachment 2. Sales Tax Report
Attachment 3. Lodging Tax Report
Attachment 4. Cigarette Tax Report

10.D Monthly Report - Altavista On Track
AOT Monthly Report - October.docx

10.E Public Works October Reports
Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT OCTOBER 2021.pdf
Attachment 2. FLEET MAINTENANCE DEPARTMENT-OCTOBER 2021.pdf
Attachment 3. STREET DEPARTMENT MONTHLY REPORT- OCTOBER 2021.pdf

10.F [Police Department Monthly Reports](#)
[APD Monthly Activity Report-October 2021.pdf](#)
[Patrol on 29-October 2021.pdf](#)

10.G [Town Council Calendars: November and December 2021](#)
[Attachment 1.Town Council Calendar - November 2021.pdf](#)
[Attachment 2.Town Council December 2021 Calendar.pdf](#)

11. MATTERS FROM COUNCIL

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

12.A [Town Council Closed Session](#)
[CLOSED SESSION 11.09.21. Sections 2.2-3711 \(A\) 1, 5, and 29.pdf](#)

13. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL
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AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Town of Altavista Milestones, New Hires, and Departure List

Staff Resource: JoAnn Myers, HR Administration

Action(s):

Explanation:

Service milestones, new employee hires, and employee departures since October 1st.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.September New Hire and Departures.xlsx](#)

TOWN OF ALTAVISTA
Changes in Employment
07/01/2020 through 08/11/2020



Milestone Recognition

New Hire Listing

Tom Fore (PT)	PW, WP, WW Dept	Interim Public Services Director	10/19/2021
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Termination Listing

Brandon Dillard	PW Department	Maintenance Worker	10/10/2021
Kayla Donigan	Administration	Office Assistant	10/29/2021



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 3.B

RECOGNITIONS AND PRESENTATIONS

Title: Introduction of Avoca's New Executive Director

Staff Resource: Joan Woodson, Avoca Board President

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 3.C

RECOGNITIONS AND PRESENTATIONS

Title: Resolution for Steve Jester's service to YMCA

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

Action(s):

Adopt resolution

Explanation:

Mr. Jester recently retired as the Executive Director of the Altavista Area YMCA. A resolution is being presented for his 50 years of service to Altavista.

Background:

At the recommendation of Councilman Mitchell, Town Council is recognizing Steve Jester upon his retirement as Executive Director of the YMCA.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[*Steve Jester Council Resolution.pdf*](#)



RESOLUTION IN RECOGNITION OF Steve Jester

WHEREAS, the YMCA is the leading nonprofit committed to strengthening individuals and communities across the country; and

WHEREAS, the Altavista Area YMCA works to ensure everyone has the opportunity to reach their full potential with dignity; and

WHEREAS, Steve Jester served as the Executive Director for 50 years guiding its growth and development; and

WHEREAS, under Mr. Jester's leadership, the Altavista Area YMCA added new amenities in its early years, including an indoor pool, three championship tennis courts a new fitness center; and

WHEREAS, Mr. Jester oversaw continuing improvements to its facilities, including a new athletic center, renovated family center, a facelift for the aquatic center, an athletic center addition and numerous other renovations, expansions, and improvement; and

WHEREAS, Mr. Jester has dedicated his life to the career of service to others for the betterment of the Town of Altavista and the region.

NOW THEREFORE, BE IT RESOLVED, that I, Mayor Michael Mattox and the Altavista Town Council, Town staff and citizens all proclaim their appreciation and gratitude to Steve Jester for his outstanding service as Executive Director of the Altavista Area YMCA.

Adopted this 9th day of November 2021.

Michael E. Mattox
Mayor

Clarence Monday
Interim Town Manager



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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 ITEM #: 5.B

PARTNER UPDATES

Title: Altavista On Track

Staff Resource: George Sandridge, Main Street Coordinator

Action(s):

Receive report

Explanation:

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: Town Council Work Session - September 28, 2021

Staff Resource: Crystal Hailey

Action(s):

Approve or amend as directed by Council.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.Town Council Work Session 9.28.21.pdf](#)

Town Council Work Session, September 28, 2021

The September 2021 Work Session for Altavista's Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on September 28, 2021, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present:

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

Also Present:

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

1. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed September 28, 2021, Council Work Session Agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the agenda as presented.

Motion carried:

VOTE:

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

2. Recognitions and Presentations

There were none scheduled for this meeting.

3. Citizen's Time

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Town Council regarding a work session agenda, or non-agenda item.

- Ms. Patsy Lane, 205 Valley View Drive, Altavista, came before Town Council with a request. Mrs. Lane asked Council to approve a Special Use Permit, which would allow her to utilize the town-owned property at the corner of 7th Street and Campbell Avenue.

Ms. Lane reminded Council of the 100 Mile Yard Sale Event that would run from Friday, October 1st through Sunday, October 3rd. She stated her request was to utilize the fore-mentioned property to conduct a yard sale on that Friday and Saturday.

Town Council Work Session, September 28, 2021

Mayor Mattox asked Staff for input on the request.

Interim Town Manager Clarence Monday stated, after some discussion with Ms. Lane, Town Staff believed the request needed consideration for approval from the town's governing body (Town Council), due to the request involving town property.

Mayor Mattox stated any action taken for this request would set a precedent for future requests of a similar nature. He asked Town Council for their input on the matter.

Councilman Mitchell referenced the 100 Mile Yard Sale Event that was held twice a year, once in spring and once in fall. He stated he believed the town was missing an opportunity that would bring visitors into Altavista by not allowing town citizens to set up throughout the town. He stated he felt the town should encourage participation.

Mr. Mitchell shared his favor with allowing a Special Use Permit for this event only, not for any other weekends during the year.

Mayor Mattox stated, with the request being for the upcoming weekend, Council would need to vote on the request that evening.

Councilman Jay Higginbotham made a motion, seconded by Councilman Emerson, to approve the Special Use Permit requested by Ms. Patsy Lane to use the town-owned property on the corner of 7th Street and Campbell Avenue to hold a yard sale on Friday, October 1st and Saturday, October 2nd.

Mayor Mattox asked Town Council if they had any questions or comments in regard to the request or the motion made for this item.

Interim Town Manager Clarence Monday stated staff was also seeking direction from Council whether or not to impose the Special Use Permit fee for this request.

Councilman Emerson asked for the cost of a Special Use Permit, to which Mrs. Shelton, Altavista's Finance Director, stated the cost was \$25.

Vice Mayor Bennett asked, after seeing sellers set up, what would prevent someone else from trying to set up at that location.

Councilman Higginbotham stated Ms. Lane's approved Special Use Permit would allow her to decline others from being there on the designated dates.

Mr. Emerson stated Ms. Lane should not be responsible for "policing" the parking lot during her time permitted to sell.

Mayor Mattox reminded Ms. Lane that the Altavista Trade Lot, run by the Altavista Band Boosters, had spaces available for selling items during the dates she desired. He stated the trade lot was a way for the band boosters to raise funds for their organization.

Mayor Mattox stated, if Ms. Lane's request is approved by Council, there be further discussion by Town Council at a future date to determine a precedent moving forward.

After discussion and consideration, there was a consensus of Council to waive the \$25 fee associated with this permit on a "one-time basis" for this request only; and to continue the discussion at a future meeting to determine the precedent for all future requests, similar to this one, regarding using town-owned property for "yard-selling" during the 100 Mile Yard Sale Events.

Councilman Higginbotham amended his motion to include the \$25 fee waiver.

Town Council Work Session, September 28, 2021

Motion carried:

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

- Ms. Brianna Peterson, 2110 Laurel Lane, Altavista, came before Town Council with a request for them to consider having a “Dog Park” in the Town of Altavista.

Ms. Peterson stated she felt Altavista was a great place to raise children, but believed the town could do better at accommodating dogs. She stated, currently, the only option in the immediate area for “unleashed” dogs was to travel to Chatham or Lynchburg.

Ms. Peterson shared with Council a feasibility study from a similar sized town that considered a dog park for their locality. She stated it was a joy for her to see other dog owners training their dogs to be unleashed and in the community safely.

Ms. Peterson stated she knew of several hunters with hunting dogs, as well as dog breeders in the Altavista area that would also love to have a dog park in town. She asked Town Council to consider conducting a feasibility study in regard to such.

Mayor Mattox asked Town Council if they had any questions and/or comments in regard to this subject.

Vice Mayor Bennett stated he was an owner of two dogs, and felt dogs were like family. He stated he worked in town and saw individuals walking their dogs on a daily basis.

Mr. Bennett informed Ms. Peterson of a survey that Sharon Williams, Altavista’s Community Development Director, was currently working on in order to gather citizen input for the Planning Commission to utilize during the revision process of the town’s Comprehensive Plan.

Ms. Williams stated the survey would be offered to the public on Friday, October 1st.

Mr. Bennett suggested to Ms. Peterson that she take the survey and share her thoughts regarding the need for a dog park in Altavista.

Councilman George informed Ms. Peterson that the Altavista Parks & Recreation Committee had a long-term plan developed a few years ago, and a dog park was part of that plan. He stated the item was scheduled to be considered in the next couple years.

There were no additional comments from Town Council regarding this subject.

Mayor Mattox thanked Ms. Lane and Ms. Peterson for their time. He encouraged citizens to reach out to Town Council or Staff anytime they had questions or concerns regarding the town.

4. Items Referred from Previous Meetings

4.1 Dalton’s Landing Canoe Launch – Consideration of a Public, Portable Toilet Staff: Tobie Shelton, Treasurer/Finance Director

Background:

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

Town Council Work Session, September 28, 2021

Mrs. Shelton informed Town Council, as quoted from the town's current portable toilet vendor, the cost to place a portable toilet at the canoe launch was \$85, every four (4) weeks.

Mrs. Shelton stated there were funds remaining in reserves, that were earmarked for the Dalton's Landing project, and if this item was approved, would cover the cost of a portable toilet at the site for the remainder of the current fiscal year (2022). She stated, going forward, the cost would be considered as part of the overall operational budget for the site.

Councilman Higginbotham asked if a portable toilet was considered a seasonal item.

Mayor Mattox stated there were patrons that utilized the river for activities during the entire year. He stated he believed the toilet was a necessary item all year long.

There was a consensus of Town Council to place this item on the October 12th Regular Meeting Consent Agenda for official approval.

Councilman Higginbotham asked if staff had reached out to Campbell County and inquired if they would assist with the annual cost related with this item for Dalton's Landing.

Altavista Finance Director, Tobie Shelton, stated staff had not, but would be happy to.

4.2 Jenks River Trail – Placement Discussion

Staff: Jeff Arthur, Altavista Public Works Building & Grounds Supervisor

Background:

Once complete, the Jenks River Trail will offer an extension of Eagle Trail in English Park, which will be connected by the new pedestrian bridge and run parallel to the river. At their September Regular Meeting, Town Council requested this item be placed on their September Work Session Agenda to continue the discussion for the most viable placement of the Jenks River Trail.

Mayor Mattox asked for input from Public Works Building & Grounds Supervisor Jeff Arthur in regard to this item.

Mr. Arthur stated, during his walk at the trail site with Engineer Ben Leven, Hurt & Proffitt, Mr. Leven had concerns with the ravine and wetlands towards the upper end of the trail. He stated Mr. Leven confirmed the trail could be placed at either available option, but there would need to be another pedestrian bridge added if the trail went over the ravine.

Councilman Higginbotham shared his favor with the option of the Jenks Trail being closest to the river. He stated he believed that location would be the most ideal esthetically.

Councilman George reminded Council that David Garrett, previous Public Works Director, precured quotes for two surface options. He stated he would be in favor of either location for the Jenks Trail's placement, however the project was not currently budgeted.

Councilman Lowman stated he would like to see the trail area in person to gain perspective of which location option may be the most viable for placement.

Councilman Mitchell shared his favor with either placement option, but stated, if the Jenks Trail project was placed on the FY2023 CIP, it could take up to eighteen months before the project was completed. He said, for that reason, and to move this project forward sooner, he favored the "field" option for the trail's placement more, which was already partially laid out.

Mr. Mitchell stated some people did not care to walk through a wooded trail, and it would also be a lot warmer to walk in the field rather than under tree coverage in winter months.

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Mr. Mitchell stated, if the field option was chosen for the Jenks Trail, he suggested allowing Public Works to move forward with utilizing the town excavator to remove “stumps” from the field in preparation of the trail.

Councilman Emerson stated he also felt either location would be favorable to trail walkers, but he liked the idea of the trail being close to the river. He stated every time he visits English Park there were numerous patrons utilizing the park and walking the existing trails.

Mr. Emerson stated, to move this project forward, suggested utilizing the remaining Jenks funds to start the process, and placing the remaining work in the FY2023 CIP Budget.

Mr. Emerson also suggested Council meet as a group at the potential trail site(s) before the next work session, to gather a visual perspective of the area before making a final decision on placement.

Vice Mayor Bennett stated he also favored Mr. Mitchell’s suggestion of moving forward with removing the stumps from the trail area.

Mr. Bennett referenced a previous conversation by Council and suggested the town consider a bi-annual tax billing. He stated, if implemented, there would be a one-time sum of approximately \$250,000 the town could utilize for a project such as the Jenks Trail.

Mayor Mattox stated he was ready to see the Jenks Trail project moving forward. He suggested allowing staff to procure quotes for the scope of work once the placement of the trail had been decided.

Mayor Mattox stated he also agreed that Council needed to meet as a whole to view the potential trail areas.

Councilman Higginbotham referenced the pedestrian bridge the town placed at the end of Eagle Trail in preparation of connecting it to the new Jenks Trail. He reminded Council of the bridge’s cost, \$26,050.

Mr. Higginbotham suggested, due to rising material costs, moving forward with ordering a second bridge, knowing the fore-mentioned ravine would need to be addressed.

Mr. Higginbotham stated, if the field was going to be utilized for a portion of the Jenks Trail, he suggested not excavating the path any further, but laying a stone foundation and covering it with town-owned millings to save costs.

Councilman George reminded Council the pedestrian bridge project, connecting Eagle Trail to the Jenks Trail, and the river overlook project both went over budget, and he felt it was due to the town completing the work themselves.

Mr. George stated, due to Public Works currently being short-staffed, he suggested allowing staff to procure quotes for the second Jenks Trail bridge.

Councilman Emerson referenced the funds that had not been used that were allocated for the previous PCB issue regarding the water overflow pond at the Water Treatment Plant. He stated, with the current project of “de-watering” the pond, he suggested Council consider utilizing a portion of those funds to help fund the Jenks Trail Project.

Mayor Mattox stated the Utilities Director, Tom Fore, was aggressively working to de-water the pond in order to backfill it. He stated, when that process was complete, the town would be in a better position to consider whether or not to use the funds.

There was a unanimous consensus of Town Council to continue the September Work Session until Tuesday, October 12th at 5:00 p.m., and meet at English Park for a tour of the Jenks Trail area.

Councilman Higginbotham stated, with fall weather approaching and the need for grass mowing decreasing, he suggested allowing Public Works to start clearing out the trail area.

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Mayor Mattox stated, if there was a consensus of Council, he was ok with the suggestion, but only when time was available for them to do so after their normal duties.

There was a consensus of Town Council to allow the town’s Public Works Department to start clearing the trail area, when time was available.

5. Items for Discussion - New and Unfinished

5.1 Town Clerk Appointment

Background:
The Town Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels. With the recent departure of both the Town Manager and Assistant Town Manager, Council will need to appoint an “Acting Town Clerk”, until the position of Town Manager is filled.

Mayor Mattox asked if Town Council had any questions or concerns in regard to the Acting Town Manager holding the title of Acting Town Clerk, to which there were none.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve Clarence Monday, Interim Town Manager, as the Acting Town Clerk, until such time as a permanent Town Manager for the Town of Altavista could be hired.

Motion carried:

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

5.2 FY2021 Carryover Request

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.

Mrs. Tobie Shelton, Altavista’s Finance Director, came before Council to request to carry over \$273,870 in funds from the FY2021 Budget, to be earmarked in reserves for use in the FY2022 Budget, to complete identified CIP Projects.

Mrs. Shelton stated, if approved, this action would relocate the unexpended funds from the FY2021 Budget into reserves, earmarked for the stated use. She stated, once the expenditures were made, staff would present a budget amendment for Council’s approval.

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

There was a unanimous consensus of Council to place this item on the October 12, 2021, Regular Meeting Consent agenda for official approval.

5.3 FY2023 Budget/CIP Calendar

Background:
Annually Council approves a budget calendar that includes deadlines for department directors to submit information to the Finance Director, dates for advertising and conducting public hearings, and a timeline for review and adoption of the next fiscal year budget.

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During the FY2022 Budget process, Town Council requested to review department CIP requests much earlier in the budget process (fall/winter), giving them additional time for consideration of the items.

Mrs. Tobie Shelton, Altavista's Finance Director, shared with Council the draft calendar for FY2023's Budget/CIP process timeline for Town Council's review and consideration.

Mrs. Shelton stated, as was the case each year, Staff would provide the Altavista Community Transit System (ACTS) draft budget to Council in mid-November, so the proposed budget could be considered in December, in order for Town Staff to have ample time to prepare the grant application that was due in January 2022.

Mrs. Shelton also stated the budget calendar continued to include dates for continued work sessions on Wednesdays following each Town Council Work Session in January, February, and March, to allow Council ample time to consider the items related to the budget and the capital improvement plan, if additional time was needed beyond the regularly scheduled work sessions.

Mayor Mattox asked Town Council if they had any questions regarding the draft FY2023 Budget/CIP Calendar, to which there were none.

There was a unanimous consensus of Council to place this item on the October 12, 2021, Regular Meeting Consent agenda for official approval.

5.4 Horizon Behavioral Services Request

The Altavista Police Department's (APD) Chief, Tommy Merricks, informed Town Council that Horizon Behavioral Health Services had contacted him regarding the possibility of placing a prescription drop box at Town Hall for citizens to get rid of unused prescription medication. He stated, if approved, he believed the safest location would be at the end of the hallway entering the police department.

Chief Merricks stated Horizon also offered to provide the APD with an incinerator to dispose of the drugs put in the drop box, as well as any drugs that had to be destroyed after court cases. He stated the dropbox and incinerator was being offered at no cost to the town and it would greatly benefit the APD.

Mayor Mattox asked Town Council if they had any questions regarding this request.

Councilman Mitchell asked Chief Merricks if he believed placing the dropbox inside would be better than having it in the parking lot.

Chief Merricks stated he believed the dropbox would be more secure if placed inside, near the police department.

Mr. Mitchell also suggested the town consider offering a "safe space" in the Town Hall parking lot for such uses as citizens needing to transfer children from one parent to another, or for use as a secure spot for meeting sellers/buyers from online purchases.

Chief Merricks stated the suggestion was a good idea, but if implemented, it would require the town to have advanced security cameras monitoring the area for security purposes.

Mr. Mitchell asked that the item, be considered during the FY2023 CIP Budget process.

Councilman Emerson shared his favor with the APD having a prescription dropbox. He stated, as a police officer, there were times he had to enter a home for a DOA call and there were numerous bottles of prescription drugs in the home. He stated this was a great way for APD officers to dispose of those types of items.

There were no additional questions or comments from Council regarding this matter.

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Mayor Mattox stated, with Horizon Behavioral Services paying for the dropbox service and incinerator, with no cost to the town, the item could be voted on that evening.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Bennett, to approve Chief Merricks’ request to authorize Horizon Behavioral Services to place a prescription dropbox at the APD’s Town Hall location.

Motion carried:

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

5.5 Designation of Police

Background:

The Code of Virginia authorizes the designation of police to enforce trespassing violations. In order for the Town of Altavista to do so, a new section would need to be added to the Town Code.

Altavista Police Chief, Tommy Merricks, came before Town Council in regard to this item.

Chief Merricks stated, by having this prevision in the Town Code, helps keep citizens/property owners from having to take trespassing violators to court.

Chief Merricks informed Council that the new property owner of the 1200 Avondale Apartments recently inquired about the Altavista Police Department (APD) being able to enforce trespassing violations at the property.

Chief Merricks stated Town Attorney, John Eller, had drafted Sec 46- 81.1 to reflect this action in the Town Code for Council’s review and consideration.

Mayor Mattox asked Town Council if they had any questions regarding this matter.

Councilman Emerson informed Council that the Campbell County Sheriff’s Department follows the State Code in this matter, and he believed the APD and the Altavista community would all benefit from doing so.

Councilman Jay Higginbotham made a motion, seconded by Councilman Emerson, to accept Chief Merricks’ recommendation and approve the amendment to Town Code Section 46- 81.1, reflecting the authorization of the APD to enforce trespassing violations.

Motion carried:

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

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

Town Council Work Session, September 28, 2021

5.6 Town Council Rules of Procedure

Background:

One goal from Town Council's March 2021 Retreat, was to develop a set of Council Rules of Procedure and Code of Ethics. 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 to Council for their review and comment at the July 27th work session. 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 were brought back for additional review at their August 24th Work Session. There was a consensus of Council to place this item on the September regular meeting agenda for further discussion and consideration. At the September regular meeting, it was the consensus of Council to postpone discussion of this item, due to all Council members not being present, and to place this item on the September work session.

Mayor Mattox asked Town Council if they had any further questions, comments, or change requests in regard to the draft Council Rules of Procedure and/or Code of Ethics.

Vice Mayor Bennett suggested there be an amendment to the rules in regard to Council's attire at work sessions. He stated the existing rule only addressed regular meetings.

Mr. Bennett asked Council to consider having monogramed polo shirts to wear at their work session. He stated he believed it would be more presentable to the public than just wearing regular clothes.

Vice Mayor Bennett also referenced the rule of calling a "special meeting" among Council. He stated, currently, the rule stated that the Mayor or the Town Manager could call a special meeting, and two Council members could also call a meeting if submitted to the Mayor or Town Manager in writing.

Mr. Bennett asked, if he had an item he wanted to discuss before a regular meeting, could he call a special meeting.

Mayor Mattox stated he could, but under the authority of the Mayor or the Town Manager.

Councilman Mitchell asked if the Mayor or Town Manager could call a special meeting without consulting Town Council, to which Mayor Mattox stated they could.

Vice Mayor Bennett stated the Rules of Procedure were a "work in progress" and Council could amend the document at any time changes needed to be made.

Councilman Mitchell referenced a rule currently in the draft document that stated the town would provide a DVD copy of a Council meeting if requested. He stated, now that all Council meetings were live streamed on the town's website for viewing and archived for reference, he believed the item could be removed from the Rules of Procedure.

Mr. Mitchell also referenced a rule in the draft document that stated Council members should stay on topic with the agenda items presented for each meeting and not discuss non-agenda items until the end of the meeting, or the Mayor would interrupt and redirect the conversation back to the agenda.

Mr. Mitchell stated he believed Council members, including himself, sometimes had difficulty staying on topic and he would like to see this rule followed more closely in order for Council meetings to be more efficient.

Councilman Mitchell referenced a third item in the draft Rules of Procedure. He stated he believed "motions" to approve an item on an agenda should be articulated in more detail, in order to give Town Staff clear direction of Council's intent.

Town Council Work Session, September 28, 2021

Mr. Mitchell referenced one last item, Resolutions/Proclamations by Town Council and/or the Town of Altavista. He stated there had been times when he was unaware of a resolution until he arrived to the meeting. He suggested, when a resolution was proposed, it be shared with all Council members, allowing them all to be aware.

Mr. Mitchell also asked if any Council member could propose a resolution, or if the action could only come from the Mayor or Town Manager.

Mayor Mattox stated any Council member could propose a resolution for consideration. He stated resolutions were usually for recognition of service and proclamations were for recognizing specific days, weeks, or months for awareness of an item or cause.

Mayor Mattox stated a resolution or proclamation was typically included in Council packets delivered to them on the Friday before a meeting. He stated, if Council wanted to change the delivery option, they could do so during this draft process.

Councilman Mitchell referenced the item fore-mentioned by the Vice Mayor, Special Called Meetings. He said the draft document stated, “as deemed necessary”, however, he believed there should be a more in-depth definition of what would be deemed necessary.

Mayor Mattox asked the Town Attorney, John Eller, for his input on this matter.

Mr. Eller stated it would be impossible to narrow down a definition, due to there being so many circumstances that a special meeting could be called for.

Mr. Mitchell stated the same rule also stated the Mayor or Town Manager could call a special meeting. He asked if that should remain the same or considered for change.

Mr. Eller stated that rule, which was Section 2-4a. of the Town Code, was reflective word-for-word of the Virginia State Code.

Councilman Higginbotham pointed out that Section 2-4b. stated two or more Council members could also call a special meeting. He asked Mr. Eller if that was in the State Code.

Mr. Eller stated it was not, but it was previously added to the Town Code as an option.

Mr. Higginbotham referenced Councilman Mitchell’s remark pertaining to the item/rule that the town offered DVDs of its Council meetings. He suggested, since the town did not currently have the capability to produce a DVD, the wording should be changed to electronic or digital copy.

Town Council was in consensus to do so.

Mayor Mattox referenced the item in the draft Rules of Procedure that stated Town Council members would wait to be recognized by the Mayor before offering input on an item. He stated he preferred to stay in the designated order for comments, which he believed allowed the meetings to run more efficiently.

Mayor Mattox stated this rule was followed most of the time, but on some occasions was not. He asked that Council members remember this rule during future meetings in order to keep meetings moving forward productively.

Mayor Mattox asked Town Council if they had any additional questions, comments, or concerns regarding the draft Town Council Rules of Procedure and Code of Ethics, to which there were none.

There was a unanimous consensus of Town Council to place this item on the October 12, 2021, Regular Meeting Consent agenda for official approval, with the suggested amendments made by Council this evening.

Town Council Work Session, September 28, 2021

5.7 Avoca Request for a Memorandum of Understanding

Background:

The two positions at Avoca, Museum Director and Events Coordinator, were classified as Town positions on July 1, 2018. The primary reason for the change was to improve the benefits for Avoca's employees. Once the two positions were identified in the Town's Classification and Compensation Plan, the employees began working under the Town's employee handbook. At their most recent board meeting, the Avoca Board of Directors requested a Memorandum of Understanding (MOU), outlining the responsibilities of both the Town and Avoca regarding the two positions held at Avoca that were now classified as town employees.

Interim Town Manager Clarence Monday gave Town Council an update on this item.

Mr. Monday informed Council that Town Attorney John Eller prepared a draft MOU, and the Avoca Board had reviewed the draft. He stated the draft MOU was in the Town Council meeting packets for their review and consideration.

Mr. Monday stated the draft MOU would give the Avoca Board the authority to hire and manage the museum's executive director and any other personnel deemed necessary to properly operate and maintain the property. He stated the document stated the employees would serve under the direction of the Avoca Board, not the town.

Mr. Monday said the draft MOU also stated the Avoca Board would have the authority to determine the manner in which its employees were compensated, either directly through the Historical Society, or by the Town of Altavista. He stated, if the town was designated, the prevailing document would be the town employee manual.

Mr. Monday stated the draft document also stated the compensation of the Avoca Board of Directors and the terms of office for its members would be determined by the Avoca Board, with no less than one member being from Town Council or from Town Administrative Staff.

Mr. Monday stated he and the Town Attorney were available to answer any questions Town Council may have in regard to the draft MOU. He stated, at that time, Town Council may choose to amend or approved the draft MOU document.

Mayor Mattox asked Town Attorney John Eller if he believed the draft MOU covered all legal matters between Avoca and the Town of Altavista regarding Avoca employees, to which Mr. Eller confirmed he did.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the draft MOU.

Councilman Mitchell asked for clarification of item number three in the MOU, which stated the Avoca Board could hire "any other employees" as deemed necessary. He stated that he thought there were only two Avoca positions, one full time and one part time.

Mr. Mitchell stated he did not believe the wording was clear that Avoca did not have the authority to hire five or six additional employees and expect the town to cover that expense.

Mayor Mattox reminded Town Council that Avoca was given an annual budget to stay within, which would cover the two current employee positions of executive director and events coordinator.

Town Attorney John Eller stated that paragraph two of that item confirmed that Avoca would be operated by their Board, but under the oversight of Town Council.

There were no additional questions or comments from Council regarding the draft MOU.

Town Council Work Session, September 28, 2021

Vice Mayor Bennett made a motion, seconded by Councilman George, to approve the Memorandum of Understanding between the Avoca Board of Directors and the Town of Altavista as presented.

Motion carried:

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

Mayor Mattox thanked the Avoca Board members attending the meeting that evening and to all Avoca Board members for the good work they do for the community.

5.8 Moseley Heights Community Project Team – 5K Run/Walk

Background:

Representatives of the Moseley Heights Community Project Team spoke before the regular meeting of Town Council on September 14, 2021, to request permission to hold a 5K Run/Walk Event on October 30th at Shreve Park in Altavista, to benefit William Barnwell. The request was to utilize Shreve Park to hold the event from 11:00 a.m. - 4:00 p.m.

Altavista Community Development Director, Sharon Williams, came before Town Council to discuss this item further.

Ms. Williams informed Council that she, as the Community Development Director, Chief of Police Tommy Merricks, and Interim Public Works Director Teri Anderson had discussed the request and met with the applicants in regard to the race route. She stated, if approved, the planned route would be with minimal impact to traffic and pedestrians.

Ms. Williams referenced the \$500 donation the Moseley Heights organization also requested at the previous meeting. She stated, with the number of sponsors and 5K participates, the event was projected to earn \$3,000 in revenue, with an estimated \$1,700 in expenses.

Ms. Williams stated, if Council decided to approve the donation request, the organization intends to give the funds raised by this event to the Barnwell family. Ms. Williams stated she was available to answer any questions.

Councilman George asked if Council needed to approve the changes to the race route.

Ms. Williams stated staff could use Council's approval for the race from the previous meeting to cover the route changes. She stated the consideration from Council that evening was for the \$500 donation request.

Town Attorney John Eller stated he was concerned with the funds being given directly to an individual/family. He stated this decision would set a precedent for such future requests.

Ms. Williams stated any funds raised by this event were intended for the Barnwell family, but all donations would be received and processed through the organization.

Mayor Mattox asked if the non-profit had completed their 501c3 paperwork.

Ms. Williams stated staff did not have the required paperwork at that time, but staff would gather the documents by the October 12th Council Meeting.

Mayor Mattox stated he applauded Sheila Williams for forming the Moseley Heights Community Project Team organization to help her community.

Town Council Work Session, September 28, 2021

Mayor Mattox stated, for future requests, Town Council would like to have more time for consideration of an event request or monetary donation. He stated advance notice would help Council and staff be better prepared to consider the request.

Vice Mayor Bennett stated he was registered for the 5K event and encouraged other Council members and staff to participate as well.

There was a unanimous consensus of Town Council to place this item on the October 12, 2021, Regular Council Meeting Consent Agenda for official approval, with the provision that the organization completes their 501c3 registration paperwork by that date.

6. Updates and Informational Items

6.1 Vista Theater – Roof Replacement

Background:

Town Council desired to place a new roof on the Vista Theater to secure the structure from additional weather damage. At their August 24, 2021 Council Work Session, Staff was directed to hire Master Engineers & Designers to assess the Vista Theater's structure and inform the town of items that would need to be done to make the building structurally sound so the town could move forward with its revitalization efforts.

Altavista's Community Development Director, Sharon Williams, updated Town Council in regard to the progress of this item.

Ms. Williams stated she contacted Hurt & Proffitt, one of the town's on-call engineer firms for architectural, structural, and project management services. She shared with Council Hurt & Proffitt's \$26,600 proposal, which would include the same team they used for the Spark Innovation Center: Hurt & Proffitt, Master Engineers & Designers, and Dominion Seven Architects.

Ms. Williams stated there would be an additional cost for the town to rent a scissor lift for the project, however the town could utilize their existing Brownfields Grant to cover the cost for the necessary lead and asbestos testing of the Vista Theater building.

Ms. Williams stated, at that time, Town Staff was recommending the town move forward with Hurt & Proffitt's proposal.

Mayor Mattox asked Town Council if they had any questions regarding this item.

Councilman Higginbotham stated the new HVAC system for the Vista Theater would need to be a roof-top design, therefore, he recommended Hurt & Proffitt design the roof structure to include more substantial roof trusses to support the future HVAC system. He suggested consulting with a local HVAC company on the project.

Ms. Williams stated she did not have that cost in the initial proposal request to Hurt & Proffitt, but she had reached back out to Hurt & Proffitt to add the request. She stated the proposal would be revised to reflect the additional cost.

Mr. Higginbotham asked why an architectural firm was needed at that time.

Ms. Williams stated primarily to make sure the town does not do anything to the building that would damage their ability to secure historic tax credits for the property.

Councilman Lowman stated an architectural firm would also help determine estimated costs for this phase of the project.

Councilman Mitchell stated he was under the assumption that Phase I of the project would include, not only addressing the roof, but also any other damage created by the fire that previously took place in the building, which would include the balcony area.

Town Council Work Session, September 28, 2021

Mr. Mitchell stated he believed the Phase I assessment should include all items that would give the town direction on how to bring the building up to code and allow the town to secure an “occupancy certificate” from a building inspector, in order to move this project forward for sale or use.

Councilman Lowman confirmed the balcony was damaged from the fire and therefore needed to be included with the Phase I assessment.

Ms. Williams stated she would convey the request to Hurt & Proffitt.

Vice Mayor Bennett stated he believed the town should acquire a full evaluation of the Vista Theater building pertaining to its structural integrity.

Mayor Mattox reminded Council, during previous discussions, they decided to move forward with the evaluation process one step at a time, and this was Phase I of that process.

Ms. Williams suggested the town continue with its initial plan to implement phases for this project, and stated she believed by doing so, would be the most beneficial and economical to the town. Ms. Williams stated Phase I, Hurt & Proffitt’s proposal, would give the town a viable start and better understanding on how to move forward with this project.

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

There was a consensus of Town Council to authorize Ms. Williams to move forward with Hurt & Proffitt’s \$26,600 proposal for Phase I of the Vista Theater project.

7. Public Comment (Non-Agenda Items)

There were no public comments on this date.

8. Matters from Council

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

- Councilman George referenced the upcoming Uncle Billy’s BBQ, Bourbon, and Beer Festival on October 2nd in English Park. He asked permission to set up a tent at the event to sell raffle tickets for the Altavista Fire Company.

Altavista’s Main Street Coordinator and the festival’s Event Coordinator, George Sandridge, stated, if Council approved, there would be no issue with him doing so.

Community Development Coordinator Sharon Williams informed Mr. George he would be responsible for bringing his own tent and table.

There was a consensus of Town Council to allow Councilman George’s request.

- Councilman George also referenced a previously approved (FY2022) CIP item, placing permanent public bathrooms in the rear section of English Park. He stated the project was postponed until the town could confirm whether or not the restrooms could be placed in the desired location, due to the concerns of being in a potential flood zone.

Mr. George stated there was \$124,000 allocated in the Town Budget for this item and suggested allowing Town Staff to contact an engineering firm to continue the investigation process for the CIP project.

Vice Mayor Bennett reminded Council the town was currently paying eighty-five dollars per month to have a portable toilet in that location.

Town Council Work Session, September 28, 2021

Councilman Mitchell suggested allowing Town Staff to request RFQs for this CIP item in order to keep the project moving forward.

There was a consensus of Town Council to do so.

Councilman Lowman asked Council to be open-minded to the potential placement of the restrooms, as they may have to be located in a different area than initially indicated.

- Councilman Higginbotham referenced the few areas on the riverbank in English Park that were having erosion issues. He asked for an update on this matter.

Interim Town Manager Clarence Monday informed Town Council that he and Jeff Arthur, Public Works Buildings & Grounds Supervisor, recently met with an engineer from Hurt & Proffitt at English Park to review the erosion issue.

Mr. Monday stated the engineer was preparing a report for Council with options to address the erosion issue and costs associated with each option. He stated staff would have the report for Council's review at their October 12th Regular Meeting.

Mr. Monday suggested, while at English Park on October 12th at 5:00 for the continued meeting, Town Council could, not only look at the placement options for the Jenks River Trail, but also view the areas of the riverbank erosion, so they would have a visual reference of the issue when discussing the item in Council Chambers later that evening.

There was a consensus of Town Council to do so.

Councilman Higginbotham asked if the town could use rip raff on the riverbank areas with the erosion issue.

Mr. Monday stated the concern would be to do something that would cause destabilization to the riverbank. He stated the engineer would have options in the report for long-term solutions for the erosion issue.

- Mayor Mattox referenced Vice Mayor Bennett's suggestion for the Town of Altavista to consider following Campbell County's implementation of bi-annual tax billing. He stated, by doing so, would give the town a onetime sum of approximately \$240,000 to use towards future CIP projects, such as the Vista Theater Revitalization Project.

Vice Mayor Bennett stated he believed a bi-annual tax billing would help citizens by not having to pay a large lump sum at the end of the year.

Councilman Mitchell stated the town had done a great job at offering citizens multiple ways to pay their town utility bills, but he was not in favor of bi-annual tax billing.

Mr. Mitchell stated he believed the localities that were implementing bi-annual tax billing needed to do so for funding reasons.

- Vice Mayor Bennett referenced three traffic lights intersecting with Seventh Street: Lola Avenue, Amherst Avenue, and Campbell Avenue. He stated the lights were the old style (hanging) lights, not on steel poles like the rest of the town's traffic lights, and it was hard to find parts for the traffic lights when they need fixing.

Mr. Bennett asked Jeff Arthur, Public Works Supervisor, to investigate whether or not replacement/upgrading the fore-mentioned traffic lights were on Public Works' current CIP schedule, and if not, he suggested they be placed on a future CIP.

Town Council Work Session, September 28, 2021

Mayor Mattox asked Tobie Shelton, Finance Director, if Highway Funds could be used for this project, to which she confirmed they could.

- Vice Mayor Bennett also informed Jeff Arthur of a pothole on Franklin Avenue, closest to Main Street near Crystal Bay Pools business parking lot.

Mr. Arthur stated he would take care of the issue.

- Councilman Emerson asked Altavista's Main Street Coordinator, and BBQ Festival Event Coordinator, George Sandridge for an update on the ticket sales for the festival.

Mr. Sandridge informed Council there were currently over six hundred tickets sold and the number was increasing every day.

- Councilman Emerson also referenced the Rustburg Middle School and its current demolition. He suggested the town contact the contractor conducting the demolition to inquire about getting some of the debris to help fill in the town's overflow pond.

Mayor Mattox and Council agreed with Mr. Emerson's suggestion.

Councilman Higginbotham recommended first finding out if the brick had been painted with possibly lead paint, and if the concrete floor had asbestos tile on it or not. He stated neither of which the town would want to use for the overflow pond project.

- Councilman Mitchell asked for Council's input if there was any interest in adding a "lazy river innertube pool" to English Park for future CIP consideration. He stated, if so, he would gather the costs associated with the item for Council's review and consideration.

There was a consensus of Town Council for Mr. Mitchell to gather the information for the potential of having a lazy river in English Park.

- Town Attorney John Eller referenced an item previously discussed that evening, Rules of Procedure. He stated, pertaining to Town Code Section 2-4b. would be in line with the State Code if "Town Manager" was removed from having the sole ability to call a special meeting of Town Council.

There was a consensus of Town Council to allow the Town Attorney to make the said amendment to Section 2-4b. of Altavista's Town Code.

9. Closed Session

Date: Tuesday September 28th, 2021

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

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

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Wayne Mitchell.

Town Council Work Session, September 28, 2021

Motion carried.

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

Town Council went into Closed Session at 6:51 PM.

Notice was given that Council was back in regular session at 7:05 PM.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

Town Council voted unanimously (7-0) to appoint Gary Penn to the Board of Zoning Appeals.

10. Adjournment

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

There was a consensus of Town Council to continue their September Work Session on Tuesday, October 12th at 5:00 PM, at English Park to review the riverbank erosion issues and Jenks River Trail placement options.

Mayor Mattox adjourned this portion of the meeting at 7:10 PM, to be continued on Tuesday, October 12, 2021, at 5:00 PM.

Michael E. Mattox, Mayor

Clarence Monday, Interim Town Manager
Acting Town Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Town Council Regular Meeting - October 12th, 2021

Staff Resource: Crystal Hailey

Action(s):

Approve or amend as directed by Town Council.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.Council RM Minutes 10.12.21.pdf](#)

Town Council Regular Meeting October 12, 2021

The Altavista Town Council continued the September 28th Work Session on Tuesday, October 12th at 5 p.m. at English Park; to review the riverbank erosion issue and the Jenks River Trail placement options for further discussion and consideration at their October regular meeting.

After returning from English Park, Mayor Mattox adjourned the continued work session at 6 p.m.

Town Council held their regular scheduled meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building at 510 Seventh Street on October 12, 2021, at 6:00 p.m.

- 1. At six o'clock p.m., Mayor Mike Mattox called the regular 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
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. Tom Fore, Public Utilities Part-time Administrator
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Mr. Tom Fore, Altavista Utilities Director, 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 October 12th Agenda.

- #8A. New Business:
Altavista Police Department - Designation of Police for Trespassing Violations.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed October 12, 2021, Town Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Lowman, to approve the October 12th Town Council Meeting Agenda as amended.

Motion carried

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

Town Council Regular Meeting October 12, 2021

3. Recognitions and Presentations

A. Personnel Changes

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

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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Departure Listing:

Amanda Owens	Assistant Town Manager	9/03/2021
Mike Hudson	Avoca Museum Director	9/03/2021
Glenn Campbell	Wastewater Department	9/27/2021

B. Resolution of Service – Johelen Martin, BZA

Mayor Mike Mattox read aloud the 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.

As Mayor Mattox presented the resolution to Ms. Martin and thanked her for her service, Town Council, Town Staff, and attending guests gave Ms. Martin a standing ovation.

Councilman Jay Higginbotham made a motion, seconded by Councilman Wayne Mitchell, to approve the resolution for Ms. Martin.

Motion carried

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

Town Council Regular Meeting October 12, 2021

Ms. Martin thanked Town Council for the resolution honoring her service to the town through her time on the Board of Zoning Appeals.

Ms. Martin stated it had been an honor to serve her community on the BZA since 1963, and a privilege to be asked to do so. She stated it had also been a pleasure to work and serve with BZA Chairman Wilson Dickerson.

Ms. Martin thanked Town Council and the Town of Altavista for the opportunity.

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 October 12th, 2021, Council Meeting Agenda.

Ms. Corrine Morris, 908 8th Street, Altavista, came before Council with concerns regarding the speed limit at the intersection of Main Street and Lynch Road.

Ms. Morris stated she believed the 45mph speed limit coming to the intersection from North Main Street was too fast and suggested the town contact VDOT to consider lowering the speed limit to 35mph, which was the case after the stoplight/intersection.

Mayor Mattox asked Clarence Monday, Interim Town Manager, for his input on the matter.

Mr. Monday stated the town had a couple of options:

1. To request the APD to enhance their presence in that area in order to increase enforcement of the speed limits and/or handle any violations that may occur.
2. Request that VDOT conduct a speed limit traffic study in the fore-mentioned location.

Councilman Higginbotham suggested the Altavista Police Department (APD) place their speed-reading sign at this location, to remind drivers of the speed limit.

Chief Tommy Merricks stated the APD's speed limit radar sign was currently only reliable part of the time. He stated he would consult with the town's maintenance shop to determine if it could be fixed and used, if not, he would request to use the Town of Hurt's radar sign.

Chief Merricks stated, meanwhile, his department would increase patrol in that area to hopefully deter speeding violations. He stated he would also gather relevant information regarding any previous accidents that had happened at that intersection to help Council determine whether a traffic study was necessary or not.

Vice Mayor Bennett asked what the price of a new speed radar sign would cost, to which Chief Merricks stated between \$15,000-\$20,000.

Mr. Bennett asked if there was a grant available that would help pay for a new radar sign.

Chief Merricks informed Council the Byrne Justice Grant was available for such an item, however, it would require a monetary match from the town.

There was a consensus of Town Council to allow Chief Merricks to collaborate with the Town Manager and move forward with submitting an application for the Byrne Justice Grant; and if awarded, to be used towards the purchase of a new speed radar sign for the Altavista Police Department.

Town Council Regular Meeting October 12, 2021

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox shared with Council a few updates and upcoming events the Chamber was working on.

- Ms. Mattox referenced the Chamber's newest summer event, Movie Night in the Park. She stated movie night was a family-friendly event and had been a big success so far.

Ms. Mattox stated the next Movie Night in the Park (Shreve Park/Trade Lot) would be held on Saturday, October 16th and show the Halloween themed movie Hocus Pocus.

- Ms. Mattox informed Town Council that the Chamber would be working with WSET on October 21st and 22nd to spotlight/advertise ten (10) Altavista businesses on the TV show "Living in the Heart of Virginia", that will air the first week of November.
- Ms. Mattox stated the Chamber would also be hosting a "Business Jive After Five" event that would take place at Creative Edge on Thursday, October 28th. She stated event attendance would be "invitation only" to local businesses and Town Council would also receive an invitation. Ms. Mattox stated Creative Edge offered a lot of creative marketing services and would have examples on display at the event.
- Ms. Mattox referenced the Chamber's Annual Business Expo and stated this year's expo would be held on Thursday, November 4th, and once again located at the Altavista Area YMCA. She said 4-5 p.m. was for local business interaction only, and 5-6 p.m. the event would be open to the public.
- Ms. Mattox informed Council the Chamber would be hosting the "Shop Altavista" event again this year on November 27th. She stated the passport program allowed shoppers to collect stamps from local shops and by doing so, be entered for a chance to win a gift basket with items from local businesses.
- Ms. Mattox concluded her updates by referencing the town's annual Christmas parade. She stated the Chamber would be going back to a "traditional" parade this year. She said the Chamber was currently taking applications for participants.

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

Councilman Mitchell referenced Ms. Mattox's mention of the town being spotlighted on Living in the Heart of Virginia. He asked how often the town was asked to participate.

Ms. Mattox reminded Council of the town being asked the previous year and eight businesses were spotlighted. She stated this year there were ten businesses participating, including the Avoca Museum.

Vice Mayor Bennett stated, with there being so many town activities, was there a community calendar that informed citizens of the events.

Ms. Mattox stated the town calendar was given to citizens by January 1st of each year, which shared dates for town events. She stated, due to the COVID-19 pandemic, the Chamber was unable to host some of their regular events, but she was currently working on the Chamber's 2022 schedule and would share the information with the town once the schedule was complete and approved by the Chamber's Board.

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Altavista's Finance Director, Tobie Shelton, stated the 2022 town calendar was currently being prepared and asked that the Chamber's schedule be shared as soon as possible.

Councilman Emerson asked if the Chamber of Commerce was planning to hold its annual banquet dinner.

Ms. Mattox stated the item would be discussed at the next board meeting, but the current plan was to have the banquet.

Mayor Mattox and Town Council thanked Ms. Mattox for the Chamber updates and the good work the Chamber of Commerce continues to do for the community.

B. Altavista On Track (AOT)

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

Mayor Mattox took this time to thank Mr. Sandridge and everyone that worked on offering the town its first BBQ, Bourbon, and Beer Festival. He stated "it was a job well done" and he heard nothing but good things from patrons of the event.

- Mr. Sandridge stated he had a great team helping him and the BBQ Festival would not have been possible without assistance from Sharon Williams, Community Development Director, the AOT Board, Altavista's Public Works Department, the Altavista Police Department, and several others.

Mr. Sandridge shared with Council a short video showcasing the food and activities offered during the festival. He stated there were patrons attending from as far away as Minnesota.

Mr. Sandridge stated he believed the festival had been a great community event, and in the eyes of the AOT Board, it was also a great economic development tool as well, because a lot of people were able to see Altavista that otherwise may not have.

Mr. Sandridge informed Town Council that AOT intended to utilize the revenue generated from the festival to continue its revitalization efforts of Altavista's downtown district,

- Mr. Sandridge stated AOT was currently planning its annual Giblet Jog event at English Park for Thursday, November 25th. He encouraged everyone to attend.
- Mr. Sandridge referenced the Christmas ornament that AOT offered last year showcasing Altavista's library. He stated the Vista Theater would be pictured on this year's ornament and would be available for sale within the next two weeks.
- Mr. Sandridge referenced the previous mention of the town calendar and informed Council that Town Staff was currently working on a "calendar policy" and would be presenting the item to Town Council soon.

Mr. Sandridge said he was happy to answer any questions Town Council may have.

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

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Councilman George asked if the BBQ Festival had been profitable for AOT.

Mr. Sandridge informed Town Council that the festival generated a net profit in the amount of \$11,000 for Altavista On Track, which they intended to use towards grant programs.

Councilman Emerson said he attended the festival most of that day and felt that AOT did a great job with the event. He stated there were a couple of people that told him it was the nicest event they had attended in Altavista.

Mr. Emerson stated, as with all first-time events, the festival was a learning curve for AOT and they may do some things differently next year, but overall, the event was spectacular.

Mayor Mattox thanked APD Chief Merricks and his department, and Jeff Arthur and the Public Works Department for their assistance and participation in the event.

Mayor Mattox thanked Mr. Sandridge for the AOT updates and thanked AOT for the work they do for the Town of Altavista and its community.

6. Consent Agenda

- A. Town Council Meeting Minutes
 - o September 14th, 2021
- B. Acceptance of Monthly Financial Reports
 - o September 2021 Revenue and Expenditures
- C. Approval of a portable toilet for Dalton’s Landing
- D. Approval of FY2021 Carry Over Request
- E. Approval of the FY2023 Budget/CIP Calendar
- F. Approval of the new Town Council Rules of Procedure and Code of Ethics

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the October 12th, 2021 Consent Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the October 12th Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

- A. Altavista Police Department (APD) – Regarding Trespassing Violations

APD Chief Merricks shared with Town Council his concerns in regard to APD officers having to sit with mental health patients at the hospital until an opening could be located for the patient at an appropriate state facility.

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Chief Merricks informed Council his officers had been taking turns sitting with a patient since the previous Saturday night, with no set date for transfer as of that afternoon.

Chief Merricks reminded Town Council that the Altavista Police Department was currently short staffed and stated it was an added strain on his department to cover these matters on a long-term basis.

Chief Merricks asked for Council's consideration to allow him to work with Town Attorney John Eller to join the Campbell County Sheriff's Office and the Bedford Sheriff's Office in filing a Writ of Mandamus towards the Virginia Department of Behavioral Health Services regarding this matter.

Chief Merricks stated the fore-mentioned department had been closing some mental health hospitals while the open ones were staying at full capacity and the need was still in high demand. He stated this was a major problem with all local police departments and if not addressed, the issue would only get worse.

Mayor Mattox asked Town Council if they had any questions for Chief Merricks.

Councilman Higginbotham asked if the hospitals being closed was COVID related.

Chief Merricks stated he was unsure of the reason.

Councilman Emerson concurred with Chief Merricks that the problem was throughout the state. He stated his employer, the Campbell County Sheriff's Office, would have as many as four to five mental health patients to transfer during one weekend. He stated the patient would remain in police custody until a hospital "takes position" of the patient.

Vice Mayor Bennett stated he knew of an officer that had to travel four hours to transport a patient to the appropriated mental hospital.

Mr. Emerson said a police department was required by law to transport a patient to any hospital in the state that they were directed to do so. He stated the problem was so excessive that the Attorney General was now looking into the matter.

Councilman Mitchell asked how long police officers have had to adhere to this mandate of sitting with mental patients until admitted into a hospital.

Chief Merricks stated the requirement had been a law for as long as he could remember, however, there had been a rise in mental health patients and, with not enough hospitals open to receive the patients, the need for police officers to sit with the patients had also increased, which was causing a strain on police departments.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to authorize Chief Merricks to work with Altavista's Town Attorney, John Eller, and join Campbell County with a Writ of Mandamus towards the Virginia Department of Behavioral Health Services in this matter.

Motion carried

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

Town Council Regular Meeting October 12, 2021

Mayor Mattox shared his concerns for what the APD has to deal with in this matter and thanked Chief Merricks and his department for doing the best they can.

9. Unfinished Business

A. Jenks River Trail in English Park – Placement Discussion

Background:

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

Mayor Mattox stated, earlier that evening, Town Council 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. He asked Council for their input.

Councilman George suggested the next to be acquiring price quotes for the work to be done

Councilman Higginbotham stated, with the cost of materials such as steel steadily rising, he suggested the town move forward with ordering the second pedestrian bridge, similar to the first, to cross the creek that was known to be needed for this project. He volunteered to work with Jeff Arthur, Public Works, to prepare specs for the bridge to be priced/quoted.

Mayor Mattox asked if he would like to make his suggestion a motion, to which Mr. Higginbotham stated it would.

Councilman Mitchell suggested the town use the same manufacturer of the first bridge to purchase the second bridge to ensure similarity.

Councilman George asked where the funds for the second bridge would come from.

Mr. Higginbotham suggested using the remaining Jenks funds to purchase the bridge.

Mr. George reminded Council there were still several dead trees that needed to be removed in order to continue the Jenks River Trail.

Mr. Mitchell referenced the town's initial quote for removing dead Ash trees in the park. He stated any additional trees needing to be removed would have to be added to the quote.

Mr. George suggested getting quotes for all phases of the Jenks River Trail project.

Mayor Mattox stated, with material costs continuing to increase, he concurred with Mr. Higginbotham that the town should move forward with purchasing the second bridge needed for this project.

Councilman Higginbotham stated his motion again, seconded by Vice Mayor Bennett, to approve authorizing Town Staff to move forward with purchasing a second bridge, similar to the first, for the Jenks River Trail.

Motion carried.

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

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Mayor Mattox continued the Jenks River Trail discussion by asking Town Council for their input on removing additional trees from the area of this project.

Jeff Arthur, Public Works B&G Supervisor, informed Town Council that Mason Tree Service would be in Altavista in two weeks to complete the initial work scheduled.

Mayor Mattox suggested getting a quote from Mason Tree Service for the additional trees.

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to authorize Jeff Arthur, Public Works, to gather three price quotes for Town Council's consideration for the removal of additional dead trees along the Jenks River Trail.

Motion carried.

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

Mayor Mattox asked Town Council if they had any additional questions or comments in regard to the Jenks River Trail project.

Councilman Mitchell referenced a previous quote given to Council by the former Public Works Director, David Garrett, to lay crush & run gravel on the field portion of the Jenks Trail. He suggested gathering current prices for the potential work of using crush & run.

Councilman Lowman asked if Council would consider allowing Public Works to continue clearing the Jenks Trail area as much as possible, as time allowed.

There was a consensus of Town Council to do so.

Councilman Higginbotham suggested dividing the area along the river and the field area for the Jenks River Trail project into two separate phases. He also suggested allowing staff to gather price quotes for surface material options, such as gravel and crushed concrete.

Utilities Director Tom Fore asked, for quoting purposes, how wide Council wanted the trail

Councilman Emerson asked how wide the pedestrian bridge would be, to which Mr. Higginbotham answered five feet wide.

There was a consensus of Council for the trail along the river to be six feet wide, and the field portion of the trail be ten feet wide, to simulate the existing trails.

Councilman George asked Jeff Arthur, Public Works, if the town would have millings after the boat ramp parking lot was paved.

Mr. Arthur stated there would not because the parking lot was being paved over the existing surface, however, there would be millings available from the town's spring paving project.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to authorize Utilities Director Tom Fore to advertise an RFQ request pertaining to surface materials for the Jenks River Trail, with the specs as directed by Council.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes

Town Council Regular Meeting October 12, 2021

Mr. Timothy George	Yes
Dr. Scott Lowman	Yes

B. Moseley Heights Community Project Team – Request for Funding

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.

Per Tobie Shelton, Altavista’s Finance Director, as of the writing of this report, the Moseley Heights organization had not completed the 501©3 requirement; therefore, staff recommend the funding request not be approved at this time.

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to accept Staff’s recommendation and deny the Moseley Heights Community Project Team’s funding/donation request.

Motion carried.
Vote:

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

C. English Park – Riverbank Erosion Issue

Background:
During 2020 the English Park was closed for one week due to floodwaters overrunning the river basin. This also included closing the boat ramp, overpass, and all roads into the park. There was erosion on the riverbank in English Park, adjacent to the Staunton River, caused by elevated water levels, high water flows and currents, and flooding associated with storms. Stabilization and re-establishment of the riverbank is needed to ease the erosion and 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 English Park riverbank area. He has recommended several courses of action that the town can take to address the issue.

Mayor Mattox stated, earlier that evening, Town Council had an opportunity to visit English Park and review the erosion damage. He asked Council to share their input.

Councilman Mitchell referenced the \$100,000 (\$50,000 for each initial two areas) allocated in the current budget for remediation of the erosion issue. He suggested the town move forward with the project.

Councilman Higginbotham reminded Council there were now four areas of erosion for concern on the English Park riverbank.

Councilman Emerson suggested utilizing the \$100,000 budgeted funds to place filter fabric and riff raff rock on all four erosion areas.

Mr. Higginbotham asked if Town Staff was available to do the work, or did the town need to bid the project to outside contractors.

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Utilities Director Tom Fore stated the Public Works Department was currently short-handed and would be unable to take on the project at this time.

Vice Mayor Bennett asked Mr. Fore his professional opinion on the riverbank erosion issue

Mr. Fore stated the riverbank needed to be stabilized as soon as possible. He suggested clearing up the area, laying filter fabric, and then installing riff raff rock, with large rock placed at the bottom of the bank and smaller rock coming to the top of the riverbank.

Councilman Higginbotham made a motion to move forward with Mr. Fore’s recommendation, seconded by Councilman Emerson.

Mayor Mattox asked if there were any additional Council comments or concerns for discussion pertaining to this item.

Councilman George asked who the town would obtain quotes from.

Mr. Fore stated there were 10-12 companies to consider, however, it would depend on who was available to take on the project in a timely manner, as Council desired.

Mayor Mattox asked Council if the motion was to address the two initial areas of concern, or to also include the two additional areas recently discovered.

Councilman Higginbotham suggested the requested bids include an alternate cost for erosion sites three and four for Council’s consideration.

There was a consensus of Town Council to do so.

Councilman Higginbotham re-made his motion, seconded by Councilman Emerson, to authorize Tom Fore, Utilities Director, to develop specs for the scope of work and move forward with advertising this project for bids; consistent with Mr. Fore’s recommendation to use fabric cloth, small (core) stone on bottom, with larger (armor) rock on top; the initial motion was amended to divide the scope of work into Phase I: the two areas most affected by erosion, and Phase II: the third and fourth areas that erosion had washed out.

Motion carried.

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

10. Reports and Communication

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

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

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Finance Director Tobie Shelton stated Town 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, to which there were none.

Mayor Mattox stated he was happy to have Mr. Fore back at work.

11. Matters from Council

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

- Councilman Mitchell referenced the COVID pandemic, as well as Town Staff currently being short staffed. He thanked Staff for the work they do for the Town of Altavista, not only for special events, but also for the day-to-day operations of the town.
- Councilman Mitchell asked for an update on the town's funds from the American Relief Plan Act (ARPA).

Tobie Shelton, Finance Director, informed Town Council that the town had received its 2021 ARPA funds and would receive the second amount in spring of 2022.

Councilman George asked if the town used the entire amount of funds for 2021.

Mrs. Shelton answered the town did not. She stated she and the Interim Town Manager, Clarence Monday, had discussed potential projects the 2021 ARPA funds could be used for and would be presenting the items to Council at one of their November meetings.

Mrs. Shelton stated the total amount of ARPA funds allocated to the Town of Altavista was \$3.2 million, however, there was certain criteria used to qualify a project and localities had to be able to justify each use of the money. She stated she continues to work with McGuire Woods Consultants' ARPA representative how to, and how not to use the funds.

Mrs. Shelton referenced a category of use for the ARPA funds. "General Service". She stated in order to utilize that category, the town had to show a reduction in revenue, which it did not. She stated the town could consider utilizing ARPA funds for the Vista Theater Revitalization Project to fix the front façade of the building, because the appearance of the building effected the other downtown businesses.

Mayor Mattox stated, although the town's revenue had been constant, its expenditures had increased. He asked if the town could use that argument to utilize the ARPA's General Services category.

Mrs. Shelton stated the ARPA worksheet for qualifying items was very specific and only asked for "audited" revenues, not expenditures, and the town was unable to use the General Service category due to not showing a revenue reduction.

Mrs. Shelton informed Town Council there was an ARPA category that specifically allowed funding for water, wastewater, and storm drain infrastructure, as well as Broadband.

Mrs. Shelton stated Town Council could email her or Mr. Monday with any items they wished to be considered for ARPA funding and they would investigate the possibility.

- Vice Mayor Bennett suggested Town Council consider having a separate meeting to specifically discuss and decide on potential projects for using the remaining ARPA funds.

Town Council Regular Meeting October 12, 2021

- Vice Mayor Bennett also stated he appreciated when staff was honest in letting Council know when they were unable to take on additional tasks or projects and shared his appreciation for Town Staff's continued hard work while currently being short staffed.
- Mayor Mattox asked if ARPA funds could be used towards existing debts the town had borrowed for utility projects.

Mrs. Shelton stated the town could not use ARPA funds for existing debts, however, if Council approved, the town could utilize ARPA towards utility projects that had not yet been funded, keeping the town from having to borrow funds for those projects.

Councilman Higginbotham asked if ARPA funds could be used towards the Lynch Creek project, to which Tom Fore, Utilities Administrator, reminded Council that project had already been funded through borrowing and could not be considered for ARPA.

Mr. Fore stated, however, if the project's costs ran over the initial budget, the town could use ARPA funds to cover the additional costs.

Mr. Fore referenced the Water and Wastewater Plant's Generator Project previously approved by Council. He reminded Council that the town still needed approximately \$139,000 to cover the cost of this project, which could be covered by ARPA instead of another borrowing.

Mayor Mattox asked Mr. Fore if there were any other utility projects that needed to be done the town could utilize the AEPA funds for.

Mr. Fore suggested the town consider installing "automatic read" water meters to all utility customers. He stated this would enable the Utilities Department and its customers to read consumption instantaneously, which would be helpful in detecting leaks sooner.

Town Attorney John Eller informed Town Council that the Town of Hurt had the fore-mentioned water meters and he believed the meters worked really well.

Mr. Fore referenced the Frazier Road drainage issue and stated it was a "stormwater/infrastructure" project, which could also be considered for ARPA funding.

Mayor Mattox referenced the town's desire to have Broadband services across the town. He stated utilizing ARPA funds would help the town implement the service throughout the entire community, which was at the top of the amenity list by existing and new citizens.

- Councilman Higginbotham referenced the Vista Theater Revitalization Project. He suggested Hurt & Proffitt, the project's engineers, consult with an HVAC contractor concerning the new roof design. He stated, when replaced, the new roof would need to be prepared for the new HVAC system.
- Councilman George referenced Halloween and Trick-or-Treating. He asked if Altavista's Police Department would be directing traffic on Bedford Avenue again this year, to which APD Chief Merricks confirmed they would.

Mr. George asked if businesses would be participating in handing out candy this year.

Town Treasurer/Finance Director Tobie Shelton stated there had been a lot of interest to by downtown businesses and she believed they would be doing so from 2-5 p.m. on Friday, October 29th.

- Councilman Lowman referenced the town's desire to implement Broadband services in the entire Altavista community.

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Dr. Lowman informed Council that Sharon Williams, Altavista's Community Development Director, had been in contact with Virginia's Department of Housing and Community Development (DHCD) Broadband liaison, which agreed to conduct a study for the town, at no charge, with Altavista's options pertaining to Broadband.

- Dr. Lowman thanked Altavista On Track and Town Staff for the BBQ, Bourbon, and Beer Festival held earlier in October. He stated there had been a consensus among Council that entertainment was an important amenity and also advertisement source for localities and events like the recent BBQ festival could help put Altavista "on the map".

Dr. Lowman referenced Avoca's part-time events coordinator. He suggested the town consider changing the position to fulltime, working for both the town and Avoca on events.

Mayor Mattox asked that the item be placed on the November Work Session Agenda for further discussion and consideration.

Interim Town Manager Clarence Monday stated he would do so.

- Councilman Emerson informed Council that Campbell County was using their ARPA funds for Broadband, and he believed that included the Town of Brookneal. He suggested allowing staff to investigate whether or not Altavista would also be included.

There was a consensus of Town Council to do so.

12. Closed Session

There was not a Closed Session held on this date.

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.

Mayor Mattox adjourned the meeting at 7:27 p.m.

Michael Mattox, Mayor

Clarence Monday, Interim Clerk
Interim Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

CONSENT AGENDA

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Accept the Monthly Financial Reports

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. October 2021 Check Register

Attachment 2. October 2021 Revenue & Expenditure Report

Attachment 3. October 2021 Reserve Balance / Investment Report

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42298	6	ALTAVISTA AREA YMCA	10/07/2021	25,000.00		00	OUTSTANDING	
42299	303	ALTAVISTA CHAMBER OF COMMERCE	10/07/2021	7,500.00		00	OUTSTANDING	
42300	170	ALTAVISTA ON TRACK	10/07/2021	1,250.00		00	OUTSTANDING	
42301	901	ANDERSON CONSTRUCTION INC	10/07/2021	120,650.00		00	OUTSTANDING	
42302	886	AT&T MOBILITY	10/07/2021	15.31		00	OUTSTANDING	
42303	1010	BARKING DOG INTERPRETIVE DESIG	10/07/2021	649.36		00	OUTSTANDING	
42304	978	REGINALD C BENNETT	10/07/2021	50.00		00	OUTSTANDING	
42305	1004	TAYLOR HUDSON BERGER	10/07/2021	20.00		00	OUTSTANDING	
42306	9999997	BOWLING, BRIAN	10/07/2021	11.75		00	OUTSTANDING	
42307	12	BRENNTAG MID-SOUTH INC	10/07/2021	8,921.99		00	OUTSTANDING	
42308	797	CAMPBELL COUNTY CIRCUIT COURT	10/07/2021	20.00		00	OUTSTANDING	
42309	736	MARVIN CLEMENTS	10/07/2021	75.00		00	OUTSTANDING	
42310	874	CORPORATE MEDICAL SERVICES	10/07/2021	48.00		00	OUTSTANDING	
42311	1012	CSE INC	10/07/2021	595.00		00	OUTSTANDING	
42312	994	LARRY DALTON	10/07/2021	500.00		00	OUTSTANDING	
42313	164	DMV	10/07/2021	625.00		00	OUTSTANDING	
42314	937	ENGLISH CONSTRUCTION CO INC	10/07/2021	106,238.50		00	OUTSTANDING	
42315	119	FOSTER ELECTRIC CO INC	10/07/2021	1,327.86		00	OUTSTANDING	
42316	9999997	HATCHETT, JACQUELYN	10/07/2021	8.61		00	OUTSTANDING	
42317	305	HAWKINS-GRAVES INC	10/07/2021	252.16		00	OUTSTANDING	
42318	332	HURT & PROFFITT INC	10/07/2021	8,898.00		00	OUTSTANDING	
42319	9999997	JACOBS, ROBIN G	10/07/2021	44.49		00	OUTSTANDING	
42320	9999997	JONES, KWAME JAZZY	10/07/2021	19.68		00	OUTSTANDING	
42321	564	JOHN JORDAN	10/07/2021	75.00		00	OUTSTANDING	
42322	935	MATTERN & CRAIG INC	10/07/2021	899.50		00	OUTSTANDING	
42323	829	MARIE MITCHELL	10/07/2021	75.00		00	OUTSTANDING	
42324	954	JENNIFER MORTON	10/07/2021	50.00		00	OUTSTANDING	
42325	121	MULTI BUSINESS FORMS INC	10/07/2021	1,396.72		00	OUTSTANDING	
42326	816	PACE ANAYLTICAL SERVICES LLC	10/07/2021	151.80		00	OUTSTANDING	
42327	1007	PINEY RIDGE CONTRACTING & CONS	10/07/2021	41,800.00		00	OUTSTANDING	
42328	884	RESERVE ACCOUNT	10/07/2021	1,500.00		00	OUTSTANDING	
42329	510	RIVER VALLEY RESOURCES LLC	10/07/2021	125.00		00	OUTSTANDING	
42330	625	SAM GREEN VAULT	10/07/2021	500.00		00	OUTSTANDING	
42331	879	THE BERKLEY GROUP LLC	10/07/2021	13,820.40		00	OUTSTANDING	
42332	996	TONEY CONSTRUCTION INC	10/07/2021	83,172.50		00	OUTSTANDING	
42333	92	UNIFIRST CORP	10/07/2021	1,993.88		00	OUTSTANDING	
42334	96	UNIVAR SOLUTIONS	10/07/2021	9,180.00		00	OUTSTANDING	
42335	900	US BANK EQUIPMENT FINANCE	10/07/2021	232.66		00	OUTSTANDING	
42336	756	WAGeworks INC	10/07/2021	146.56		00	OUTSTANDING	
42337	658	WKDE-FM	10/07/2021	110.00		00	OUTSTANDING	
42338	103	BEACON CREDIT UNION	10/14/2021	255.00		00	OUTSTANDING	
42339	294	BUSINESS CARD	10/14/2021	12,828.69		00	OUTSTANDING	
42340	9999997	DEO, TRAM THANH	10/14/2021	11.75		00	OUTSTANDING	
42341	36	DOMINION VIRGINIA POWER	10/14/2021	49,086.67		00	OUTSTANDING	
42342	301	ENGLISH'S LLC	10/14/2021	843.76		00	OUTSTANDING	
42343	916	GRANITE TELECOMMUNICATIONS	10/14/2021	699.51		00	OUTSTANDING	
42344	57	ICMA RETIREMENT TRUST-457 #304	10/14/2021	270.00		00	OUTSTANDING	
42345	386	IDS SECURITY	10/14/2021	72.00		00	OUTSTANDING	
42346	566	INTEGRATED TECHNOLOGY GROUP IN	10/14/2021	5,830.20		00	OUTSTANDING	
42347	1	LARRY RIGNEY	10/14/2021	375.00		00	OUTSTANDING	
42348	1	LATOYA JOHNSON	10/14/2021	25.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42349	348	LYNDON T MYERS	10/14/2021	6,460.00		00	OUTSTANDING	
42350	85	TREASURER OF VA /CHILD SUPPORT	10/14/2021	703.88		00	OUTSTANDING	
42351	35	TREASURER OF VA/VITA	10/14/2021	5.62		00	OUTSTANDING	
42352	95	UNITED WAY OF CENTRAL VA	10/14/2021	136.00		00	OUTSTANDING	
42353	136	USABLUBOOK	10/14/2021	958.87		00	OUTSTANDING	
42354	601	VACORP	10/14/2021	382.67		00	OUTSTANDING	
42355	110	VUPS INC	10/14/2021	53.55		00	OUTSTANDING	
42356	793	XEROX FINANCIAL SERVICES	10/14/2021	415.78		00	OUTSTANDING	
42357	9999998	YUILLE, MARIA	10/14/2021	150.00		00	OUTSTANDING	
42358	9	AFLAC	10/22/2021	2,949.49		00	OUTSTANDING	
42359	91	ANTHEM BLUE CROSS/BLUE SHIELD	10/22/2021	36,236.00		00	OUTSTANDING	
42360	12	BRENNTAG MID-SOUTH INC	10/22/2021	1,122.30		00	OUTSTANDING	
42361	967	CARDNO INC	10/22/2021	5,961.81		00	OUTSTANDING	
42362	32	CONTROL EQUIPMENT CO INC	10/22/2021	10,774.12		00	OUTSTANDING	
42363	1011	COTTLE MULTI-MEDIA INC	10/22/2021	928.00		00	OUTSTANDING	
42364	937	ENGLISH CONSTRUCTION CO INC	10/22/2021	173,688.50		00	OUTSTANDING	
42365	41	FISHER SCIENTIFIC	10/22/2021	299.30		00	OUTSTANDING	
42366	52	HACH COMPANY	10/22/2021	3,685.18		00	OUTSTANDING	
42367	58	INSTRUMENTATION SERVICES INC	10/22/2021	708.00		00	OUTSTANDING	
42368	143	KONE BROOKLYN	10/22/2021	721.20		00	OUTSTANDING	
42369	1002	LORD & COMPANY	10/22/2021	17,900.00		00	OUTSTANDING	
42370	964	LYNCHBURG SPECIALTY ENGRAVING	10/22/2021	30.60		00	OUTSTANDING	
42371	218	MINNESOTA LIFE	10/22/2021	144.37		00	OUTSTANDING	
42372	1013	MODERN MARKETING	10/22/2021	456.30		00	OUTSTANDING	
42373	348	LYNDON T MYERS	10/22/2021	6,460.00		00	OUTSTANDING	
42374	300	NAPA AUTO PARTS	10/22/2021	2,024.69		00	OUTSTANDING	
42375	68	ORKIN PEST CONTROL	10/22/2021	380.12		00	OUTSTANDING	
42376	67	ORKIN PEST CONTROL LLC	10/22/2021	328.00		00	OUTSTANDING	
42377	251	PARKSON CORP	10/22/2021	2,412.01		00	OUTSTANDING	
42378	670	PATRIOT SAFETY SUPPLY	10/22/2021	1,240.00		00	OUTSTANDING	
42379	72	PHYSICIANS TREATMENT CENTER	10/22/2021	140.00		00	OUTSTANDING	
42380	857	RIVERSTREET NETWORKS	10/22/2021	368.71		00	OUTSTANDING	
42381	575	SOUTHERN REFRIGERATION CORP	10/22/2021	250.58		00	OUTSTANDING	
42382	778	SPRINT	10/22/2021	1,465.75		00	OUTSTANDING	
42383	177	THE GUN SHOP	10/22/2021	973.70		00	OUTSTANDING	
42384	110	VUPS INC	10/22/2021	97.65		00	OUTSTANDING	
42385	128	ADAMS CONSTRUCTION CO	10/28/2021	820.11		00	OUTSTANDING	
42386	84	ALTAVISTA JOURNAL	10/28/2021	56.00		00	OUTSTANDING	
42387	103	BEACON CREDIT UNION	10/28/2021	255.00		00	OUTSTANDING	
42388	583	CAMPBELL COUNTY PUBLIC LIBRARY	10/28/2021	946.20		00	OUTSTANDING	
42389	967	CARDNO INC	10/28/2021	4,859.82		00	OUTSTANDING	
42390	1014	CATAPULT	10/28/2021	1,755.00		00	OUTSTANDING	
42391	427	CENTURYLINK	10/28/2021	618.16		00	OUTSTANDING	
42392	28	COLUMBIA GAS	10/28/2021	191.32		00	OUTSTANDING	
42393	120	CORE & MAIN LP	10/28/2021	291.48		00	OUTSTANDING	
42394	122	FEREBEE-JOHNSON COMPANY INC	10/28/2021	315.30		00	OUTSTANDING	
42395	118	FERGUSON ENTERPRISES LLC	10/28/2021	6,216.88		00	OUTSTANDING	
42396	119	FOSTER ELECTRIC CO INC	10/28/2021	5,346.66		00	OUTSTANDING	
42397	57	ICMA RETIREMENT TRUST-457 #304	10/28/2021	270.00		00	OUTSTANDING	
42398	1	JOHN HENDERSON JR	10/28/2021	147.06		00	OUTSTANDING	
42399	1	KAYLA DONIGAN	10/28/2021	116.60		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42400	212	MOORES ELECTRICAL & MECHANICAL	10/28/2021	95.00		00	OUTSTANDING	
42401	9999998	PANNELL, SHANTA	10/28/2021	150.00		00	OUTSTANDING	
42402	358	PHILLIPS EQUIPMENT CORPORATION	10/28/2021	965.82		00	OUTSTANDING	
42403	843	BETTY PICKERAL	10/28/2021	1,150.00		00	OUTSTANDING	
42404	476	SHARP BUSINESS SYSTEMS	10/28/2021	35.35		00	OUTSTANDING	
42405	467	SONNY MERRYMAN INC	10/28/2021	157.32		00	OUTSTANDING	
42406	80	SOUTHSIDE ELECTRIC COOP	10/28/2021	1,138.68		00	OUTSTANDING	
42407	872	TIAA COMMERCIAL FINANCE INC	10/28/2021	153.00		00	OUTSTANDING	
42408	996	TONEY CONSTRUCTION INC	10/28/2021	135,652.24		00	OUTSTANDING	
42409	85	TREASURER OF VA /CHILD SUPPORT	10/28/2021	703.88		00	OUTSTANDING	
42410	202	C W WARTHEN	10/28/2021	568.01		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	113	CHECKS OUTSTANDING	952,234.95	***	
OUTSTANDING CHECKS:	113	RECONCILED CHECKS:	VOID CHECKS:		
	952,234.95	.00	.00		.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	113	TOTAL CHECKS	952,234.95	***				
OUTSTANDING CHECKS:	113	RECONCILED CHECKS:						
	952,234.95		.00	.00				.00

Town of Altavista
FY 2022 Revenue Report
33% 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	616	0	3,713	2	212,000
Public Service - Real & Personal	91,350	91,350	0	0	88	0	91,350
Personal Property	254,000	254,000	542	0	4,855	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	13	8	17	11	150
Penalties - All Taxes	4,500	4,500	43	1	940	21	4,500
Interest - All Taxes	3,500	3,500	54	2	1,031	29	3,500
Local Sales & Use Taxes	180,000	180,000	17,735	10	93,456	52	180,000
Local Electric and Gas Taxes	114,000	114,000	869	1	29,370	26	114,000
Local Motor Vehicle License Tax	46,000	46,000	133	0	2,344	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	12,518	16	51,389	64	80,000
Local Meal Taxes	990,000	990,000	97,384	10	401,473	41	990,000
Container Rental Fees	1,800	1,800	0	0	50	3	1,800
Communications Tax	30,000	30,000	2,433	8	9,619	32	30,000
Transit Passenger Revenue	5,000	5,000	640	13	640	13	5,000
Local Cigarette Tax	130,000	130,000	7,500	6	37,650	29	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
33% 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	140	11	490	38	1,300
Fines & Forfeitures - Court	6,000	6,000	632	11	3,996	67	6,000
Parking Fines	300	300	20	7	140	47	300
Interest and Interest Income	0	0	13	0	12,260	0	0
Rents - Rental of General Property	1,000	1,000	25	3	325	33	1,000
Rents - Pavilion Rentals	2,500	2,500	25	1	725	29	2,500
Rents - Booker Building Rentals	3,300	3,300	225	7	525	16	3,300
Rents - Rental of Real Property	80,000	80,000	8,740	11	22,208	28	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	0	0	22,286	28	80,000
State Rental Taxes	1,000	1,000	115	11	452	45	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	0	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	803	8	2,437	24	10,000
Federal Transit Revenue	81,820	81,820	5,599	7	9,487	12	81,820
Federal/Byrne Justice Grant	0	0	0	0	0	0	0

Town of Altavista
FY 2022 Revenue Report
33% 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	4,022	29	32,218	230	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	789	10	3,207	39	8,200
Avoca Reimbursement	0	0	3,040	0	5,800	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>164,668</u>	<u>3</u>	<u>828,793</u>	<u>13</u>	<u>6,340,710</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
33% 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	580,552	7	2,849,927	36	7,862,510
Debt Service	759,120	759,120	0	0	448,645	0	759,120
CIP	7,505,400	7,505,400	722,371	10	1,594,250	21	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>1,302,923</u>	<u>8</u>	<u>4,892,822</u>	<u>30</u>	<u>16,284,830</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
33% 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	2,532	6	25,378	64	39,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Administration - TOTAL:	<u>49,400</u>	<u>49,400</u>	<u>2,532</u>	<u>5</u>	<u>25,378</u>	<u>51</u>	<u>49,400</u>
Administration							
Operations	914,250	914,250	54,705	6	328,404	36	914,250
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>921,250</u>	<u>921,250</u>	<u>54,705</u>	<u>6</u>	<u>328,404</u>	<u>36</u>	<u>921,250</u>
Non-Departmental							
Operations/Cardno	314,350	314,350	45,753	15	111,497	35	314,350
Transfer Out to Cemetery Fund	-56,400	-56,400	0	0	25,000	-44	-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.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>192,950</u>	<u>192,950</u>	<u>45,753</u>	<u>24</u>	<u>136,497</u>	<u>71</u>	<u>192,950</u>
Non-Departmental - TOTAL:	<u>192,950</u>	<u>192,950</u>	<u>45,753</u>	<u>24</u>	<u>136,497</u>	<u>71</u>	<u>192,950</u>
Public Safety							
Operations	1,142,080	1,142,080	108,765	10	362,385	32	1,142,080
Debt Service	0	0	0	0	0	0	0
CIP	<u>54,020</u>	<u>54,020</u>	<u>0</u>	<u>0</u>	<u>42,346</u>	<u>78</u>	<u>54,020</u>
Public Safety - TOTAL:	<u>1,196,100</u>	<u>1,196,100</u>	<u>108,765</u>	<u>9</u>	<u>404,731</u>	<u>34</u>	<u>1,196,100</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
33% 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	79,868	7	314,089	28	1,137,680
Debt Service	21,430	21,430	0	0	18,796	0	21,430
CIP	865,330	865,330	872	0	274,014	32	865,330
Public Works - TOTAL:	<u>2,024,440</u>	<u>2,024,440</u>	<u>80,740</u>	<u>4</u>	<u>606,899</u>	<u>30</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	45,498	0	73,308	0	1,000,000
Economic Development - TOTAL:	<u>1,279,400</u>	<u>1,279,400</u>	<u>45,498</u>	<u>4</u>	<u>75,338</u>	<u>6</u>	<u>1,279,400</u>
Community Development							
Operations	240,220	240,220	17,549	7	50,697	21	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>17,549</u>	<u>6</u>	<u>50,697</u>	<u>18</u>	<u>274,720</u>
Transit System							
Operations	128,240	128,240	9,159	7	44,407	35	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>9,159</u>	<u>6</u>	<u>44,407</u>	<u>29</u>	<u>153,240</u>
Avoca Museum							
Operations	69,810	69,810	7,377	11	26,511	38	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>7,377</u>	<u>6</u>	<u>26,511</u>	<u>21</u>	<u>127,810</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
33% 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	325,709	8	1,290,399	31	4,144,030
Debt Service	21,430	21,430	0	0	18,796	0	21,430
CIP	2,053,850	2,053,850	46,370	2	389,668	19	2,053,850
GENERAL FUND - GRAND TOTAL:	<u>6,219,310</u>	<u>6,219,310</u>	<u>372,078</u>	<u>6</u>	<u>1,698,863</u>	<u>27</u>	<u>6,219,310</u>

Town of Altavista
Council / Planning Commission
FY 2022 Expenditure Report
33% 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	9,330	33	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	199	3	1,048	16	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	2,532	5	25,378	51	49,400

Town of Altavista
Administration
FY 2022 Expenditure Report
33% of year Lapsed

<u>ADMINISTRATION - 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	508,910	508,910	25,674	5	147,116	29	508,910
Other Employee Benefits	37,160	37,160	633	2	2,520	7	37,160
Services	246,350	246,350	18,766	8	138,289	56	246,350
Other Charges	75,230	75,230	5,494	7	28,340	38	75,230
Materials & Supplies	46,600	46,600	4,139	9	12,140	26	46,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	921,250	921,250	54,705	6	328,404	36	921,250

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>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	61,950	61,950	7,500	12	21,000	34	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	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	7,500	38	15,000	75	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	0	4,168	0	0
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	50,000	50	100,000
Contribution - Altavista Fire Co.	15,000	15,000	0	0	0	0	15,000
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	2,500	50	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	182,950	182,950	33,750	18	77,668	42	182,950
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,619	0	0
Fuel & Lubricants	10,000	10,000	1,182	12	3,699	37	10,000
NON-DEPARTMENT - ND - TOTAL	10,000	10,000	1,182	12	5,318	53	10,000
NON-DEPARTMENTAL - SUBTOTAL	192,950	192,950	34,932	18	82,986	43	192,950
TRANSFER OUT							
Transfer Out - Cemetery Fund	56,400	56,400	0	0	25,000	44	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	25,000	21	121,400
<u>CAPITAL OUTLAY - NEW</u>							
Improvements Other than Building / Cardno	0	0	10,822	0	28,511	0	0
CAPITAL OUTLAY - TOTAL	0	0	10,822	0	53,511	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	34,932	11	107,986	34	314,350
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	192,950	192,950	45,753	24	136,497	71	192,950

Town of Altavista
Public Safety
FY 2022 Expenditure Report
33% 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	98,291	10	318,436	33	955,130
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,750	47,750	1,895	4	7,621	16	47,750
Other Charges	59,400	59,400	2,462	4	21,545	36	59,400
Materials & Supplies	79,800	79,800	6,117	8	14,783	19	79,800
Capital Outlay	54,020	54,020	0	0	42,346	78	54,020
Total Expenditures	1,196,100	1,196,100	108,765	9	404,731	34	1,196,100

Town of Altavista
Public Works
FY 2022 Expenditure Report
33% of Year Lapsed

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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	51,909	7	182,561	25	736,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,660	56,660	4,470	8	12,146	21	56,660
Other Charges	52,000	52,000	2,033	4	14,489	28	52,000
Materials & Supplies	292,220	292,220	21,457	7	104,893	36	292,220
Debt Service	21,430	21,430	0	0	18,796	88	21,430
Capital Outlay	865,330	865,330	872	0	274,014	32	865,330
Total Expenditures	2,024,440	2,024,440	80,740	4	606,899	30	2,024,440

Town of Altavista
Transit System
FY 2022 Expenditure Report
33% 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	7,030	7	34,311	33	102,610
Services	2,080	2,080	188	9	309	15	2,080
Other Charges	3,900	3,900	0	0	850	22	3,900
Materials & Supplies	19,650	19,650	1,941	10	8,937	45	19,650
Capital Outlay	25,000	25,000	0	0	0	0	25,000
Total Expenditures	153,240	153,240	9,159	6	44,407	29	153,240

Town of Altavista
Economic Development
FY 2022 Expenditure Report
33% 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	45,498	0	73,308	0	1,000,000
Total Expenditures	1,279,400	1,279,400	45,498	4	75,338	6	1,279,400

Town of Altavista
Community Development
FY 2022 Expenditure Report
33% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
<u>COMMUNITY DEVELOPMENT - FUND 10</u>							
Wages & Benefits	146,270	146,270	15,465	11	45,844	31	146,270
Other Employee Benefits	0	0	0	0	0	0	0
Services	52,000	52,000	1,268	2	2,559	5	52,000
Other Charges	29,400	29,400	786	3	2,188	7	29,400
Materials & Supplies	12,550	12,550	31	0	106	1	12,550
Capital Outlay	34,500	34,500	0	0	0	0	34,500
Total Expenditures	274,720	274,720	17,549	6	50,697	18	274,720

Town of Altavista
Avoca Museum
FY 2022 Expenditure Report
33% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,120	69,120	3,515	5	19,978	29	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	34	7	104	23	450
Materials & Supplies	240	240	3,828	0	5,090	0	240
Capital Outlay	58,000	58,000	0	0	0	0	58,000
Total Expenditures	127,810	127,810	7,377	6	26,511	21	127,810

Town of Altavista
FY 2022 Revenue Report
33% of Year Lapsed

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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	0	0	661	0	0
Water Charges - Industrial	1,395,000	1,395,000	128,755	9	497,045	36	1,395,000
Water Charges - Business/Residential	306,000	306,000	7,031	2	88,605	29	306,000
Water Charges - Outside Community	185,000	185,000	10,528	6	54,560	29	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	152,941	9	575,059	34	1,700,000
Sewer Charges - Business/Residential	260,000	260,000	5,434	2	75,805	29	260,000
Sewer Charges - Outside Community	1,600	1,600	5,640	353	6,162	385	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	26,672	53	63,842	128	50,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	3,161	47	3,695	55	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,326	9	17,303	35	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	267	0	35,779	26	140,000
VRA			0		321,073		
Cash Discounts			0		4		
Miscellaneous	25,000	25,000	1,200	5	17,498	70	25,000
Abbott Water Line Project	0	0	36,010	0	59,457	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>381,965</u>	<u>4</u>	<u>1,819,430</u>	<u>20</u>	<u>8,880,600</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
33% 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	121,646	9	405,656	29	1,395,850
Debt Service	598,360	598,360	0	0	397,698	0	598,360
CIP	3,511,760	3,511,760	381,341	11	680,434	19	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>502,987</u>	<u>9</u>	<u>1,483,788</u>	<u>27</u>	<u>5,538,750</u>
Wastewater Department							
Operations	1,546,730	1,546,730	118,786	8	392,542	25	1,546,730
Debt Service	139,330	139,330	0	0	32,151	0	139,330
CIP	1,623,020	1,623,020	294,660	18	505,434	<u>31</u>	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>413,446</u>	<u>12</u>	<u>930,127</u>	<u>28</u>	<u>3,341,850</u>
ENTERPRISE FUND TOTAL							
Operations	2,942,580	2,942,580	240,432	8	798,198	27	2,942,580
Debt Service	737,690	737,690	0	0	429,849	0	737,690
CIP	5,134,780	5,134,780	676,001	<u>13</u>	1,185,868	<u>23</u>	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>916,433</u>	<u>10</u>	<u>2,413,915</u>	<u>27</u>	<u>8,880,600</u>

Town of Altavista
Water Department
FY 2022 Expenditure Report
33% of Year Lapsed

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WATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,830	710,830	68,421	10	227,499	32	710,830
Other Employee Benefits	0	0	0	0	0	0	0
Services	148,200	148,200	4,850	3	21,645	15	148,200
Other Charges	237,970	237,970	12,294	5	51,499	22	237,970
Materials & Supplies	298,850	298,850	36,081	12	105,014	35	298,850
Debt Service	598,360	598,360	0	0	397,698	0	598,360
Capital Outlay	3,511,760	3,511,760	381,341	11	680,434	19	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	502,987	9	1,483,788	27	5,538,750

Town of Altavista
Wastewater Department
FY 2022 Expenditure Report
33% 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	73,884	9	228,137	27	851,930
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,300	45,300	915	2	4,088	9	45,300
Other Charges	407,000	407,000	33,966	8	113,736	28	407,000
Materials & Supplies	242,500	242,500	10,022	4	46,582	19	242,500
Debt Service	139,330	139,330	0	0	32,151	23	139,330
Capital Outlay	1,623,020	1,623,020	294,660	18	505,434	31	1,623,020
Transfer Out	32,770	32,770	0	0	0	0	32,770
Total Expenditures	3,341,850	3,341,850	413,446	12	930,127	28	3,341,850

Town of Altavista
Fund Expenditure Totals
FY 2022
33% 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	8,032	1	746,219	103	725,000
CIP.	<u>316,770</u>	<u>316,770</u>	<u>0</u>	<u>0</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>8,032</u>	<u>1</u>	<u>764,933</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	6,379	13	15,111	30	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>6,379</u>	<u>8</u>	<u>15,111</u>	<u>19</u>	<u>78,150</u>

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	0	0	152	0	0
Street & Highway Maintenance	730,000	730,000	0	0	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	0	0	192,186	18	1,041,770
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	96	0	3,680	8	48,200
Maintenance - Pavement	400,000	400,000	146	0	717,794	179	400,000
Maintenance - Traffic Control Devices	56,800	56,800	3,913	7	13,383	24	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	153	2	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	3,721	7	9,407	19	50,000
General Admin. & Misc. - Miscellaneous	100,000	100,000	118	0	1,802	2	100,000
State/Highway Reimb. Fund - Subtotal:	725,000	725,000	8,032	1	746,219	103	725,000
Motor Vehicles- Replc.	121,270	121,270	0	0	0	0	121,270
Machinery & Equip. - Replc.	102,500	102,500	0	0	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	0	0	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	8,032	1	764,933	73	1,041,770

Town of Altavista
FY 2022 Cemetery Fund
33% 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	0	0	2,825	16	17,250
Interest/Interest Income	0	0	0	0	3,401	0	0
Miscellaneous/Sale of Real Estate	4,500	4,500	3,800	84	3,800	84	4,500
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	56,400	56,400	0	0	25,000	44	56,400
Cemetery Fund - GRAND TOTAL:	78,150	78,150	3,800	5	35,026	45	78,150
EXPENDITURES							
Salaries and Wages/Regular	10,000	10,000	543	5	1,704	17	10,000
Salaries and Wages/Overtime	1,000	1,000	0	0	0	0	1,000
Benefits/FICA	850	850	40	5	124	15	850
Benefits/VRS	1,000	1,000	23	2	47	5	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	38	2	122	8	1,550
Benefits/Group Life	200	200	7	4	24	12	200
VRS Hybrid Employer Contr.	0	0	26	0	111	0	0
ICMA Hybrid Employer Contr.	0	0	3	0	14	0	0
Mowing Contract	24,800	24,800	5,200	21	10,400	42	24,800
Other Charges/Misc. Reimb.	0	0	0	0	1,795	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	272	3	10,000
Opening/Closing Graves	1,500	1,500	500	33	500	0	1,500
CEMETERY TOTAL OPERATIONS	50,900	50,900	6,379	13	15,111	30	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	6,379	5	15,111	12	129,050

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



General Fund Reserves

<i>Money Market Account</i>	5,174,111.52	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,647,103.93	
Sub-Total		\$ 15,747,609.99

Enterprise Fund Reserves

<i>Money Market Account</i>	230,030.06	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	557,070.80	
Sub-Total		\$ 787,100.86

Highway Fund

<i>Money Market Account</i>	57,350.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,006,353.64	
Sub-Total		\$ 1,063,703.64

Green Hill Cemetery

<i>Money Market Account</i>	75,491.95	
<i>Certificate of Deposit</i>	630,422.83	
<i>LGIP</i>	77,233.39	
Sub-Total		\$ 783,148.17

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,764.69	
Sub-Total		\$ 270,764.69

Federal Forfeiture Account

\$0.00

State Forfeiture Account

\$10,423.83

Operating Cash Account

\$ 504,314.76

Grand Total Investments and Deposits \$ 19,167,065.94

Designated Balance \$ 15,726,885.60

Undesignated Balance \$ 3,440,180.34



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Request by the Town of Hurt

Staff Resource: Tom Fore

Action(s):

Waive the Winn Dixie reading as It was either miss read over the years or Hurt staff was not reading the correct reading.

Staff recommendation is to rebill the Town of Hurt without the Winn Dixie reading but to use the current reading for Winn Dixie in hopes that one day this facility will be used again.

Explanation:

Hurt has hired me to train their new Public Works Director and part of his role is to read the meters for the Town. While reading all meters that are read for the purpose of sewer billing, the Winn Dixie meter was the only meter that was either missed being read continually for several years, or staff was reading the wrong meter.

I saw no evidence of additional sewer pumping to the Town of Altavista in my investigation and therefore do not believe that this overage on the sewer bill is accurate.

Background:

The Town of Hurts' normal sewer bill runs approximately \$500.00 per quarter.

Funding Source(s):

Attachments: *(click item to open)*

Town of Hurt Forgiveness request



Mayor, Gary K Hodnett

Vice Mayor, Shirley Barksdale-Hill

Town Council 2021

E. Collin Adams, Jr.
Lorraine L. "Rainy" Clay
Donney Johnson
Kathy Keesee
Gary Poindexter

Mayor Mattox,

10-20-2021

The Town of Hurt received its current sewer bill in the amount of \$5,640.31 from Altavista. I think we can both agree that this amount is incorrect. The calculation is based in large on usage at the Staunton Plaza (Winn Dixie) meter. As you are aware Winn Dixie has been vacant for 15 years. We are making every effort to assure the reading we send over are correct. However, in this case it cannot be correct.

We have confirmed that the Winn Dixie meter is not moving on several occasions, therefore no water is leaking in the building. The only explanation can be is the prior Public Works Coordinator or someone else read the wrong meter and used this reading for the Winn Dixie space in past billings. Thus, the discrepancies.

We are asking that the Town of Altavista disregard this Winn Dixie space and rebill us without this space included or since it is vacant remove it from the list.

Thanks,

Gary Hodnett
Mayor, Town of Hurt
gary.hodnett@townofhurtva.gov
434-259-1735

Town of Hurt
533 Pocket Road, P.O. Box 760, Hurt, Va. 24563,
Office: 434-608-0554 Fax: 434-205-1177
www.townofhurtva.gov Facebook: Town-of-Hurt-Virginia



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Special Event Permit - AOT's Vista BBQ Festival

Staff Resource: Sharon D. Williams, AICP, Community Development Director and George Sandridge, Main Street Coordinator

Action(s):

Approve the Special Event Permit

Explanation:

Altavista On Track is requesting to use English Park and the Booker Building to host the Second Annual Vista BBQ Festival on October 1, 2022, with a rain date of October 8, 2022. They are requesting that the park be closed from dusk on September 30, 2022 until dawn Sunday, October 2, 2022.

Background:

In response to the community's desire to have a family-friendly event similar to Uncle Billy's Day, Altavista On Track (AOT) created an annual fall festival featuring a BBQ competition, music, children's entertainment, fire dancers and fireworks.

Their first event was held on October 1, 2021 and drew approximately 1,200 attendees throughout the day.

Based on the success of the first event, AOT has requested to host another event in the fall of 2022. The Annual Vista BBQ Festival would be held at English Park on Saturday, October 1st. The event will take place from 12:00 PM to 9:00 PM on Saturday, but vendors will be encouraged to arrive on Friday, September 30th to begin the set-up and cooking process.

AOT has submitted an application to the Kansas City Barbeque Society (KCBS) for this to be a sanctioned event. KCBS, a nonprofit organization dedicated to promoting and enjoying barbeque, is the world's largest organization of barbeque and grilling enthusiasts with over 20,000 members worldwide. KCBS sanctions over 500 barbeque contests world wide. From volunteering to actual event production, they offer assistance to civic and charitable organizations who organize events. It is expected that a KCBS sanctioned event would draw more competitors to the event and increase the number of attendees.

It is expected that approximately 35 BBQ professional and amateur competitors will participate in a BBQ cook-off competition. Free samples will be given out to event participants, but vendors will also be given the option to sell their BBQ.

As with the previous event, there will be food, desserts, bourbon, and beer sold at the event..

Live music will occur outside the Booker Building and will consist of 3 bands. Events will be planned for children to make it a family-friendly event.

Approximately 1,500 people are estimated to attend the event.

AOT wishes to secure vendors, entertainers, and competitors well ahead of the date and are asking Town Council to approve a Special Event Permit for October 1, 2022.

Funding Source(s):

AOT will seek sponsors to cover the cost of the event. It is expected that some revenue will be generated through competitor and vendor fees.

Attachments: *(click item to open)*

[*AOT SE Permit.pdf*](#)

Town of Altavista Special Event Application - Part 1

Event Name

AOT's Vista BBQ Festival

Start Date

09/30/2022

End Date

10/01/2022

Proposed

Rain Date

10/8/2022

First Time Event ☐

Re-Occurring Event ☒

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

2021

Event Category

Community Festival ☒

Parade ☐

Concert ☐

Run/Walk ☐

Other

(please specify)

Alcohol Served

☒

Yes

☐

No

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

Event Organizer (s)

Altavista On Track

Corp. ID #

Street Address

510 7th Street

County/Locality

Campbell

State/Zip

24517

Non-Profit ID #

Primary Contact

George Sandridge

73-1716277

Address

PO Box 283

Business Phone

Email

gtsandridge@altavistava.gov

434-369-5001 x.111

Cell Phone

434-401-4487

Home Phone

Fax

Event Promoter/Marketing Coordinator

Name

Same as above

Work Phone

Email

Cell Phone

Home Phone

Town of Altavista Special Event Application - Part 2

**Town Funds
Requested?**

☐

YES

☐

NO

AMOUNT:

Type of Assistance Requested:

☐

GRANT

☐

LOAN

How Often Assistance Requested?

☐

ONE-TIME

☐

ANNUALLY

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

Admission Fee

Day of the Event

In Advance

Senior/Jr. Fee

Purpose and Description of the Event

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

AOT will be hosting the second annual Vista BBQ Festival. There will be live music, food/dessert trucks, alcohol vendors, children's entertainment, fire dancers/performers, and a fireworks show.

Similar to the 2021 event, there will be a BBQ competition sanctioned by the Kansas City Barbecue Society. Festival attendees will be given the opportunity to sample the BBQ offered by each competitor.

The BBQ competitors will be able to start setting up on Friday no earlier than 6:00 PM. This will give each competitor ample time to begin the cooking process overnight prior to the judging on Saturday afternoon.

AOT is requesting that English Park be closed from dusk on Friday, September 30 to dawn on Sunday, October 2.

Proceeds will benefit AOT's downtown revitalization mission and will help to fund additional grant programs.

Event Cancellation

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

The event is a rain or shine event, but will be postponed due to severe weather. If this occurs, October 8 is the proposed rain date.

All ticket holders will be eligible for a full refund if the event is canceled. They can also transfer the tickets to the new date for free.

Event Venue or Site(s)

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

Site Address

English Park

Zoning

Classification

**Anticipated
Attendance**

1,250 - 1,500

**Average Attendance at
Past Events**

1,200

Town of Altavista Special Event Application - Part 3

Event Set-up Dates to

Event Start Date **Event End Date**

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

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

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

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

Event 2nd Date

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

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

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

Event 3rd Date

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

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

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

Event / Venue Tear Down Dates to

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

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

Staging will take place at the Booker Building and adjacent parking lot.

Requested street/road closures:

Proposed dates and times of closures:

Town of Altavista Special Event Application - Part 4

Will you be supplying? Check all that apply.

Dumpsters	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="1"/>	
Portable Restrooms	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="9-12"/>	
Trash Cans Recycling Containers	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="5-6"/>	
Banners/Decoration	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Fencing/Barricades	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="2,500'"/>	Type <input type="text" value="ABC fencing"/>
Special Lighting	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="5"/>	Type <input type="text" value="light towers"/>

Will shuttle services be provided? ☒

Shuttle Service Coordinator

Name Contact #

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

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

Will special shuttling services be provided for disabled citizens? ☒

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

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

Town of Altavista Special Event Application - Part 5

Will you be supplying? Check all that apply.

Booths/Exhibits	<input type="checkbox"/>	Quantity	<input type="text"/>		
Tents/Canopies	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="6-8"/>	Size	<input type="text" value="10 x 10"/>
Vehicles/Trailers	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind	<input type="text"/>
Animals	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind	<input type="text"/>
VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>		
Amplified Sound	<input checked="" type="checkbox"/>	Describe	<input type="text" value="Live music on Booker Building stage from 12-8"/>		
Rides/Inflatables	<input type="checkbox"/>	Describe (kind/quantity)	<input type="text"/>		
Stage/bleachers (other structures)	<input checked="" type="checkbox"/>	Describe	<input type="text" value="AOT will utilize existing bleachers at English Park basketball court for additional seating"/>		
Fireworks/ Pyrotechnics	<input checked="" type="checkbox"/>	Describe	<input type="text" value="Fire performers and fireworks similar to the 2021 Uncle Billy's BBQ Festival. AOT will work with the Campbell County Fire Marshal to ensure fire safety procedures are followed."/>		

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

TBD

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

Map is attached.

Town of Altavista Special Event Application - Part 6

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

Television

☒

Webpage

☒

Radio

☒

Social
Media

☒

Billboards

☐

Newspapers

☒

Informational hotline
(please list #)

☐

Please list all that apply:

WDBJ7
WSET
KD Country
iHeartMedia (WYYD, WROV, WJJS)
Altavista Journal
News & Advance
Social Media (Facebook, Instagram, etc.)

www.vistabbqfestival.com

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

Town Services:

County Services:

Other: ☐

Law Enforcement

☒

Fire/EMS

☒

Public Works

☒

Safety Information

☐

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

AOT will work with the Altavista Police Department to have at least 4 officers on duty at the event, and will work with Campbell County EMS to have at least one ambulance on site for emergencies. The Altavista Fire Department will be on-site to assist with the fireworks.

Other Town services or equipment? Please describe.

Public Works will be asked to assist with set-up and take-down before and after the festival. DPW will also be asked to assist with various duties during the day (i.e., trash removal, ice delivery, etc.).

Describe any unique grounds preparation or traffic control needs.

Third Street in front of Mid-Atlantic Printers will be made into a one-way street and only accessible from Pittsylvania Avenue. The entrance at the Boat Ramp will be closed to thru traffic and only accessible as an exit.

Town of Altavista Special Event Application - Part 7

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

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers (total)

Parking areas

How will you obtain event staff? Describe:

Stage areas

AOT will utilize board members and other citizens as volunteers for the event.

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



If so, to what amount?

Included in event insurance through Campbell Insurance

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

Door to door

☐

Phone calls

☐

Flyers

☐

Others

☒

see advertising methods above

Will any food be served on-site?



Is there a designated food coordinator?



Non-profit food vendors

Name:

George Sandridge

For-profit food vendors

Vendors needing electricity

Phone/Cell:

434-401-4487

Vendors needing water hook-ups

Vendors using open fire/gas

Non-profit vendors selling wares

for-profit vendors selling wares

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

AOT will have between 5-8 food/dessert vendors on site to sell to the public. There will also be several breweries and distilleries selling alcohol. The BBQ competitors will also be asked to provide free samples to festival attendees. AOT will work with the Campbell County Health Department and Virginia ABC office to ensure all regulations are followed.

Liability Insurance Information

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

**Indemnity Agreement**

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

Affidavit of Applicant

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

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

George Sandridge

Event Coordinator/Responsible Event Representative
(Print Name)

G. Sandridge
Signature

11/1/2021
Date

Property Owner (Print Name)

Date

Signature

Town of Altavista Representative (Print Name)

Date

Signature

Kids (Under 13) - FREE

- Access to the music, BBQ/dessert trucks, and children's entertainment
- Ability to sample the BBQ from the competitors
- Ability to stay for fireworks afterwards!

Non-Drinking - \$10 (\$15 @ gate)

- Access to the music, BBQ/dessert trucks, and children's entertainment
- Ability to sample the BBQ from the competitors
- Ability to stay for fireworks afterwards!

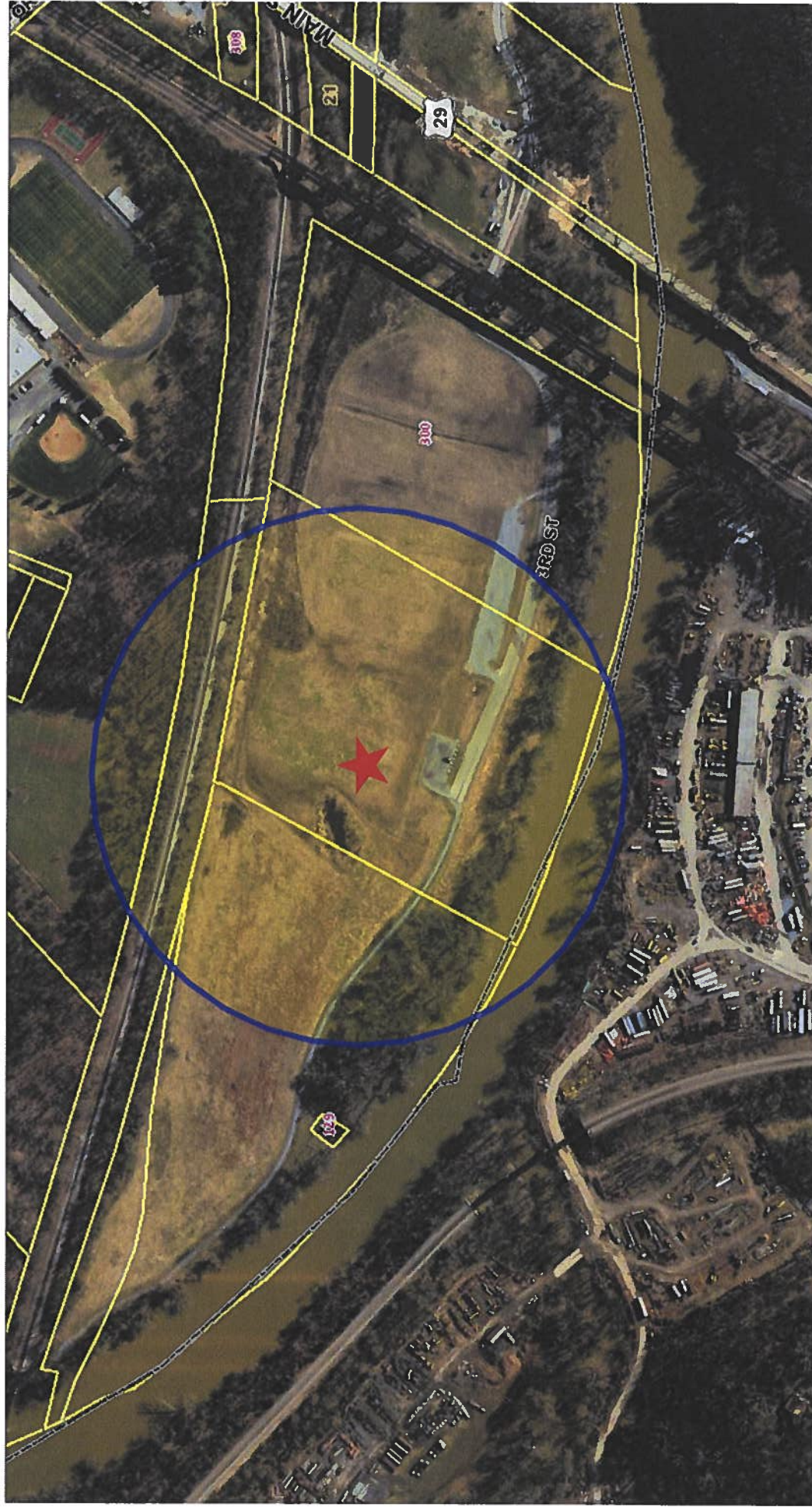
General Admission (Over 21) - \$20 (\$25 @ gate)

- Access to the music, BBQ/dessert trucks, and children's entertainment
- Ability to sample the BBQ from the competitors
- Ability to sample the various beer and bourbon vendors
- Ability to stay for fireworks afterwards!

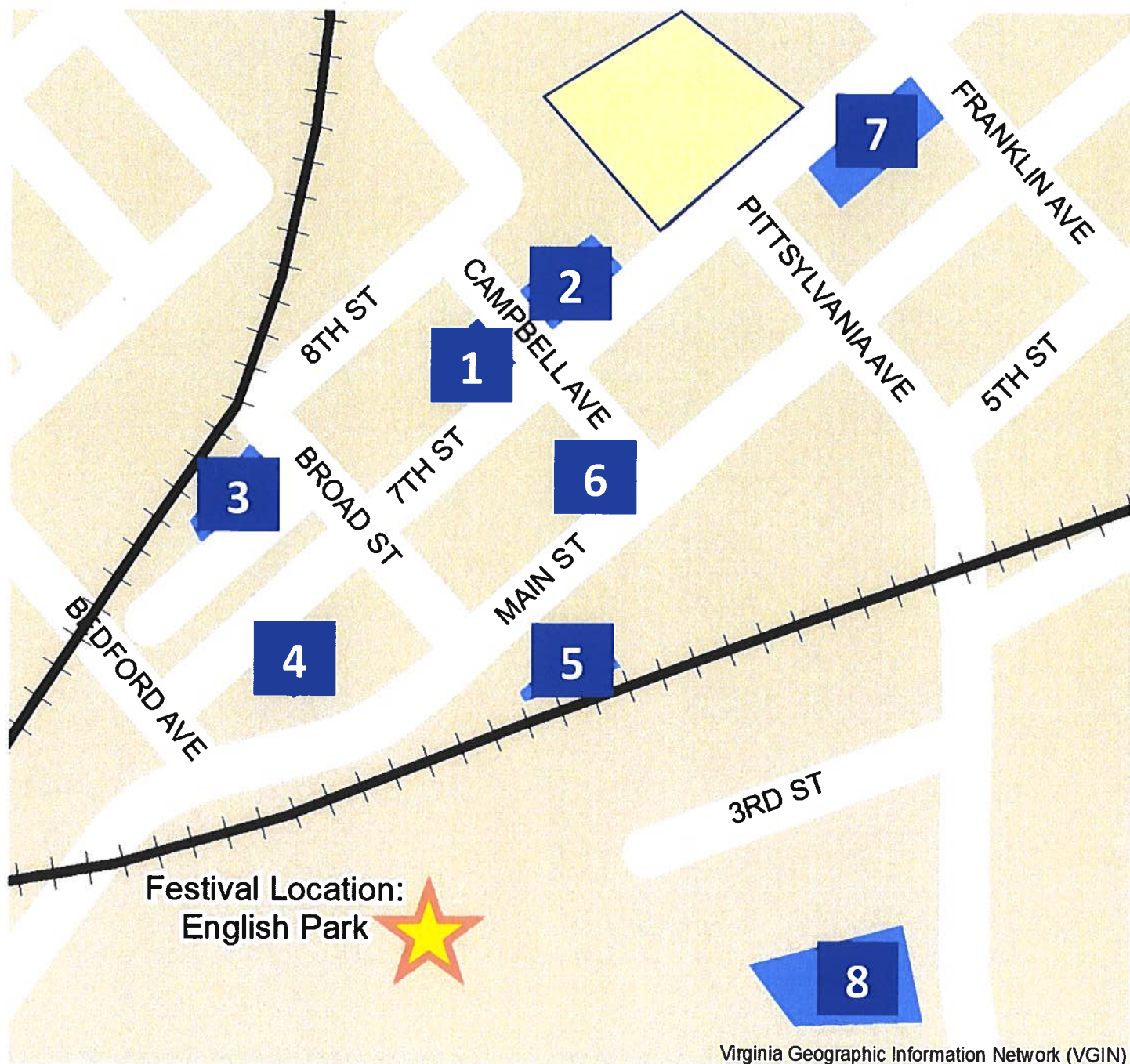
VIP Package (Over 21) - \$40 (*not available at gate*)

- Each attendee gets two free drink tickets, one free meal ticket, a 16-ounce collectable cup, and a collectable koozie!
- Each VIP attendee can enter the park an hour early (starting at 11:00 AM)
- Ability to sample the BBQ from the competitors
- Access to the music, BBQ/dessert trucks, and children's entertainment
- Ability to sample the various beer and bourbon vendors
- Ability to stay for fireworks afterwards!

Firework Fallout Zone



Shuttle Route – Vista BBQ Festival





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.C

NEW BUSINESS

Title: American Rescue Plan Act (ARPA) Funds

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Staff recommends Council review and provide direction on the proposed allocations for the American Rescue Plan Act (ARPA) funds and the process the Town will utilize to expend the funds.

Explanation:

The Town will receive \$3,533,782.00. The first half, \$1,766,891.00 was received in June 2021, and the second half, \$1,766,891.00 should be received in June 2022. The Town has until December 2024 to make a plan (encumber) the funds and until December 2026 to spend the funds.

The Town is required to submit an annual report to the U. S. Treasury outlining the Town's expenditure plan. The first report is due April 30, 2022.

Background:

The American Rescue Plan Act (ARPA) was signed into law by President Biden in March 2021. Through the [Coronavirus State and Local Fiscal Recovery Fund](#) (SLFRF), it guarantees direct relief to cities, towns and villages in the United States. The U.S. Department of the Treasury is responsible for overseeing this program.

The purpose of this one-time funding is to assist in recovering from the public health emergency and its negative economic impacts of the pandemic.

Funding Source(s):

Coronavirus State and Local Fiscal Recovery Fund (SLFRF)

Attachments: *(click item to open)*



DATE: November 3, 2021

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: American Rescue Plan Act (ARPA)

The Town of Altavista is set to receive \$3,533,782 in funds from the American Rescue Plan Act. Staff is working to identify areas of need, as we consider the best use for this funding. As with all grant funding, there are restrictions on how the money can be spent. The use of these funds **must** fit into one of the following four (4) eligible use categories:

- Respond to the COVID-19 public health emergency or its negative economic impacts including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the town, or by providing grants to eligible employers that have eligible workers who perform essential work.
- Provide government services to the extent of any revenue reduction resulting from the pandemic; and
- Make necessary investments in water, sewer, or broadband infrastructure.

Below is a listing of considerations for funding:

- Investment in Downtown District
 - Spark
 - Streaming and video conferencing software
 - Renovation Costs
 - Vista Theater façade improvements
 - Grant Programs for small business development / assistance
 - New business startup program
- Improve technology in council chambers
 - Voting component offered through Granicus
 - Replacement of Council's iPads (\$20,000)
- Dearing Ford Business District
- Broadband
- Park Improvements

- Improve Communication with citizens
 - TextMyGov
- Ventilation improvements at Town Hall
 - Heat Pump Replacement
- Replace water meters with automatic meter read system (\$1.4 million)
- Staunton River Erosion Project
- Dewatering the emergency overflow pond
- Replacement of sanitation equipment
 - Garbage Truck and Containers

Recommended Next Steps and Timing

Staff would like direction from Council on how to prioritize eligible expenditures so that we can create an expenditure framework to guide funding decisions and opportunities the Town pursues. As this discussion progresses, staff will present a proposed ARPA budget to Council for consideration.

Funds must be encumbered no later than 12/31/2024, and capital projects completed no later than 12/31/2026.

The Town is required to submit an annual report to the U. S. Treasury outlining the Town's expenditure plan. The first report is due April 30, 2022.

Staff will return with a single budget amendment to address the legal requirements to accept the funds into the Town's budget once a plan has been approved.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.D

NEW BUSINESS

Title: FY2023 through 2027 Draft Capital Improvement Plan

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Per Council's discussion.

Explanation:

Tonight Council will receive the draft FY2023-2027 Capital Improvement Plan (CIP).

The first scheduled CIP discussion is Tuesday, November 23, 2021 at the work session. This will be the first opportunity for Council to provide staff input and direction on the working document.

Background:

The Capital Improvement Plan (CIP) is a dynamic planning and fiscal management tool used to coordinate the location, timing, and financing of capital improvements over a multi-year period. It is critically important and one of the major responsibilities for a government entity. The CIP exists as a supplement to the organization's larger strategic plan and must always be aligned with its goals and strategy. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities, and funding opportunities to ensure that the foundation exists to advance the Town's strategic and long term goals and objectives.

In essence, a CIP outlines large capital projects and equipment purchases, and their associated project timelines and funding options.

During last year's budget process, it was the consensus of Council to receive the proposed capital budget much earlier in the budget process.

Funding Source(s):

The budget is the process by which Town Council allocates funds for operations and capital items. Once adopted, the budget directs the expenditures of staff.

Attachments: *(click item to open)*

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

[Attachment 2. DRAFT CIP FY2023-FY2027](#)

[Attachment 3. DRAFT CIP Summary FY2023-FY2027 - Totals](#)



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
DRAFT
FY2023 - 2027 Capital Improvement Plan



<u>COUNCIL CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
CO						
CO						
<u>COUNCIL TOTAL</u>		0	0	0	0	0
				FY2023-2027 CIP TOTAL:		0
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>						
<u>COUNCIL TOTAL</u>		0	0	0	0	0

<u>ADMINISTRATION CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
ADM	Replacement of Roof on Town Hall	45,000				
ADM	Replacement of Water Heater - TH	15,000				
ADM	Replacement of VPN/Firewalls		6,700			
ADM	Replacement of Exchange Server		19,100			
ADM	Replacement of Carpet			22,000		
<u>ADMINISTRATION TOTAL</u>		60,000	25,800	22,000	0	0
				FY2023-2027 CIP TOTAL:		107,800
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		60,000	25,800	22,000	0	0
<u>ADMINISTRATION TOTAL</u>		60,000	25,800	22,000	0	0

<u>AVOCA CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
AV	Replacement of Mansion's Heat Pump	35,000				
AV	Improve Mansion Décor		30,000			
AV	Construction of Wooden Storage Building			25,000		
AV	French Drains in Arboretum				9,000	
AV	Repl Back Porch (Office Bldg) / Trashcans					18,000
<u>AVOCA TOTAL</u>		35,000	30,000	25,000	9,000	18,000
				FY2023-2027 CIP TOTAL:		117,000
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>Other - Avoca Bldg. Maintenance Funds</i>		35,000	30,000	25,000	9,000	18,000
<u>AVOCA TOTAL</u>		35,000	30,000	25,000	9,000	18,000

<u>ACTS (TRANSIT) CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
ACTS	Shelter for Bus	26,000				
ACTS	Replacement of Existing BOC		82,150		84,600	
ACTS	Replacement of Support Vehicle		29,000			
<u>ACTS (TRANSIT) TOTAL</u>		26,000	111,150	0	84,600	0
				FY2023-2027 CIP TOTAL:		221,750
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		5,200	22,230		16,920	
<i>Grants - Dept. of Rail and Public Transportation</i>		20,800	88,920		67,680	
<u>ACTS (TRANSIT) TOTAL</u>		26,000	111,150	0	84,600	0

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<u>POLICE DEPARTMENT CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
PD	Replacement of In Car Cameras	12,170				
PD	Vehicle - New	55,000	100,000	60,000		
PD	Community Safe Space	10,000				
PD	Replacement of Mobile Data Terminals		41,200			
<u>POLICE DEPARTMENT TOTAL</u>		77,170	141,200	60,000	0	0
				FY2023-2027 CIP TOTAL:		278,370
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		77,170	141,200	60,000		
<u>POLICE DEPARTMENT TOTAL</u>		77,170	141,200	60,000	0	0

<u>PUBLIC WORKS CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000
PW	Shreve Park Fountain Upgrade	30,000				
PW	Purchase of Power Buggy - Cemetery	13,000				
PW	Repl Scagg 60" Zero Turn Mower	12,000				
PW	Polaris Ranger 1000 UTV	16,500				
PW	Streetlight Upgrades (LED)	32,500	32,500			
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000
PW	Purchase 96" Exmark Mower	15,500	15,500			
PW	Polaris Ranger 1000 UTV	11,800	11,800			
PW	Replacement of 2012 1 Ton Dump Truck	18,250	18,250			
PW	Replacement of 2010 Pickup Truck	9,700	9,700	9,700		
PW	Replacement of 2012 1 Ton Dump Truck	14,450	14,450	14,450		
PW	Fuel System Update	4,000	4,000	4,000	4,000	
PW	Bedford Avenue Decorative Street Lights		339,300			
PW	7th Street Decorative Street Lights				300,400	
PW	Replacement of 2022 Refuse Truck					90,000
<u>PUBLIC WORKS TOTAL</u>		257,700	525,500	108,150	384,400	170,000
				FY2023-2027 CIP TOTAL:		1,445,750
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		135,280	416,080	22,880	306,400	95,000
<i>Highway Fund</i>		107,420	107,420	83,270	76,000	75,000
<i>Enterprise Fund (W)</i>		1,000	1,000	1,000	1,000	
<i>Enterprise Fund (WW)</i>		1,000	1,000	1,000	1,000	
<i>Cemetery</i>		13,000				
<u>PUBLIC WORKS TOTAL</u>		257,700	525,500	108,150	384,400	170,000

<u>ECONOMIC DEVELOPMENT CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
ED						
<u>ECONOMIC DEVELOPMENT TOTAL</u>		0	0	0	0	0
				FY2023-2027 CIP TOTAL:		0
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>						
<i>Grants (List)</i>						
<u>ECONOMIC DEVELOPMENT TOTAL</u>		0	0	0	0	0

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<u>PARKS & RECREATION CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
P&R	Painting Eng/Shreve/ Concession Restrooms	13,800				
P&R	Painting (2) Gazebos	6,000				
P&R	Dog Park/English Park	70,500				
P&R	Inner Loop Trail	87,000				
P&R	Shade Sails (3)	19,500				
P&R	Overnight RV Campground	10,000	50,000			
P&R	Repaving/Striping Trade Lot Parking Lot		46,400	185,600		
P&R	Connection to YMCA Parking Lot		10,000	62,500		
P&R	Improvements to Pedestrian Bridge Over RR			20,000	130,000	
P&R	Renovations to War Memorial Entrance			35,250		
P&R	Ballfield Lights (SP)			180,000		
P&R	Disc Golf Course				26,100	
<u>PARKS & RECREATION TOTAL</u>		206,800	106,400	483,350	156,100	0
				FY2023-2027 CIP TOTAL:		952,650
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		206,800	106,400	348,350	156,100	0
<i>Grants (List)</i>				45,000		
<i>Other - YMCA</i>				90,000		
<u>PARKS & RECREATION TOTAL</u>		206,800	106,400	483,350	156,100	0

<u>COMMUNITY DEVELOPMENT</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
CD	Spark Phase 2	466,540				
CD						
<u>COMMUNITY DEVELOPMENT TOTAL</u>		466,540	0	0	0	0
				FY2023-2027 CIP TOTAL:		466,540
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		466,540				
<u>COMMUNITY DEVELOPMENT TOTAL</u>		466,540	0	0	0	0

<u>UTILITIES (WATER) CIP BY YEAR</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
UT(W)	Tank Maintenance	38,300	40,000	40,000	40,000	40,000
UT(W)	Sedimentation/Solids Handling Impr.	350,000	2,036,000			
UT(W)	Raw Water Control Valve	60,000				
UT(W)	Water Plant Security	196,000				
UT(W)	Installation of inline valve at Melinda Tank	25,000				
UT(W)	WTP and Tank Electrical Impr. & SCADA Impr.	230,000		173,000		100,000
UT(W)	Painting of Walls & Floors at WTP	25,000				
UT(W)	Meter Truck Replacement	40,000				
UT(W)	Sweeper with Hopper Attachment		8,000			
UT(W)	Water Plant Truck with Lift Gate		45,000			
UT(W)	Grapple Bucket & Brush Cutter Head		15,000			
UT(W)	Solids Tank Pump Replacement		35,000		40,000	
UT(W)	WTP Heat Pump Replacement		30,000			
UT(W)	Utilities Truck			130,000		
UT(W)	Hydraulic Thumb & Tilting Grade Bucket			12,000		
UT(W)	Chemical Pump Replacement			25,000		
UT(W)	Beverly Heights / Incr. Water Pressure				239,000	

Town of Altavista
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UT(W) Holly Hills/Northgate / Incr. Water Pressure					239,000	
UT(W) Spring Site Infrastructure Improvements					46,000	1,100,000
UT(W) Raw Water Pump Replacement					42,000	50,000
UT(W) Beverly Heights Water Line Replacements						2,000,000
UTILITIES (WATER) TOTAL	964,300	2,209,000	380,000	646,000	3,290,000	
			FY2023-2027 CIP TOTAL:		7,489,300	
FUNDING SOURCES	FY2023	FY2024	FY2025	FY2026	FY2027	
Enterprise Fund (W)	108,300	161,500	309,000	122,000	190,000	
Enterprise Fund (WW)	20,000	11,500	71,000			0
Bonds (List)	836,000	2,036,000		524,000	3,100,000	
UTILITIES (WATER) TOTAL	964,300	2,209,000	380,000	646,000	3,290,000	

UTILITIES (SEWER) CIP BY YEAR						
	FY2023	FY2024	FY2025	FY2026	FY2027	
UT(S) Return Sludge Replacement Impeller	5,000	5,000				
UT(S) 40 hp Pump Replacement/Main PS	40,000					
UT(S) WWTP Electrical Upgrade	1,568,200					
UT(S) Sewer Line Root Removal	10,000					
UT(S) Lynch Creek Sewer Line Replacement	1,582,240					
UT(S) Replacement of Lab Scales	5,000					
UT(S) UV Light System	750,000					
UT(S) Replacement of Mobile 6" Pump	60,000					
UT(S) Auger Attachment (Skid Steer)	6,000					
UT(S) SCADA Improvements	350,000					
UT(S) Aeration Rehab	694,500	2,751,000				
UT(S) 60 hp Digester Blower	18,000			20,000		
UT(S) Main Pump Station Upgrade	51,000	862,000				
UT(S) Feed Pump Replacement		28,500		29,000		
UT(S) Brush Cutter Head Attachment		11,000				
UT(S) Truck Replacement (Utility)		41,000				
UT(S) Riverview Pump Station Upgrade		20,000	289,000			
UT(S) 40 hp Pump Replacement/Riverview PS			40,000			
UT(S) Trencher Attachment			6,000			
UT(S) Secondary Clarifiers			1,998,000			
UT(S) Commercial Water Truck			150,000			
UT(S) Heat Pump Repl in Lab and Office			30,000			
UT(S) Sewer Vactor Truck Replacement				315,000		
UT(S) Tandem Dump Truck Replacement						250,000
UT(S) Solids Handling Engineering						200,000
UTILITIES (SEWER) TOTAL	5,139,940	3,718,500	2,513,000	364,000	450,000	
			FY2023-2027 CIP TOTAL:		12,185,440	
FUNDING SOURCES	FY2023	FY2024	FY2025	FY2026	FY2027	
General Fund			30,000	25,000		
Enterprise Fund (W)	13,000	5,500	63,000	70,000		
Enterprise Fund (WW)	131,000	80,000	133,000	269,000	450,000	
Bonds (List)	4,995,940	3,633,000	2,287,000			
UTILITIES (SEWER) TOTAL	5,139,940	3,718,500	2,513,000	364,000	450,000	

GENERAL FUND TOTALS	950,990	13.15
HIGHWAY FUND TOTALS	107,420	1.49
CEMETERY FUNDS TOTALS	13,000	0.18
ENTERPRISE FUND TOTALS	274,300	3.79
GRANT FUND TOTALS	55,800	0.77
BOND TOTALS	5,831,940	80.62
TOTAL REQUESTED FOR ALL FUNDS	7,233,450	100.00 %

SUMMARY OF FUNDING SOURCES FOR FY2023-FY2027 CAPITAL IMPROVEMENT PLAN

<u>FUNDING SOURCES</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>	950,990	711,710	483,230	504,420	95,000
<i>Highway Fund</i>	107,420	107,420	83,270	76,000	75,000
<i>Enterprise Fund (W)</i>	122,300	168,000	373,000	193,000	190,000
<i>Enterprise Fund (WW)</i>	152,000	92,500	205,000	270,000	450,000
<i>Grants (List)</i>	20,800	88,920	45,000	67,680	0
<i>Bonds (List)</i>	5,831,940	5,669,000	2,287,000	524,000	3,100,000
<i>Other (List)</i>	35,000	30,000	115,000	9,000	18,000
<i>Cemetery Fund</i>	13,000	0	0	0	0
<u>TOTAL</u>	7,233,450	6,867,550	3,591,500	1,644,100	3,928,000



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: Clarion Water Line Project.

Staff Resource: Tom Fore

Action(s):

Staff recommends accepting the bid based on the engineers recommendation.

Explanation:

Previously Council approved staff to advertise to bid this project. The bid were opened at 2:00 PM on October 27th.

Background:

Council was made aware of a request by a local industry to install a new 12" line to there facility. Staff worked with Peed & Bortz to have the 12" water line designed and get VDH approvals to build the line. Once design was completed staff worked to obtain all necessary easements. Once completed it was time to bid the project.

Funding Source(s):

The industry is funding this project, a percentage of the connection fee was forgiven by Council as the Industry was funding the entirety of this project and paying the Town of Altavista \$77,500.00 at the end of the project for the connection fee.

The bid for the construction of the line came in \$42,674.00 above the engineers construction estimate. I am requesting the council forgive this amount from the connection fee and only charge the Industry \$34,826.00 connection fee so that they can utilize the connection fee to offset the shortfall.

Attachments: *(click item to open)*

[Attachment 1. Bid Summary_Altavista Clarion Rd.pdf](#)

[Attachment 2. Bid Tabulations_Altavista Clarion Rd.pdf](#)

[Attachment 3. Bid_Form_Bond_Wells.pdf](#)

[Attachment 4. Monday ltr 110121 Clarion award recommend.pdf](#)

Clarion Road Water Extension

Town of Altavista

October 27, 2021

2:00 p.m.

BID TABULATION

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Base Bid</u>	<u>Notes</u>
Concrete Foundations	X	X	\$ 737,410.80	
Counts and Dobyns	X	X	\$ 785,316.40	
EC Pace	X	X	\$ 691,606.41	
Jack St. Clair Construction	X	X	\$ 574,940.00	
Prillaman & Pace	X	X	\$ 594,070.00	
Wells Construction	X	X	\$ 567,374.00	1
Engineer's Estimate			\$ 481,110.00	

Notes:
1. Apparent Low Bidder

BID SUMMARY
Clarion Road Water Extension
October 27, 2021

			Concrete Foundations		Counts and Dobyns		EC Pace	
<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (limited to 5% of total)	1 EA		\$ 35,114.80	\$ 35,114.80	\$ 36,230.00	\$ 36,230.00	\$ 32,000.00	\$ 32,000.00
10" DIP Water Line	80 LF		\$ 150.00	\$ 12,000.00	\$ 151.20	\$ 12,096.00	\$ 144.90	\$ 11,592.00
12" DIP Water Line	2300 LF		\$ 180.00	\$ 414,000.00	\$ 187.69	\$ 431,687.00	\$ 119.60	\$ 275,080.00
10" Gate Valve	3 EA		\$ 4,810.00	\$ 14,430.00	\$ 3,569.00	\$ 10,707.00	\$ 4,940.33	\$ 14,820.99
12" Gate Valve	3 EA		\$ 5,999.00	\$ 17,997.00	\$ 4,363.00	\$ 13,089.00	\$ 5,701.36	\$ 17,104.08
Air Release Valve	2 EA		\$ 7,043.75	\$ 14,087.50	\$ 5,166.00	\$ 10,332.00	\$ 6,396.53	\$ 12,793.06
12" x 10" Tapping Sleeve and Valve	1 EA		\$ 13,775.00	\$ 13,775.00	\$ 16,191.00	\$ 16,191.00	\$ 11,065.38	\$ 11,065.38
Blow-off Hydrant	1 EA		\$ 2,537.50	\$ 2,537.50	\$ 2,514.00	\$ 2,514.00	\$ 3,435.37	\$ 3,435.37
Fittings	2000 LB		\$ 20.00	\$ 40,000.00	\$ 12.56	\$ 25,120.00	\$ 23.52	\$ 47,040.00
12" Pipe External Joint Restraint	15 EA		\$ 420.00	\$ 6,300.00	\$ 367.00	\$ 5,505.00	\$ 910.64	\$ 13,659.60
Concrete Pipe Anchors	10 EA		\$ 1,250.00	\$ 12,500.00	\$ 1,248.00	\$ 12,480.00	\$ 2,445.01	\$ 24,450.10
Concrete Encasement	35 LF		\$ 350.00	\$ 12,250.00	\$ 261.00	\$ 9,135.00	\$ 1,706.58	\$ 59,730.30
Polyethylene Pipe Wrap	170 LF		\$ 5.00	\$ 850.00	\$ 7.14	\$ 1,213.80	\$ 20.23	\$ 3,439.10
Meter Vault	1 LS		\$ 31,412.50	\$ 31,412.50	\$ 24,071.00	\$ 24,071.00	\$ 35,226.74	\$ 35,226.74
Meter & SCADA Integration	1 LS		\$ 32,812.50	\$ 32,812.50	\$ 33,007.00	\$ 33,007.00	\$ 34,961.12	\$ 34,961.12
24" Steel Casing, J&B	80 LF		\$ 600.00	\$ 48,000.00	\$ 1,197.50	\$ 95,800.00	\$ 321.80	\$ 25,744.00
Silt Fence	640 LF		\$ 8.00	\$ 5,120.00	\$ 4.74	\$ 3,033.60	\$ 5.22	\$ 3,340.80
EC-2 Matting	900 LF		\$ 15.00	\$ 13,500.00	\$ 4.24	\$ 3,816.00	\$ 3.70	\$ 3,330.00
Silt Sock (20' long)	13 EA		\$ 248.00	\$ 3,224.00	\$ 197.00	\$ 2,561.00	\$ 184.49	\$ 2,398.37
Rock Excavation	100 CY		\$ 25.00	\$ 2,500.00	\$ 300.00	\$ 30,000.00	\$ 484.49	\$ 48,449.00
12" Gasket Restraint	20 EA		\$ 250.00	\$ 5,000.00	\$ 336.40	\$ 6,728.00	\$ 597.32	\$ 11,946.40
Total			\$ 737,410.80		\$ 785,316.40		\$ 691,606.41	

BID SUMMARY
Clarion Road Water Extension
October 27, 2021

			Jack St. Clair Construction		Prillaman & Pace		Wells Construction	
<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (limited to 5% of total)	1 EA		\$ 28,000.00	\$ 28,000.00	\$ 29,000.00	\$ 29,000.00	\$ 24,000.00	\$ 24,000.00
10" DIP Water Line	80 LF		\$ 200.00	\$ 16,000.00	\$ 175.00	\$ 14,000.00	\$ 140.00	\$ 11,200.00
12" DIP Water Line	2300 LF		\$ 130.00	\$ 299,000.00	\$ 180.00	\$ 414,000.00	\$ 155.00	\$ 356,500.00
10" Gate Valve	3 EA		\$ 3,310.00	\$ 9,930.00	\$ 4,500.00	\$ 13,500.00	\$ 2,910.00	\$ 8,730.00
12" Gate Valve	3 EA		\$ 4,030.00	\$ 12,090.00	\$ 5,000.00	\$ 15,000.00	\$ 3,450.00	\$ 10,350.00
Air Release Valve	2 EA		\$ 4,630.00	\$ 9,260.00	\$ 3,000.00	\$ 6,000.00	\$ 3,590.00	\$ 7,180.00
12" x 10" Tapping Sleeve and Valve	1 EA		\$ 9,370.00	\$ 9,370.00	\$ 10,000.00	\$ 10,000.00	\$ 7,291.00	\$ 7,291.00
Blow-off Hydrant	1 EA		\$ 5,015.00	\$ 5,015.00	\$ 1,500.00	\$ 1,500.00	\$ 2,400.00	\$ 2,400.00
Fittings	2000 LB		\$ 15.00	\$ 30,000.00	\$ 3.00	\$ 6,000.00	\$ 5.50	\$ 11,000.00
12" Pipe External Joint Restraint	15 EA		\$ 250.00	\$ 3,750.00	\$ 150.00	\$ 2,250.00	\$ 231.00	\$ 3,465.00
Concrete Pipe Anchors	10 EA		\$ 800.00	\$ 8,000.00	\$ 200.00	\$ 2,000.00	\$ 1,400.00	\$ 14,000.00
Concrete Encasement	35 LF		\$ 100.00	\$ 3,500.00	\$ 100.00	\$ 3,500.00	\$ 300.00	\$ 10,500.00
Polyethylene Pipe Wrap	170 LF		\$ 15.00	\$ 2,550.00	\$ 50.00	\$ 8,500.00	\$ 4.00	\$ 680.00
Meter Vault	1 LS		\$ 27,200.00	\$ 27,200.00	\$ 15,000.00	\$ 15,000.00	\$ 34,655.00	\$ 34,655.00
Meter & SCADA Integration	1 LS		\$ 27,650.00	\$ 27,650.00	\$ 12,000.00	\$ 12,000.00	\$ 18,000.00	\$ 18,000.00
24" Steel Casing, J&B	80 LF		\$ 640.00	\$ 51,200.00	\$ 350.00	\$ 28,000.00	\$ 275.00	\$ 22,000.00
Silt Fence	640 LF		\$ 5.00	\$ 3,200.00	\$ 3.00	\$ 1,920.00	\$ 5.00	\$ 3,200.00
EC-2 Matting	900 LF		\$ 9.00	\$ 8,100.00	\$ 2.00	\$ 1,800.00	\$ 1.25	\$ 1,125.00
Silt Sock (20' long)	13 EA		\$ 125.00	\$ 1,625.00	\$ 200.00	\$ 2,600.00	\$ 546.00	\$ 7,098.00
Rock Excavation	100 CY		\$ 150.00	\$ 15,000.00	\$ 40.00	\$ 4,000.00	\$ 100.00	\$ 10,000.00
12" Gasket Restraint	20 EA		\$ 225.00	\$ 4,500.00	\$ 175.00	\$ 3,500.00	\$ 200.00	\$ 4,000.00
Total			\$ 574,940.00		\$ 594,070.00		\$ 567,374.00	

BID SUMMARY**Clarion Road Water Extension**

October 27, 2021

			Engineer's Estimate		Unit Price Average of three lowest bids
<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	
Mobilization (limited to 5% of total)	1 EA		\$ 20,000	\$ 20,000	\$ 27,000
10" DIP Water Line	80 LF		\$ 90	\$ 7,200	\$ 172
12" DIP Water Line	2300 LF		\$ 100	\$ 230,000	\$ 155
10" Gate Valve	3 EA		\$ 3,500	\$ 10,500	\$ 3,573
12" Gate Valve	3 EA		\$ 4,500	\$ 13,500	\$ 4,160
Air Release Valve	2 EA		\$ 5,000	\$ 10,000	\$ 3,740
12" x 10" Tapping Sleeve and Valve	1 EA		\$ 10,000	\$ 10,000	\$ 8,887
Blow-off Hydrant	1 EA		\$ 3,000	\$ 3,000	\$ 2,972
Fittings	2000 LB		\$ 7	\$ 14,000	\$ 8
12" Pipe External Joint Restraint	15 EA		\$ 350	\$ 5,250	\$ 210
Concrete Pipe Anchors	10 EA		\$ 750	\$ 7,500	\$ 800
Concrete Encasement	35 LF		\$ 200	\$ 7,000	\$ 167
Polyethylene Pipe Wrap	170 LF		\$ 20	\$ 3,400	\$ 23
Meter Vault	1 LS		\$ 50,000	\$ 50,000	\$ 25,618
Meter & SCADA Integration	1 LS		\$ 10,000	\$ 10,000	\$ 19,217
24" Steel Casing, J&B	80 LF		\$ 500	\$ 40,000	\$ 422
Silt Fence	640 LF		\$ 4	\$ 2,560	\$ 4
EC-2 Matting	900 LF		\$ 4	\$ 3,600	\$ 4
Silt Sock (20' long)	13 EA		\$ 200	\$ 2,600	\$ 290
Rock Excavation	100 CY		\$ 250	\$ 25,000	\$ 97
12" Gasket Restraint	20 EA		\$ 300	\$ 6,000	\$ 200
			\$ -		
Total			\$ 481,110.00		

BID FORM REVISED PER ADDENDUM 1

18-59

Clarion Road Water Extension

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

Altavista, Virginia

Attn: Tom Fore, Director of Utilities

510 7th Street

Altavista, VA 24517

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
<u># /</u>	<u>10/21/21</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

A. UNIT PRICES

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
1.	Mobilization (limited to 5% of total)	1	EA	\$ 24,000.00	\$ 24,000.00
2.	10" DIP Water Line	80	LF	\$ 140.00	\$ 11,200.00
3.	12" DIP Water Line	2300	LF	\$ 155.00	\$ 356,500.00
4.	10" Gate Valve	3	EA	\$ 2,910.00	\$ 8,730.00
5.	12" Gate Valve	3	EA	\$ 3,450.00	\$ 10,350.00
6.	Air Release Valve	2	EA	\$ 3,590.00	\$ 7,180.00
7.	12" x 10" Tapping Sleeve and Valve	1	EA	\$ 7,291.00	\$ 7,291.00
8.	Blow-off Hydrant	1	EA	\$ 2,400.00	\$ 2,400.00
9.	Fittings	2000	LB	\$ 5.50	\$ 11,000.00
10.	12" Pipe External Joint Restraint	15	EA	\$ 231.00	\$ 3,465.00
11.	Concrete Pipe Anchors	10	EA	\$ 1,400.00	\$ 14,000.00
12.	Concrete Encasement	35	LF	\$ 300.00	\$ 10,500.00
13.	Polyethylene Pipe Wrap	170	LF	\$ 4.00	\$ 680.00
14.	Meter Vault	1	LS	\$ 34,655.00	\$ 34,655.00
15.	Meter & SCADA Integration	1	LS	\$ 18,000.00	\$ 18,000.00
16.	24" Steel Casing, J&B	80	LF	\$ 275.00	\$ 22,000.00
17.	Silt Fence	640	LF	\$ 5.00	\$ 3,200.00
18.	EC-2 Matting	900	LF	\$ 1.25	\$ 1,125.00
19.	Silt Sock (20' long)	15	EA	\$ 546.00	\$ 7,098.00
20.	Rock Excavation	100	CY	\$ 100.00	\$ 10,000.00
21.	12" Gasket Restraint	20	EA	\$ 200.00	\$ 4,000.00
TOTAL					\$ 567,374.00

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

TOTAL BASE BID PRICE

Five hundred sixty-seven thousand three hundred seventy four dollars	\$	567,374.00
(USE WORDS)		(USE NUMBERS)

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. List of Project References;
 - E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
 - F. Contractor's License No. ~~210-705-237~~ [or] Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
 - G. Required Bidder Qualification Statement with supporting data; and
 - H. If Bid amount exceeds \$10,000, signed Compliance Statement (RD 400-6). Refer to specific equal opportunity requirements set forth in the Supplemental General Conditions;
 - I. If Bid amount exceeds \$25,000, signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (AD-1048);
 - J. If Bid amount exceeds \$100,000, signed RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grants, and Loans.

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – RETAINAGE ESCROW

9.01 Bidder may request retainage funds be placed in escrow by submitting the Escrow Agreement Form included with the Contract Documents (or similar form) to the Engineer no more than 15 business days after the issuance of the Notice of Award.

ARTICLE 10 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Wells Construction Company Inc.

By:

[Signature]

Charles S. Wells

[Printed name]

Charles S. Wells, President

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]

Mary E. Wells

[Printed name]

Mary Elizabeth Wells

Title:

HR / safety coordinator

Submittal Date:

October 27, 2021

Address for giving notices:

Wells Construction Co.

3327 Shawnee Trail

Salem, VA 24153

Wells Construction Co.

P.O. Box 1067

Vinton, VA 24179

Telephone Number:

540/309-9650

Fax Number:

540/721-0038

Contact Name and e-mail address:

Jeff Beckner

jb.wellsconco@privategarden.org

Bidder's License No.:

Class A #2705095257

(where applicable)

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – RETAINAGE ESCROW

9.01 Bidder may request retainage funds be placed in escrow by submitting the Escrow Agreement Form included with the Contract Documents (or similar form) to the Engineer no more than 15 business days after the issuance of the Notice of Award.

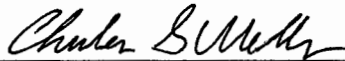
ARTICLE 10 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Wells Construction Company Inc.

By:

[Signature]



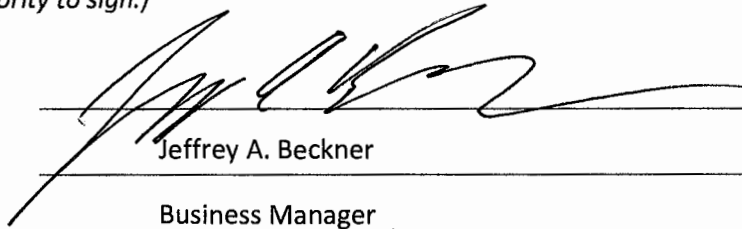
[Printed name]

Charles S. Wells, President

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]



[Printed name]

Jeffrey A. Beckner

Title:

Business Manager

Submittal Date:

October 27, 2021

Address for giving notices:

Wells Construction Co.

3327 Shawnee Trail

Salem, VA 24153

Wells Construction Co.

P.O. Box 1067

Vinton, VA 24179

Telephone Number:

540/309-9650

Fax Number:

540/721-0038

Contact Name and e-mail address:

Jeff Beckner

jb.wellsconco@privategarden.org

Bidder's License No.:

Class A #2705095257

(where applicable)

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER (Name and Address):

Wells Construction Company, Inc.
PO Box 1067
Vinton, VA 24179

SURETY (Name, and Address of Principal Place of Business):

Ohio Farmers Insurance Company
PO Box 5001
Westfield Center, OH 44251-5001

OWNER (Name and Address):

Town of Altavista, Virginia
510 7th Street
Altavista, VA 24517

BID

Bid Due Date: October 27, 2021

Description (Project Name— Include Location): Clarion Road Water Extension

Work consists of the installation of 2300 linear feet of 12" DIP Water line and associated appurtenances along Clarion Road in the Town of Altavista, Virginia.

BOND

Bond Number: Bid Bond

Date: October 27, 2021

Penal sum Five Percent of the Amount Bid

\$ (5%)

(Words)

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER

Wells Construction Company, Inc.

(Seal)

Bidder's Name and Corporate Seal

SURETY

Ohio Farmers Insurance Company

(Seal)

Surety's Name and Corporate Seal

By:

Charles S. Wells

Signature

Charles S. Wells

Print Name

President

Title

Attest:

[Signature]
Signature

Title

Business Manager

By:

[Signature]

Signature (Attach Power of Attorney)

Douglas P. Taylor

Print Name

Attorney-In-Fact

Title

Attest:

Tammy Selbe
Signature Tammy Selbe

Title Witness to Surety

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

BID BOND

00430 - 1

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2 All Bids are rejected by Owner, or
 - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

General
Power
of Attorney

CERTIFIED COPY

POWER NO. 4750172 01

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
ANDREW K. TEETER, KIMBERLY L. MILES, DOUGLAS P. TAYLOR, GARY R. FREEMAN, KIMBERLY S. BURDETTE, JAIME L. CARPENTER, TAMMY SELBE, JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact, may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 15th day of SEPTEMBER A.D., 2017.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: *Dennis P. Baus*

Dennis P. Baus, National Surety Leader and
Senior Executive

State of Ohio
County of Medina ss.:

On this 15th day of SEPTEMBER A.D., 2017, before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kofnik

David A. Kofnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 27th day of October, A.D. 2021



Frank A. Carrino Secretary
Frank A. Carrino, Secretary

BPOAC2 (combined) (06-02)

2021 ANNUAL REPORT
COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION



1. CORPORATION NAME:

Wells Construction Co., Inc.

DUE DATE: 08/31/21

2. VA REGISTERED AGENT NAME AND OFFICE ADDRESS: ATTY.

SCC ID NO.: 0563208-8

HUGH B WELLONS
SPILMAN THOMAS & BATTLE PLLC
310 1ST ST STE 1100
ROANOKE, VA 24011-0000

5. TOTAL NUMBER OF AUTHORIZED
SHARES: 5,000

3. CITY OR COUNTY OF VA REGISTERED OFFICE:

770-ROANOKE CITY

4. STATE OR COUNTRY OF INCORPORATION:

VA-Virginia

DO NOT ATTEMPT TO ALTER THE INFORMATION ABOVE. Carefully read the enclosed instructions. Type or print in black only.

6. PRINCIPAL OFFICE ADDRESS:

<input type="checkbox"/> Mark this box if address shown below is correct	If the block to the left is blank or contains incorrect data please add or correct the address below.
ADDRESS: P O BOX 1067	ADDRESS:
CITY/ST/ZIP VINTON, VA 24179-0000	CITY/ST/ZIP

7. DIRECTORS AND PRINCIPAL OFFICERS:

All directors and principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: <input type="checkbox"/> Information is correct <input checked="" type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input checked="" type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement
OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/> NAME: CHARLES S WELLS TITLE: P/S/T ADDRESS: 9700 ROANOKE RD CITY/ST/ZIP: ELLISTON, VA 24087-0000	OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/> NAME: Charles S Wells TITLE: P/S/T ADDRESS: 5116 Arrowhead Trail CITY/ST/ZIP: Salem, VA 24153

I affirm that the information contained in this report is accurate and complete as of the date below.

Charles S Wells

SIGNATURE OF DIRECTOR/OFFICER
LISTED IN THIS REPORT

Charles S Wells, President

PRINTED NAME AND CORPORATE TITLE

7-1-21

DATE

It is a Class 1 misdemeanor for any person to sign a document that is false in any material respect with intent that the document be delivered to the Commission for filing.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

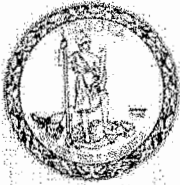
EXPIRES ON

05-31-2023

NUMBER

2705095257

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS H/H



WELLS CONSTRUCTION COMPANY INC
PO BOX 1067
VINTON, VA 24179



Mary Brock Vaughan
Mary Brock Vaughan, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS H/H

NUMBER: 2705095257 EXPIRES: 05-31-2023

WELLS CONSTRUCTION COMPANY INC
PO BOX 1067
VINTON, VA 24179



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)

(DETACH HERE)

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

1 November 2021

Mr. Clarence Monday
Town Manager - Altavista
P.O. Box 420
Altavista, Virginia 24517

Re: Clarion Road Water Extension
Recommendation to Award
JN 18-59

Dear Mr. Monday,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced construction project to Wells Construction Company of Vinton, VA. Wells Construction Company was the low bidder based on their base bid total of \$567,374.00. The bid form and bid bond are included with this letter as well.

Peed & Bortz, LLC has completed a reference review of Wells Construction Company and found the references confirmed that Wells Construction has the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

Please let me know if you have any questions or need any additional information.

Sincerely;



Scott Bortz, P.E.
Project Engineer

Attachments

cc: Tom Fore, Town of Altavista Utility Director



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Utility Department Reports

Staff Resource: Tom Fore

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

VDEM GENERATOR PROJECT REPORT

Clarion Road Water Line Project

WWTP Aeration Project

WTP Filter Rehabilitation

SCADA for Generator Sites

WWTP Phase II-III Electrical Upgrades

Melinda Zone Improvement Report

October 2021 Monthly Staff Report

October 2021 Water / Sewer / Refuse Billing History

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
20 October 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: Contractor has completed the concrete pads at the three ground mounted locations and the footers at the Staunton River site. Contractor has started running conduit and wiring at Bedford Station. Progress meeting held on 29 September.

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: \$35,291

Balance to Complete: \$8309

Town Input Required:

Issues Town Should Be Aware Of: Engineer and Contractor are reviewing the bolt installations at the piers at Staunton River. Contractor installed the bolts incorrectly with the initial pour.

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

Current Paid: \$127,000

Balance to Finish plus retainage: \$359,500

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
20 October 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: Review documents have been submitted to VDH, VDOT and Campbell County E&S. Advertisement in Lynchburg paper on 18 September. VDOT has provided comments to be incorporated into the documents. Campbell County has provided comments and the documents have been revised. VDH has been sent a reminder email on 21 September inquiring about comment status. Pre-bid meeting was held on 14 October at Town Hall with 5 bidders in attendance.

Anticipated work over the next two weeks: Responses to review agencies.

Upcoming Tasks: 27 October 2021 Open Bids

Outstanding Issues:

Design Schedule: Open Bids 27 October
Award Nov 9
Sign Agreements Nov 23
Start construction (weather permitting) Dec 15
90 days construction (should be more than adequate)
Substantial completion 1 May (assuming lost weather days).

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000

Invoiced To Date: \$52,250

Balance to Complete: \$15,750

Town Input Required:

Issues Town Should Be Aware Of: Engineer has contacted local pipe suppliers and been notified that material price of 12" DIP is significantly higher than initial projections anticipated cost. In addition, lead time on pipe is approximately 9 months out. To keep this project on schedule, it would be prudent for Town or Abbott to place a purchase order for the pipe now in order to provide to the contractor next May/June for installation.

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
20 October 2021

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

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

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

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

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

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

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
20 October 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
20 October 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: \$2400
Balance to Complete: \$7200

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
20 October 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: Progress meeting on 29 September. Contractor has started interior work in the buildings. Contractor has installed a number of manholes. Wire has arrived on site. Change Order #3 has been presented to Town staff for signature. Change Order #4 has been presented to Town staff for review.
Anticipated work over the next two weeks: Continue reviewing shop dwgs. Continue installing manholes and pull boxes. Pull wire for transformer pad to power building. Coordinate with Dominion for new service feed and generator hookup/startup.
Upcoming Tasks: Continue work.

Outstanding Issues:

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed
Schedule Constraints: Contractor reports to be still on schedule for completion per contract times.
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: \$230,353
Balance to Complete: \$79,377

Town Input Required:

Issues Town Should Be Aware Of: Contractor has notified the Engineer & Owner of delays with receiving the MCCs due to the current shipping issues off the west coast. The exact delay cannot be determined at this time but Contractor will update all when able to determine.

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)
Current Paid: \$1,462,343
Balance to Finish plus retainage: \$2,422,550

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)

October 20, 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 lighting shop drawings and pump station shop drawings revisions for review.
2. Contractor has started installing waterline pipe and services.
3. NTP and 1st contractor payment request approved and returned to the contractor.

Anticipated Work Over the Next 2 Weeks

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

Scope Changes to Date

1. None

Outstanding Issues

1. Coordination of the controls and pump station equipment. A meeting with the Toney Construction, the materials suppliers, Altavista Instrument & Controls, and M&C is scheduled for 10/21/21.

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:

A handwritten signature in black ink, appearing to read 'R. P. Kincer', is written over a horizontal line.

Ryan P. Kincer, P.E.
Project Manager

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 13.93 Hours per day which yielded approximately 1,301,066 gallons of water per day.

Rain	2.34	YTD Rain	34.99	Snow	0	YTD Snow	0	was measured at the water treatment plant.	
Average Hours per day (week days)					15.50	hrs			
Average Hours per day (weekends)					10.60	hrs			
Average produced (week days)					1,487,714	gallons per day			
Average produced (weekends)					965,800	gallons per day			
Total Raw Water Pumped:					43.52	million gallons			
Total Drinking Water Produced:					40.33	million gallons			
Average Daily Production: (drinking)					1,319,489	gallons per day			
Average percent of Production Capacity:					43.98	%			
Plant Process Water:					2,550,048	(finished water used by the plant)			
Bulk Water Sold @ WTP:					37,500	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					5,300	gallons			
McMinnis Spring									
Total Water Pumped:					8.505	million gallons	average hours per day	14.5	
Average Daily Produced:					274,355	gallons per day	Rain at MC	2.13	YTD Rain 35.81
Reynolds Spring							snow	0	0
Total Water Pumped:					11.113	million gallons	average hours per day	19.8	Total Precip 35.81
Average Daily Produced:					359,129	gallons per day	Rain at RE	2.13	YTD Rain 30.74
Purchased Water from CCUSA						gallons	snow	0	0
Sold to Hurt					2,649,600	gallons			Total Precip 30.74
Industrial Use					42,282,745	gallons			
						Water lost due to leaks		17,650	

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 Local Advisory Committee meeting was rescheduled for January 2022
 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 Improvements / SCADA replacement to coincide with Filter project SCADA
 Clarion Road water line, Pre-bid meeting was held on the October 14th with bids due by the 27th
 Basin #5 cleaned on October 17th
 Elevator Inspection Completed on Oct. 4
 Cleaned Basin #4 on October 31st

Utilities Distribution and Collection				
# of Service Connections	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	103	Monthly Quarterly	Rereads	0
# of Meters Cut Off For Non-Payment	0			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	15.00 129.92	Tons		
# of Location Marks made for Miss Utility	52			
# of Meters Replaced	6			
# of Water Lines Repaired Locations: 1606 Melinda Drive	1	# of Sewer Lines Unstopped Locations:		0
# Air Relief Valves Inspected	0			
# of PRV Maintenance	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	14			
# of Blow-Off Valves Located				
Push Camera Footage	0	Sewer Main Cleaned	0	
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	0	
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned	0	
Sewer Video Footage	0	Sewer Service Video	0	
Sewer Video Manholes	0	Sewer (Root Cutting) Service	0	
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage	1,350	
Water Turn On and Offs	33	Sewer Manholes Inspected	0	
Water Right of Way Clearing Footage	0			
Water Meter Box Replacement	1			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			
Other Utilities Distribution and Collection Activities & CIP Projects:				
Installed Sample Station - Lynch Mill Road				

DEPARTMENT: Wasterwater Plant
MONTH: October

Average Daily Flow	1.85 MGD		
TSS Reduction	95 %		
BOD Reduction	94 %		
VPDES Violations	0		
Sludge (Regional Land Fill)	154 tons		
Rain Total	1.77 Inches	Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: October

Week: October 4th, 2021

Month: October

Week: October 11th, 2021

- Continue Sanitizing procedures for commonly used areas
- Submitted Monthly DMR
- Submitted monthly Industrial Billing
- Submitted monthly Septic tank hauler Billing
- UV system Bank B in service 10/7/21
- Replaced rotating assembly in Return Pump #2
- Posted Sole Source statement for Main Pump Station pump replacement
- Removed weeds from basins 1 and 2
- Received new backflow preventor test kit
- Scheduled annual Bio-Assay test week of 10/11/21
- UV system Checks
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- One Employee out with positive COVID test
- Reviewed and submitted timesheets
- Repairing Main Lab Autoclave
- UV system Bank A in service 10/14/21
- Completed rotating assembly replacement Return Pump #2
- Submitted Purchase order for Main Pump Station pump replacement
- Repaired thickener drive unit
- Repaired thickener bypass valve
- Bio-Assay test week of 10/11/21
- Posted weekly safety sheets
- UV system Checks
- Entered Lab data
- Normal Plant Operations

Month: October

Week: October 18th, 2021

Month: October

Week: October 25th, 2021

- Continue Sanitizing procedures for commonly used areas
- One Employee out with positive COVID test
- Ran All Generators 10-18-21
- Mowing crew weed eating facility 10-20-21
- Changed Oil in clarifiers #1 and #2
- VELAP Laboratory Inspection conducted by DCLS 10-21-21
- UV system Checks
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Reviewed and submitted timesheets
- Polymer delivery 10-27-21
- Cleaned NPW system
- Replaced block heater on main Pump Station generator
- Scheduled Backflow inspection
- Changed Oil in clarifier #1
- Received report from VELAP Laboratory Inspection conducted by DCLS 10-21-21
- Cleaned tubes on clarifiers #1 and #2
- Annual Bio-Assay report submitted to DEQ
- Soda Ash delivery 10-29-21
- UV system Checks
- Entered Lab data
- Normal Plant Operations

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

Printed 4-Nov-21

Customer Class		November-20	December-20	January-21	February-21	March-21	April-21	May-21	June-21	July-21	August	September-21	October-21	Average
WATER	Residential Base-IT	16	11	1,240	9	15	1,325	24	14	1,280	8	10	1,348	442
	Commercial Base-IT	27	28	157	44	41	203	43	44	155	43	43	203	86
	Residential Base-OT	-	1	142	-	1	150	1	-	135	4	2	2	37
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	30	31	31	31	31	31	31	31	31	30	31	31	31
	Dormant Accounts													-
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	79	77	1,576	90	94	1,715	105	95	1,607	91	92	1,590	601
														Total
	Residential Use-IT	47,210	43,420	11,747,867	11,360	641	17,405,106	93,430	208,060	11,526,297	53,460	40,240	15,304,832	56,481,923
	Commercial Use-IT	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	6,521,283	44,038,904
	Residential Use-OT	-	8,440	1,513,390	-	210	1,620,100	420	-	1,622,205	45,400	17,160	17,160	4,844,485
	Commercial Use-OT	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	2,549,200	27,860,829
	Municipal	275,720	289,950	278,340	293,710	249,740	331,000	282,460	439,730	651,040	560,420	685,930	576,600	4,914,640
	Industrial	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	44,497,366	532,594,980
	TOTAL WATER SOLD	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	69,466,441	670,735,761
	NET DELIVERED	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	62,363,388	760,635,218
	FRACTION BILLED	92%	82%	90%	82%	58%	98%	111%	114%	115%	72%	40%	111%	88%
	Total (TOA,sold,hydmts, Leaks)	116,400	80,550	65,800	50,400	580,100	102,600	465,200	211,000	62,000	103,550	49,670	42,800	1,930,070
														Total
	Residential Base & Use-IT	546	373	56,503	281	92,730	58,465	886	953	61,884	359	392	68,403	341,776
	Commercial Base & Use-IT	3,085	14,277	12,259	9,486	7,408	13,786	4,516	24,057	18,017	9,955	11,248	26,738	154,833
	Residential Base & Use-OT	-	62	2,901	-	47	12,234	47	-	11,826	349	161	161	27,787
	Commercial Base & Use-OT	9,971	10,477	577	10,652	9,454	10,129	9,389	11,078	10,283	10,931	11,544	10,691	115,175
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	115,726	95,797	110,892	126,459	986,340	141,646	169,954	116,100	124,043	105,868	55,844	121,128	2,269,796
	TOTAL	129,328	120,986	183,132	146,878	1,095,979	236,259	184,792	152,188	226,054	127,462	79,189	227,120	2,909,367
SEWER	Residential Base-IT	16	9	1,079	9	15	1,153	18	14	1,130	7	7	1,181	387
	Commercial Base-IT	25	25	136	43	39	145	42	20	121	32	41	185	71
	Commercial Base-OT	1	7	6	1	6	6	6	7	7	7	7	7	6
	Municipal	8	9	8	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	54	54	1,233	65	72	1,316	78	53	1,270	58	67	1,385	467
														Total
	Residential Use-IT	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	8,868,726	37,094,318
	Commercial Use-IT	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	4,018,073	23,480,269
	Commercial Use-OT	100,000	374,096	240,800	82,300	183,296	274,736	305,636	293,944	260,328	247,744	265,236	81,500	2,709,616
	Municipal	85,810	84,140	82,690	94,250	84,600	128,890	90,160	242,740	127,300	116,460	101,070	215,810	473,690,000
	Industrial	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	42,750,000	536,974,204
	TOTAL SEWER BILLED	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	55,934,109	747,070,700
	WWTP EFFLUENT	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	57,454,200	72%
	FRACTION BILLED	59%	58%	79%	66%	58%	97%	73%	65%	94%	59%	71%	97%	
														Total
	Residential Base & Use-IT	177	118	29,176	57	299	34,333	249	644	31,791	119	116	38,787	11,322
	Commercial Base & Use-IT	3,484	2,510	7,810	5,730	4,515	12,028	5,252	6,141	5,154	13,130	6,659	14,001	7,201
	Commercial Base & Use-OT	778	1,904	1,148	620	1,761	1,175	1,283	1,192	2,638	1,337	1,530	666	1,336
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	144,296	133,960	132,753	142,639	127,220	147,858	134,470	125,723	138,244	112,564	23,780	151,646	1,515,152
	TOTAL	148,734	138,492	170,887	149,046	133,795	195,393	141,254	133,701	177,827	127,150	32,084	205,100	1,535,011
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	166	72	83	74	184	295	203	208	244	167	134	127	155
	Curbside- BULK	126	85	90	72	190	168	147	140	104	131	113	87	85
	TOTAL	292	157	173	146	374	463	350	348	348	298			240
														Total
	Curbside-IT	112	116	89	86	107	99	92	109	98	94	113	87	1,096
CURBSIDE	Curbside-BULK	17	24	21	9	24	19	17	24	18	20	11	10	153
	TOTAL	129	140	110	95	131	118	109	133	116	114	124	311	1



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Community Development Monthly Report

Staff Resource:

Action(s):

Receive report

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[CD October 2021 Monthly Report.pdf](#)

MEMORANDUM

To: Clarence Monday – Interim Town Manager

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

Date: November 1, 2021

Re: October 2021 Community Development Report

Permits

Four (4) Zoning Permits issued during the month of October:

Home Occupations: 0

New Business: 3 – Wandering Donut 2 (mobile restaurant - F)

Airstrip Grill (mobile restaurant)

Body Boss Transformations 521 Main St (Personal Improvement Service)

Signs: 0

Accessory Structures: 1

New Homes or Additions: 0

Plats: 1

Violations

Two (2) violations were reported in October. One (1) violation was abated.

The Community Development Director, Finance Director, and Town Attorney continue the process of placing liens on properties for unpaid fines due to the Town.

Planning Commission:

The Planning Commission met on October 4, 2021 and began a SOAR (Strengths, Opportunities, Aspirations, and Results) Analysis as part of the Comprehensive Plan update. SOAR analysis is a strategic planning technique which helps organizations focus on their current strengths and opportunities and create a vision of future aspirations and the result they will bring.

A SOAR analysis is a powerful tool to bring stakeholders together to recognize the potential of the organization and create a shared vision of the future. Building on strengths requires less effort and resources than trying to correct weaknesses, as people find it more engaging and exciting to focus their attention on positives rather than negatives.

The technique is more action oriented than a SWOT (Strength, Weaknesses, Opportunities, and Threats) Analysis and is focused on outcomes.

Staff of the Central Virginia Planning District Commission (CVPDC) attended the Uncle Billy's BBQ-Bourbon-Beer Festival at English Park on October 1, 2021.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in October.

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, equipment and furniture for Spark.

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

Community Development, Public Works, and Public Utilities staff assisted Altavista On Track (AOT) with the BBQ-Bourbon-Beer Festival at English Park.

The Community Development Director met with David Sage, Executive Director of the Virginia Technical Institute (VTI), to discuss partnering with the Town on its recently awarded Acquire, Renovate, Sell (ARS) grant. This partnership would provide an opportunity for students to receive hands-on training, while reducing the overall construction costs on each home.

The town was notified that the Moseley Heights Halloween 5K Run/Walk on October 30, 2021, was postponed. It is expected to occur in the spring.

The community survey being performed as part of the Comprehensive Plan update is still open and 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.

The Community Development Director met with DAWN to discuss potential locations for their food pantry and the requirements for a Special Use Permit (SUP).

The Finance Director and Community Development Director completed the quarterly and annual reporting for the town's Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF). VBAF provides grants or loans to local governments to promote restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse so these sites can be effectively marketed to new economic development prospects.

Dr. Scott Lowman and the Community Development Director met with Aaron Barnes, Broadband Planner with the Virginia Department of Housing and Community Development, to discuss the town's desire to create hotspots in downtown and improve service townwide. DHCD has recommended an in-person visit to the town with a broadband planner and broadband engineer to discuss town needs. Staff will work to schedule that meeting with DHCD staff.

The Community Development Director provided information to three businesses on the town's Economic Development Incentive Policy for the Downtown Investment District (DID).

The Community Development Director met with the U. S. Department of Housing and Urban Development to discuss potential funding opportunities.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton, Finance Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

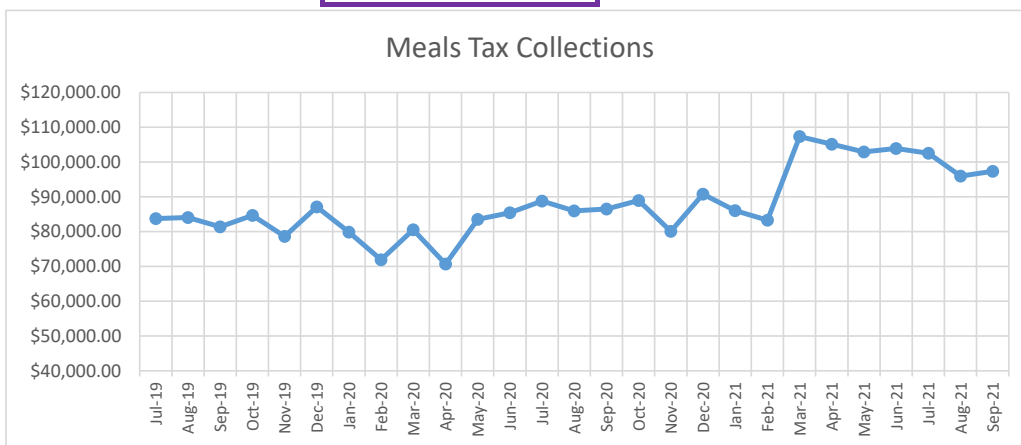
Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

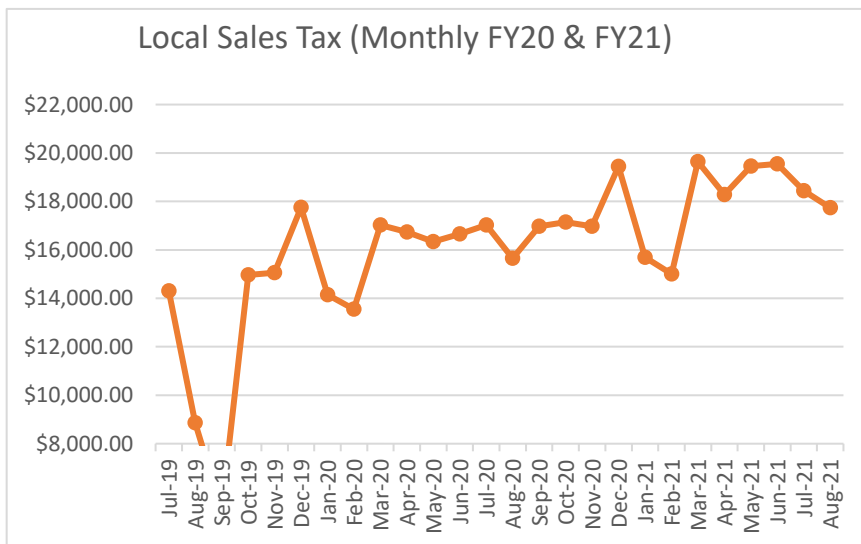
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

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		
Jul-20	\$88,787.18	Budgeted:	\$990,000
Aug-20	\$85,975.65	+/-	-\$694,037.92
Sep-20	\$86,501.21	% of Budget	29.90%
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		
Sep-21	\$97,383.95		



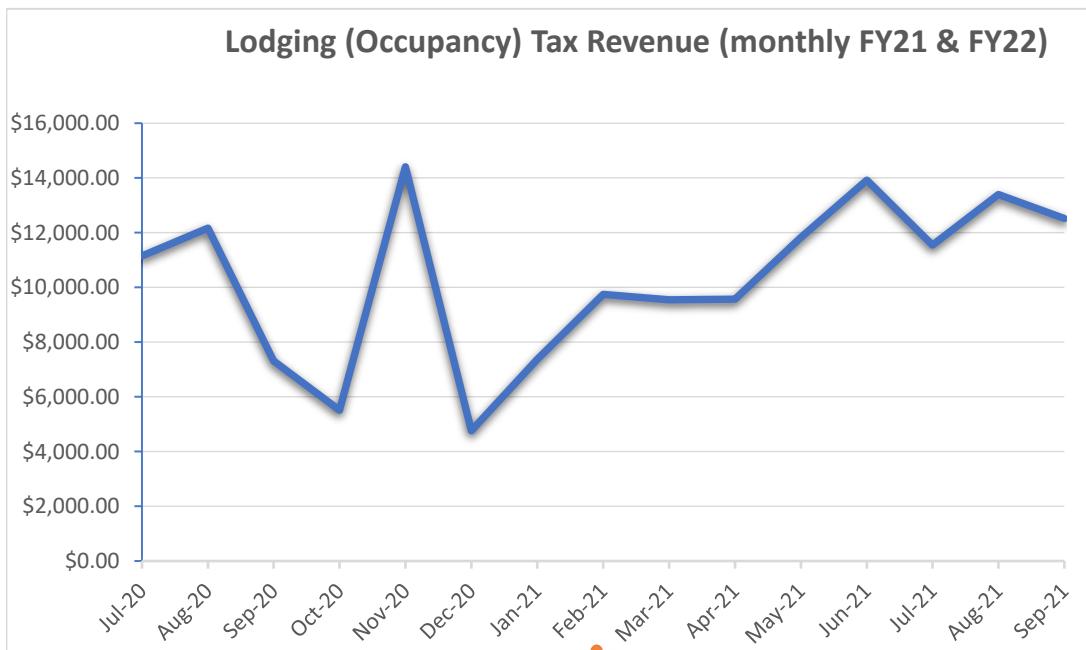
**Town of Altavista
Local Sales Tax**

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	\$32,680
Feb-20	\$13,558	FY2021	\$36,172
Mar-20	\$17,023	+/-	\$703
Apr-20	\$16,735	Budgeted:	\$180,000
May-20	\$16,338	+/-	-\$162,265
Jun-20	\$16,653	% of Budget	9.85%
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		
Aug-21	\$17,735		



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) \$30,626
Feb-21	\$9,745	FY2022	\$37,468
Mar-21	\$9,543	+/-	\$6,842
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	-\$42,532
Jul-21	\$11,550	%/Budget:	46.83%
Aug-21	\$13,399		
Sep-21	\$12,518		



**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
Oct-21	\$7,500

FISCAL YEAR

TOTAL

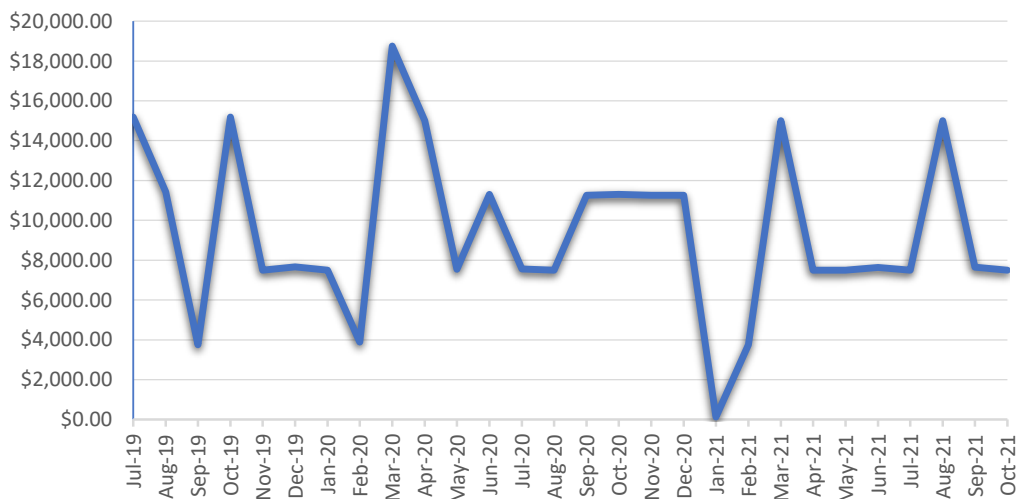
FY2018	\$144,668
FY2019	\$140,288
FY2020	\$124,684
FY2021	\$101,612

MTD TOTAL (FY)

FY2021	\$37,612
FY2022	\$37,650
+/-	\$38

Budgeted:	\$130,000
+/-	-\$92,350
%/Budget:	28.96%

Cigarette Stamp Revenue (monthly FY20, FY21 & FY22)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Monthly Report - Altavista On Track

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[AOT Monthly Report - October.docx](#)



Main Street Coordinator Monthly Report October 2021

Businesses Visited/Contacted

- Airabella's
- Clipperz Kutz
- Cottle Multimedia
- Cyclin' Nutz
- Crystal Bay Pools
- Dr. Charles West
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- Heavenly Hair, LLC.
- 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
- Sew Savanna
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Three Into One Community Project
- Village Barber Shop
- Watts Petroleum

On Saturday, October 2nd, Altavista On Track hosted the first annual Uncle Billy's BBQ/Bourbon/Beer Festival. The event was widely attended, with estimates placing the attendance between 1,100-1,500 people. Positive feedback has been provided by numerous people who attended the event. AOT raised over \$10,000 in revenue which will be reinvested back into the downtown district.

The AOT Board of Directors voted to proceed with the 2022 Vista BBQ Festival to be held on Saturday, October 1st at English Park. This event would be similar to the 2021 event and would also feature a KCBS-sanctioned BBQ competition.

The Main Street Coordinator continued to promote AOT's Downtown Business Investment Grant. As of October 31st, four businesses have completed the grant program (Clipperz Kutz, Heavenly Hair, Miss Lee's Dance Expressions, and Cottle Multimedia). Two additional businesses are currently in the application phase of the program.

Voting for the downtown Scarecrow Stroll began on October 4th and ran until Halloween. Eight (8) downtown businesses participated, and voting occurred online and via paper ballots. Danny's Village Barbershop was named the winner of the 2021 event.

The Main Street Coordinator continued to assist 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. Staff is working with USDA to ensure all required documents are submitted prior to funding being released.

An update was provided at the October 26th Altavista Economic Development Authority regarding the Altavista Advantage loan program. Since its inception in 2010, the Town has provided five (5) loans to

businesses totaling \$78,0000, with \$58,500 of that funding coming from USDA. There is \$41,000 remaining in USDA funding remaining in the program.

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

The Main Street Coordinator met with Zachary Whitlow, Community Development Specialist with the Department of Housing and Community Development (DHCD) on October 15th for a site visit. Mr. Whitlow was given a tour of the downtown district, along with various amenities throughout the Town, such as English Park, Dalton's Landing Canoe Launch, and the Dearing Ford Industrial Park.

Staff continued to meet with the design team to discuss the renovations for the Spark Innovation Center. The Main Street Coordinator continued to meet with staff from Proximity Software to finalize the space management software.

The AOT Giblet Jog committee continued to plan the annual 5K race on Thanksgiving Day. As of October 31st, 104 runners have signed up to participate. In addition, AOT has received \$5,875 in corporate sponsors. Runners can register for the race by visiting www.runsignup.com/Race/VA/Altavista/gibletjog.

The Main Street Coordinator participated in several on-camera interviews with regional news organizations to promote the Scarecrow Stroll and 2021 Giblet Jog.

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

Town Social Media Activities

- Page Followers: 2,625 (+34 during October)
- Post Reach: 6,322
- Total Posts: 17 posts
- Most Popular Post: Open Town Positions (October 25th) – 2,408 reached

AOT Social Media Activities

- Page Followers: 1,996 (+203 during October)
- Post Reach: 17,446
- Total Posts: 14 posts
- Most Popular Post: BBQ Competition Results (October 5th) – 5,299 reached



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Public Works October Reports

Staff Resource: Terry Anderson, Public Works Administrative Assistant

Action(s):

Information Only - No action needed.

Explanation:

Background:

Funding Source(s):

N / A

Attachments: *(click item to open)*

[Attachment 1.BUILDINGS AND GROUNDS MONTHLY REPORT OCTOBER 2021.pdf](#)

[Attachment 2.FLEET MAINTENANCE DEPARTMENT-OCTOBER 2021.pdf](#)

[Attachment 3.STREET DEPARTMENT MONTHLY REPORT- OCTOBER 2021.pdf](#)

BUILDINGS AND GROUNDS

November 4, 2021

TO: TOWN MANAGER

FROM: JEFF ARTHUR, B&G SUPERVISOR

MONTH: October 2021

Vacation / Comp. Time Used / Sick Leave Taken		55
Meetings / Data Entry / Work Planning / Training		93.75
# Of Call Duty Hours		15.50
# Of Assisting other Crews		15
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials	1	17.75
# Of Cremations	0	0
Cemetery Grounds Maintenance		7
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		4
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	86.92	91.50
Residential Garbage Collected (Tonnage) Town of Hurt	44.92	40
# Of Curbside Brush Collected (Stops)	127	36.75
Loads of Brush Collected	7	
# Of Curbside Bulk Collected (Stops)	87	24.75
Bulk Collection (Tonnage)	9.67	
# Of Tires Collected	3	0
# Of Residential Garbage Citations Issued	0	0
Seasonal		
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		0
# Of Building Maintenance Hours		49.50
# Of Park Cleaning		80.50
# Of Parks Ground Maintenance Hours / Winterize		91
# Of Acres Mowed by Town	108.58	71.25
# Of Acres Mowed by Contractors ****	33	0
# Of Hours Checking Daltons Landing/Industrial Site		.75
Special Projects / Special Event AOT Event/Xmas Lights		70.25
# Of Vehicle Maintenance Hours		15.75
*** HOURS NOT ADDED		
Total Labors Hours for the Month		780

FLEET MAINTENANCE DEPARTMENT

DATE: November 4, 2021

TO: TOWN MANAGER

FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: OCTOBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	0
Safety Meetings	10.50
Holiday	0
Daily/ Weekly/ Planning & Scheduling	14
Sick Leave Used	96
CIP / Budgeting	8.50
Preventive Maintenance	23
General Repair's	11.50
Troubleshoot and Diagnostic	3.50
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	1
Building & Grounds	0
DMV/Titling	0
Inspections	0
Total Labor Hours for the Month	168

STREET DEPARTMENT MONTHLY REPORT

DATE: NOVEMBER 4, 2021

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

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	124
Safety Meetings/Data Entry/ Planning Schedule	38.25
Weekend Truck (2 Trucks/1.01 Tons)	5.50
Street Sweeping (Miles Swept 31)	4.50
Litter Control (Bags Collected 0)	0
Assisting Other Crews	51.50
Town Wide Mowing (24.62 Miles)	75
Contractor Mowing (4.51 Miles)	0
Signage	.75
Asphalting / Patching Pot Holes /Assisting Contractor	1
Ditch & Drainage Pipe Maintenance	16.25
Weed Control (Gallons Sprayed 20)	2
Street Lighting	2
Dead Animal Removal/Buzzard Control	4
Decorative Street Light	78.50
Equipment Maintenance	37.50
Traffic Control	0
Trees/ Trimming/ Removal	1
Vehicle/Shop Maintenance	28
Leaf Collection	4
Call Duty	1
Alley Maintenance	0
Storm Damage Clean Up	6
Special Projects / Special Events / Seasonal	61.25
Total Labor Hours for the Month	542



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Police Department Monthly Reports

Staff Resource: Chief Merricks

Action(s):

For informational purposes

Explanation:

Attached are the October monthly reports from the Police Department

Background:

Funding Source(s):

Attachments: *(click item to open)*

[*APD Monthly Activity Report-October 2021.pdf*](#)

[*Patrol on 29-October 2021.pdf*](#)

2021 ALTAVISTA POLICE

	January	February	March	April	May	June	July	August	September	October	Year to Date
Criminal Arrests "Felony"	2	2	1	1	2	1	2	1	2	6	20
Criminal Arrests "Misdemeanor"	1	4	6	10	8	6	12	10	6	6	69
Warrant Executed	6	8	1	6	5	2	4	14	6	8	60
Uniform Traffic Summons Issued	8	9	12	25	34	18	18	9	20	9	162
# Traffic Stops	41	24	56	89	123	99	54	36	62	26	610
BOLO'S (Be on Look Out)	9	2	4	7	3	6	4	1	6	0	42
DUI	1	1	2	0	0	3	0	2	0	0	9
IBR	15	19	28	27	28	44	24	18	23	18	244
MVA	10	5	20	17	8	15	11	10	8	13	117
Assist Motorist	4	9	361	11	5	16	71	10	13	6	506
Calls for Service	158	188	268	497	383	323	443	348	384	264	3,256
Alarm Responses	13	8	9	14	23	15	16	20	17	10	145
ECO/TDO	3	2	3	0	1	0	0	1	0	2	12
ECO/ TDO HOURS	6	8	26	0	6.5	0	0	0	0	28.5	75
Court Hours	6	7	11.25	6	3	2	9	5	1	4	54.25
Citizen Contacts	525	597	2035	1379	725	1570	2217	3611	823	1105	14,587
Businesses, Residences Check "Foot Patrols"	272	142	273	276	190	180	148	240	128	200	2,049
Follow Ups	7	12	13	3	4	9	8	7	5	2	70

Patrol on 29-October 2021				
5-Oct	Rt 29	730	Earhart	Disabled Vehicle
8-Oct	Rt 29	0003-0051	Dogan	Vehicle Fire
8-Oct	Rt 29	0342-0414	Dogan	Check Welfare
8-Oct	Rt 29	0003-0051	Pugh	Vehicle Fire
8-Oct	Rt 29	0345-0414	Pugh	Check Location
9-Oct	Rt 29	2100-2100	Pugh	Assist CCSO
10-Oct	Rt 29/Bedford Ave	2219-2231	Dogan	Check Welfare
10-Oct	Clarion Rd/Rt 29	0148-0155	Pugh	Traffic Stop
10-Oct	Clarion Rd/Rt 29	2353-0002	Pugh	Traffic Stop
13-Oct	Rt 29	0337-0403	Pugh	Traffic Stop
14-Oct	Rt 29/Main St	956	Earhart	Disabled Vehicle
16-Oct	29NB/Clarion Rd	1000-1010	Abbott	Assist Motorist
18-Oct	Rt 29	1230	Earhart	911 Hang up
18-Oct	29SB/Rt 43	0256-0338	Pugh	MVC
18-Oct	29SB/Rt 43	0300-0338	Dogan	MVC
19-Oct	Rt 29	0139-0154	Pugh	Traffic Stop
19-Oct	29SB/Rt 43	0138-0154	Dogan	Reckless Driving
22-Oct	Rt 29/Bedford Ave	2243-2247	Dogan	Traffic Stop
22-Oct	Rt 29	2013-2018	Pugh	Traffic Stop
24-Oct	Rt 29	0223-0223	Pugh	MVC
27-Oct	Rt 29/Lynch Mill	2142-2143	Pugh	Carcass Removal
27-Oct	Rt 29	0126-0134	Pugh	Traffic Stop
27-Oct	Rt 29/Peerman School	0425-0440	Pugh	MVC



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.G

REPORTS AND COMMUNICATIONS

Title: Town Council Calendars: November and December 2021

Staff Resource: Crystal Hailey

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1.Town Council Calendar - November 2021.pdf](#)

[Attachment 2.Town Council December 2021 Calendar.pdf](#)

November 2021

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Sat.
Monday <u>November 1st</u> 12noon-8pm At Train Station (TM Interviews)	1 Planning Commission 5pm	2 ELECTION DAY	3	4	5	6
7 Daylight Savings Time Begins	8	9 <u>Council Meeting</u> 6pm	10	11 AOT Meeting 5:15pm VETERANS DAY	12	13
14	15	16 Recreation Committee Mtg. 5:30pm	17	18	19	20
21	22	23 <u>Council</u> <u>Work Session</u> 5pm	24	25 <u>Thanksgiving Day</u> Town Offices CLOSED	26 Town Offices CLOSED	27
28	29	30		NOTES: November 23rd AEDA Meeting 8:15am		

DECEMBER 2021

Sunday Monday Tuesday Weds. Thursday Friday Saturday

NOTES: December 6th Town Taxes Due			1	2	3	4 Town Christmas Parade
5	6 Planning Commission 5pm	7	8	9 AOT Meeting 5:15pm	10	11
12	13	14 <u>Council Meeting</u> 6pm	15	16	17	18
19	20	21	22	23 Town Offices Closed	24 Christmas Eve Town Offices Closed	25 Christmas Day
26	27 Town Offices Closed	28 <u>NO Council Work Session</u>	29	30	31 New Year's Eve Town Offices Closed	Happy New Year!



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
November 9, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION (If Needed, Proper Certifications will be provided)

Title: Town Council Closed Session

Staff Resource: Interim Town Manager Clarence Monday

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[CLOSED SESSION 11.09.21. Sections 2.2-3711 \(A\) 1, 5, and 29.pdf](#)

TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, November 9th, 2021

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

Section 2.2-3711 (A)(1) Discussion and/or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body. (Upon return to Open Session, consider discussion and/or approval of Town Manager Employment Agreement)

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.

Section 2.2-3711 (A)(29) Review or discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

A motion was made by _____ and seconded by _____.

Motion carried.

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

Town Council went into Closed Session at _____ PM.

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

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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