



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

J.R. "Rudy" Burgess Town Hall  
510 7<sup>th</sup> Street  
Altavista, VA 24517

**Tuesday, November 10, 2020**  
**6:00 p.m. – Council's Chambers**

**AGENDA**

1. **Call to Order**
2. **Invocation/Pledge of Allegiance**
3. **Agenda Adoption**
4. **Recognitions and Presentations (LINK)**
  - a. **Employee Milestones**
  - b. **Personnel Changes**
  - c. **Service Recognitions**
    - i. **John Woodson - Planning Commission**

**CITIZEN'S TIME (Non-Agenda Items Only)**

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

**PARTNER UPDATES**

- **Altavista Area Chamber of Commerce**
- **Altavista On Track**

**CONSENT AGENDA (LINK)**

5. **Approval the minutes of the October 13<sup>th</sup> Regular Meeting and October 27<sup>th</sup> Work Session**
6. **Acceptance of Monthly Financial Reports**
7. **CY2021 Town Council Meeting Schedule**
8. **FY2022 Budget/Capital Improvement Program Calendar**
9. **Acceptance of the FY2020 Financial Report (Audit)**

**PUBLIC HEARING(s) (LINK)**

**UNFINISHED BUSINESS**

10. **Park and Memorial Signage (LINK)**
11. **Innovation Center/Co-Working Space - IT/Security project (LINK)**

## NEW BUSINESS

12. [Planning Commission Report \(Amendments\)](#) (LINK)
13. [AVOCA Project Update](#) (LINK)

## REPORTS AND COMMUNICATION

14. [Report from Town Manager](#) (LINK)
15. [Departmental Reports](#) (LINK)
16. [Calendars](#) (LINK)

## MATTERS FROM COUNCIL

## CLOSED SESSION

Section 2.2-3711 (A)(1) regarding discussion 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. (AEDA and BZA Appointments)

## 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 ARE 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  
AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

November 10, 2020

**ITEM #: 4**

**ITEM TITLE:**

Recognitions and Presentations

**MILESTONES**

Andy Wyatt                      Utilities Department (WWTP)                      30 years of service (October 2020)

*CONGRATS to Andy on his anniversary with the Town!*

**PERSONNEL CHANGES since October 1, 2020**

**New Hires**

Dakota Ashby	Public Works	Maint. Worker	10/12/2020
George Sandridge	Administration	Main St. Intern	10/19/2020

*WELCOME to the new hires!*

**Departures**

Kirsten Aherron                      Administration                      Main Street Coordinator

**RESOLUTIONS/PROCLAMATIONS**

Adoption of the following:

- John Woodson, Planning Commission

***ACTION REQUESTED: Adoption of the enclosed Resolution***



## *RESOLUTION IN RECOGNITION OF JOHN N. WOODSON*

*WHEREAS*, the Town Council and the Altavista Planning Commission encourages participation and thoughtful approaches to the impacts of development within the community and on the environment; and

*WHEREAS*, John Woodson was appointed to serve on the Altavista Planning Commission in April 2003 to serve out the unexpired term of his father and has elected not to seek reappointment when his term expired on September 30, 2020; and

*WHEREAS*, Mr. Woodson provided valuable leadership, insights, and planning contributions to the town's planning program during his tenure; and

*WHEREAS*, John Woodson's time of service has been marked by exemplary dedication of the best interests of the community; through his active participation in the development of the update and revision of the Town's Zoning Ordinance adopted in October 2011; annual reviews of the Town's Comprehensive Plan to include a formal update to the Plan in 2015; and development of Design Guidelines in 2014; and

*WHEREAS*, Commissioner John Woodson has performed his duties with the highest respect for our citizens, his fellow commissioners, and ethical standards of the Town.

*NOW THEREFORE, BE IT RESOLVED* that by action of Mayor Michael Mattox, the Altavista Town Council, Chairman John Jordan and the Planning Commission, all proclaim their appreciation and gratitude to John Woodson for his outstanding service on the Altavista Planning Commission.

Adopted this 10<sup>th</sup> day of November 2020.

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Michael E. Mattox, Mayor  
Town of Altavista

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John Jordan, Chairman  
Altavista Planning Commission



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

November 10, 2020

**Agenda Item#: 5**

**Item Title:** Approve the minutes of the October 13, 2020 Regular Meeting and the October 27, 2020 Work Session.

**(THE MINUTES ARE INCLUDED AT THE END OF THE AGENDA PACKET)**

**Action(s):**

Approve the minutes of the Council's Regular Meeting held on October 13, 2020 and the Work Session held on October 27, 2020.

**Explanation:**

- Minutes in draft form are attached for the Council's review (included at the end of the packet) (Links below).
- If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

**ATTACHMENTS:**

- October 13, 2020 Regular Meeting - draft **(Link)** *Included at end of the packet*
- October 27, 2020 Work Session- draft **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

November 10, 2020

**Agenda Item#: 6**

**Item Title:** Acceptance of the monthly financial reports

**(THE MONTHLY REPORTS ARE LOCATED AT THE END OF THE AGENDA PACKET)**

**Action(s):**

Accept the monthly financial reports (Monthly Check Register, Monthly Revenue and Expenditures, and Monthly Investments)

**Explanation:**

- Monthly financial reports are included for your review and for informational purposes. (Links below)

**ATTACHMENTS:**

- Check Register **(Link)** *Included at end of the packet*
- Monthly Revenue and Expenditure Reports **(Link)** *Included at end of the packet*
- Monthly Investment Report **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

November 10, 2020

**Agenda Item#: 7**

**Item Title:** CY2021 Town Council Meeting Schedule

**Action(s):**

Approve the attached Town Council meeting schedule for Calendar Year 2021.

**Explanation:**

- Town Council will meet on the second Tuesday of each month at 6:00 p.m. for their Regular Meeting and on the fourth Tuesday of each month at 5:00 p.m., except December, for their Work Session. In addition, Town Council may meet at any other times so designated and with the proper notice.

**ATTACHMENTS:**

- *CY2021 Town Council Meeting Schedule* **(Link)**

**CY 2021 Town Council Schedule  
Town of Altavista**

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 6:00 p.m. and the fourth Tuesday (Work Session) at 5:00 p.m. of each month in the Town Hall Council Chambers of the J.R. “Rudy” Burgess Municipal Building, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2021. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

<b>Month</b>	<b>Date</b>
January RM	January 12 <sup>th</sup>
January WS	January 26 <sup>th</sup>
February RM	February 9 <sup>th</sup>
February WS	February 23 <sup>rd</sup>
March RM	March 9 <sup>th</sup>
March WS	March 23 <sup>rd</sup>
April RM	April 13 <sup>th</sup>
April WS	April 27 <sup>th</sup>
May RM	May 11 <sup>th</sup>
May WS	May 25 <sup>th</sup>
June RM	June 8 <sup>th</sup>
June WS	June 22 <sup>nd</sup>

<b>Month</b>	<b>Date</b>
July RM	July 13 <sup>th</sup>
July WS	July 27 <sup>th</sup>
August RM	August 10 <sup>th</sup>
August WS	August 24 <sup>th</sup>
September RM	September 14 <sup>th</sup>
September WS	September 28 <sup>th</sup>
October RM	October 12 <sup>th</sup>
October WS	October 26 <sup>th</sup>
November RM	November 9 <sup>th</sup>
November WS	November 23 <sup>rd</sup>
December RM	December 14 <sup>th</sup>
December WS	NO MEETING





TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

November 10, 2020

**Agenda Item#: 8**

**Item Title:** FY2021-2022 Budget/Capital Improvement Plan Calendar

**Action(s):**

Approve the attached Town FY2021-2022 Budget/Capital Improvement Plan Calendar.

**Explanation:**

- Town Council sets a calendar in regard to the process of creation/discussion and ultimately the adoption of the annual Town Budget/CIP. The attached documents sets for the calendar for this annual process.

**ATTACHMENTS:**

- *FY2021-2022 Town Budget/CIP Calendar* **(Link)**



## PROPOSED BUDGET CALENDAR FY 2022 BUDGET PREPARATION

<b><u>November</u></b>		<b>Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of budget work papers</b>
<b><u>November 24</u></b> <b>(Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Input Session for FY 2022 Budget</b>
<b><u>December 18</u></b> <b>(Friday)</b>		<b>Department CIP requests due</b>
<b><u>January 8</u></b> <b>(Friday)</b>		<b>Department Operating Budget requests due</b>
<b><u>January 11</u></b> <b>(Monday)</b>		<b>Written requests from outside agencies and non-profits due</b>
<b><u>January 26</u></b> <b>(Tuesday)</b>	<b>5:00 p.m.</b>	<b>Outside agencies/non-profits requesting funding should attend Council Work Session.</b>
<b><u>February 9</u></b> <b>(Tuesday)</b>		<b>Council receives Draft Budget document</b>
<b><u>February 23</u></b> <b>(Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session / CIP Discussion</b>
<b><u>February 24</u></b> <b>(Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session <i>(if needed)</i></b>
<b><u>March 23</u></b> <b>(Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session</b>
<b><u>March 24</u></b> <b>(Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session <i>(if needed)</i></b>
<b><u>April 13</u></b> <b>(Tuesday)</b>	<b>6:00 p.m.</b>	<b>First Reading of Budget/Designate Public Hearing for May 11<sup>th</sup></b>
<b><u>April 21</u></b> <b>(Wednesday)</b>		<b>First Public Hearing Advertisement</b>
<b><u>April 28</u></b> <b>(Wednesday)</b>		<b>Second Public Hearing Advertisement</b>
<b><u>May 11</u></b> <b>(Tuesday)</b>	<b>6:00 p.m.</b>	<b>Public Hearing on the FY2022 Budget</b>
<b><u>June 8</u></b> <b>(Tuesday)</b>	<b>6:00 p.m.</b>	<b>Council Meeting to approve FY2022 Budget</b>



TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

November 10, 2020

**Agenda Item#: 9**

**Item Title:** Acceptance of the FY2020 Financial Report (Audit)

**Action(s):**

Motion to Accept the FY2020 Financial Report (Audit).

**Explanation:**

- Town Council was briefed by Mr. David Foley (Farmer, Robinson, Cox Associates) at their October Work Session on the FY2020 Financial Report (Audit). Annually following the presentation, the Town Council places this item on the Consent Agenda to accept the audit.

**ATTACHMENTS:**

- *None*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

November 10, 2020

**ITEM #: 10**

**ITEM TITLE:**

Park and Memorial Signage

**DESCRIPTION:**

At the October 13, 2020 regular meeting, information was brought to Council related to memorial and park signage for the John H. Moseley Memorial Park and the Leonard Coleman Memorial Park. Council instructed staff to reword the memorial signage and to obtain quotes for memorials and signs.

At the October 27, 2020 work session, Council members indicated that they would like to have the park dedication of the Moseley park in April near his birthday and to proclaim the date as John H. Moseley Day in Altavista. The tentative date for this would be April 18, 2020.

Attached is the revised proposed language for the memorial plaques as well as a spreadsheet outlining the costs of the various signage options. Please note that signage options will take between 2 and 4 weeks to delivery; memorials 6 to 8 weeks.

**RECOMMENDATION:**

Council to discuss and advise

**BUDGET/FUNDING:**

There are no funds currently allocated for this signage.

**POTENTIAL ACTION:**

- Per Council's discussion:
  - Motion to approve the wording for memorials and signage options, instruct staff to purchase signage/memorials and coordinate installation.
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- Revised language for memorial plaques
- Spreadsheet with quotes for various signage and memorials

# **JOHN H. MOSELEY MEMORIAL PARK**

**John Henry Moseley (1877-1947)**

**African American Entrepreneur, Philanthropist and Community Leader**

A key figure in Altavista's origins and the African American community. He was known for his commitment to helping others. Moseley urged others to locate here and open businesses, some of which are still in operation today. He constructed the African American neighborhood known as Moseley Heights and helped to build the First Baptist Church on Twelfth Street.

Moseley advised and encouraged people of all races and ethnicities to be engaged in business and in service to their community. The now-decommissioned Moseley Heights Elementary School was also named in his honor for his contributions to the town.

**DEDICATED TO BUILDING FOR THE FUTURE – THE PEOPLE AND THE PLACES**

**Park Dedicated – April 2021**

# **LEONARD COLEMAN MEMORIAL PARK**

**Leonard Coleman (1924 -2010)**

**African American Leader and Distinguished Citizen**

In World War II, he honorably served on the USS Mason (DE-529), the first ship to have a crew of only African American servicemen. Upon completion of service, he worked for the U.S. Postal Service in Altavista and was the first African American rural carrier.

In 1980, he became the first African American elected to Altavista's Town Council and served until 1996. During his tenure, he was Vice-Mayor from 1992 to 1996. Coleman was committed to and worked diligently for the well-being of all citizens. He served on multiple civic committees and received numerous awards and honors for his service to the community including the Altavista Chamber of Commerce Outstanding Citizen Award, Fifth District Voters League community service award, and Campbell County Branch NAACP distinguished community service award.

**DEDICATED TO A TRUE PUBLIC SERVANT AND OUTSTANDING LEADER**

**Park Dedicated – March 2021**

<b>Signage for Parks</b>				
<b>Vendor</b>	<b>Memorial Plaques</b> <small>(cost is for two)</small>	<b>Stand Signage</b> <small>(cost is for two)</small>	<b>Metal Signs</b> <small>(cost is for two)</small>	<b>Comments</b>
Fast Signs - Lynchburg	\$4,788.80 for cast bronze	\$2,620.00	\$227.76	Requested quote 10-14-2020; <b>does not include installation</b>
Martin Monuments - Keysville	\$4,000 for cast bronze			Requested quote 10-14-2020; rec'd quote 10/28/2020 - \$2,000 each with stand; no installation included
Signs by Tomorrow - Lynchburg		\$2,422.60		Requested quote 10-14-2020; quote from Arthur Pike; pricing <b>includes installation by SBT</b>
3D Specialties - Kansas			\$208.00	This is for the signage only; Public Works would install; would be for both the welcome and rules signs
Finch and Finch -Altavista	\$5,740 for cast bronze			Requested quote on 10-15-2020
	\$3,480 for cast aluminum			
Turnaround times:				
Memorial plaques is 6 to 8 weeks				
Stand signage is 2 to 4 weeks				
Metal signs is 2 to 4 weeks				



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

November 10, 2020

**ITEM #: 11**

**ITEM TITLE:**

Innovation Center/Co-Working Space (508 7<sup>th</sup> Street) – IT and Security Project

**DESCRIPTION:**

Staff has been working on the development of an Innovation Center/Co-Working Space (508 7<sup>th</sup> Street) in the former Fire Station next door to Town Hall. Several grants have been obtained and will assist with the renovation and furnishing of the building.

Staff has been evaluating the Information Technology (IT) and security improvements that will be needed for the space and this part of the project is part of the Town's use of CARES Act funding. After review, staff would recommend that they be directed to negotiate with River City Systems, Inc. (Danville, VA) in regard to design/installation of IT infrastructure, security and low-voltage systems for this space. Components of this project may include, but not limited to, VoIP phone system, interior and exterior Wi-Fi, access control, security camera system, booking/scheduling system, digital signage, and last mile fiber from telco provider as well as other IT needs.

Currently Town Council has earmarked \$80,000 of CARES Act funding for this project, accordingly due to the funding deadline this item is time-sensitive and needs to begin.

In addition, staff will be working with one of the town's on-call engineering firms to develop a scope of work for the interior and exterior improvements. This scope of services will move us forward to the bidding phase. The renovation portion of the project will utilize the Tobacco Region Revitalization Commission grant and local funds.

**RECOMMENDATION:**

Authorize staff to work with River City Systems, Inc. to design/install the necessary IT and security improvements related to development of the Innovation Center/Co-Working Space utilizing earmarked CARES Act funding.

**BUDGET/FUNDING:**

Council has earmarked \$80,000 of CARES Act funding for this project.

**POTENTIAL ACTION:**

- Per Council's discussion:
  - Motion to authorize the Town Manager to enter into an agreement/contract with River City Systems, Inc. in regard to the necessary systems for the Innovation Center/Co-Working Space; as outlined utilizing CARES Act funding.
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- None at this time.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 10, 2020

**ITEM #: 12**

**ITEM TITLE:**

Scheduling of Public Hearing to Consider Planning Commission's recommendation – on 5 text amendments

**DESCRIPTION:**

The Altavista Planning Commission held public hearings on Monday, November 2, 2020 to consider various amendments to Town Code.

**ORDINANCE AMENDMENT #OA-20-01:** An ordinance to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

**ORDINANCE AMENDMENT #OA-20-02:** An ordinance to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

**ORDINANCE AMENDMENT #AO-20-03:** An ordinance to amend Sec. 86-6 of the Zoning Ordinance, "Zoning Permits" to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.

**ORDINANCE AMENDMENT #AO-20-04:** An ordinance to amend Sec. 86-913 of the Zoning Ordinance, "Penalties" to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.

**ORDINANCE AMENDMENT #OA-20-05:** An ordinance to amend Sec. 21-2(c) of town code "Derelict building; procedure; real estate tax abatement" to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

The Planning Commission recommended that the amendment requests be approved.

Staff is requesting Town Council set a public hearing to consider the Planning Commission's recommendations on the item at their December 8, 2020 Regular Meeting.

**RECOMMENDATION:**

Set public hearing on the text amendment requests for Tuesday, December 8, 2020 at 6:00 p.m.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Motion to set a public hearing on Town Code Text Amendments and consideration of the Planning Commission's recommendation for Tuesday, December 8, 2020 at 6:00 p.m.

**ATTACHMENTS:**

- *Under separate cover*





TOWN OF ALTAVISTA  
TOWN COUNCIL  
AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

November 10, 2020

**ITEM #: 13**

**ITEM TITLE:**

Avoca Museum Project Update

**DESCRIPTION:**

Staff was briefed by Mike Hudson, Avoca Executive Director, in regard to several projects that the Avoca Board of Directors have approved and would like to move forward. The museum is a town-owned facility and staff wanted to advise Town Council of these two improvements to the facility. The Avoca Board has obtained grant funding that will cover both of the projects; so no town funds are required.

**RECOMMENDATION:**

Provide a consensus in approval/acceptance of the improvements being proposed at Avoca.

**BUDGET/FUNDING:**

Avoca Board has obtained grant funds for these projects.

**POTENTIAL ACTION:**

- Per Council's discussion:
  - Consensus to approve/accept the improvements being proposed at Avoca.
  - Defer action and place on a future meeting agenda.
  - Take No Action.

**ATTACHMENTS:**

- Avoca project update (provided by Mike Hudson) ([LINK](#))

## **Avoca Museum Board Proposal #1 – Outdoor Lighting Initiative**

Avoca Museum has won grants from the Moore's Charitable Foundation in the amount of \$4,800 and Greater Lynchburg Community Foundation in the amount of \$4,500. The funds are to be used toward a system that will improve lighting near the dance floor/DJ stand, lawn center, and patio area for evening events. This need is brought about by a perceived potential liability issue in which guests attending nighttime events could trip on one of the lawn's sprawling tree root systems. To answer this challenge, the Board of Directors of Avoca Museum asked Mr. Hudson to investigate some possible remedies to this problem and to apply for those grant funds to cover costs. When the Board decided how that outdoor lighting system should look, Mr. Hudson was asked to investigate the possibility of placing three Victorian lamp posts (like those the museum already has on the property) along the north end of the patio (see below). Mr. Hudson has done so and provides below a list of bids from three local contractors.



**Three lampposts are placed at the east edge of the patio area. Their placement is at least one foot out from the patio. Underground wiring connects all three and they match the style of lampposts that already are present between the Victorian Garden and the Arboretum's parking lot. The height of each lamppost would be 7' to 8'.**



**The lampposts would match those that the museum already uses on its grounds. The price of each is factored into the quotes provided by Select Air & Mechanical, Building Blocks of Central Virginia, and Moore's Electrical.**

Outdoor Lighting Project Bids

<u>Contractor</u>	<u>Bid</u>
Select Air & Mechanical	\$6,947.64
Building Blocks of Central Virginia	\$7,850.00
Moore's Electrical	\$9,460.03

In its October meeting, Avoca Museum's Board of Directors voted to accept the Select Air & Mechanical bid to place three Victorian lampposts on the north end of the patio and to complete the necessary underground conduit installation and connection to the nearby power source. All work is to be performed by licensed and insured technicians and in accordance with electrical code. Mr. Coggsdale and Ms. Owens were briefed on the Board's decision and Mr. Garrett has indicated that he endorses the proposal from an engineering standpoint.

**Avoca Museum Board Proposal #2 – Chimney Caps**

In its October meeting, the museum's Board of Directors also approved submission of a proposal to Town Council pertaining to the structural health of the mansion's chimneys. The proposal also answers a potential health threat posed by excessive moisture and mold accumulation inside the structure.

With the mansion's fireplaces no longer burning fires and the tops of its chimneys open to rain, mold has been accumulating in the chimneys. Also, mortar and brick dust have been spotted in the fireplaces. These facts lead Mr. Hudson to believe that leaving the chimneys open to the elements has resulted in a situation that needs to be remedied.

Four local contractors were invited to submit proposals to place caps on these chimneys. One of them, Mr. Parrow of New London, suggested placing a heavy capstone on top of each chimney. The Board dismissed this proposal based upon Mr. Hudson's and President Woodson's concern that such a heavy weight placed on a very old chimney could cause damage to the shaft.

Two other local contractors (Brumfield Construction and Low Rate Chimney Services) were invited multiple times to bid over the course of two months and, while each expressed an interest in bidding, they both broke four appointments to take measurements and submit their proposals. The Board of Directors concluded that they would, in the absence of those two proposals, move forward with

remedying the problem. They voted to accept John Holt & Co. Chimney Services' bid of \$1,390.00 to place stainless steel, mesh base caps on the mansion's five chimneys and pass that proposal along to Town Council for review. Mr. Coggsdale and Ms. Owens have been briefed on the Board's decision and Mr. Garrett endorses the plan from an engineering standpoint.



### **Funding**

Avoca Museum seeks to pay for these improvements out of grant funds obtained from Moore's Charitable Foundation and Greater Lynchburg Community Foundation. (The GLCT grant will cover \$4,500 of the outdoor lighting initiative and the Moore's Charitable Foundation grant will the balance. Also, Moore's has allowed Avoca to direct the remaining funds out of its grant to pay for the chimney caps with any leftover funds designated to help the museum weather fallout relative to COVID-19. This means that there is no cost to the taxpayer and maintenance account will not be affected. The funds have already been provided by two private grants.

## **Manager's Report for November 10, 2020 Council Meeting**

RED indicates updates since last meeting. Click on Arrow ( ▷ ) beside red text to open the drop down to show past project information (History), this information will be in black text.

### Innovation Center/Co-Working Space

Staff was noticed by Tobacco Commission staff that the grant for the project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT/security system design/installation.

Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor in regard to the networking/cablings for the facility; as well as connection to broadband.

### Booker Building Renovation Process

Staff has been working with one of the contractors that submitted a price to redo the floor to come and provide a sample. After multiple delays they should complete the sample area the week of November 9<sup>th</sup>. Once it is complete staff will inform Council so they can look at the result.

The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15<sup>th</sup>. Council has provided direction to staff in regard to floor improvements, when quotes are received they will be presented to Council for their consideration. In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle.

### Dalton's Landing Canoe Launch

Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and place of geofabric and stone due to unsuitable soil Work continues to progress.

The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is

working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7<sup>th</sup> and the bids are due Thursday, July 2<sup>nd</sup>. Bids were received on July 2<sup>nd</sup> and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyons, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature.

### Eagle Trail Overlook (Observation Deck)

The project continues to move forward with the concrete being poured. Council approved the railing fabrication.

Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham has completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating the Council at the Council meeting on July 14, 2020. Update to be provided at July 14, 2020 Council meeting.

### Brownfields Grant Program

Staff and consultant participated in a Grant conference call with the EPA to begin the project. The consultant is submitting necessary paperwork to EPA.

Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river.

### Rt. 43 Gateway Project (Streetscape and Signal Pole Improvement)

VDOT is finalizing some documentation for the project. The field work is complete.

The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8<sup>th</sup>.

## Main Street Sidewalk Extension Project (VDOT TAP Grant)

The Commonwealth Transportation Board (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.

Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. Staff has informed VDOT that the Town is agreeable to the match for this project.

## APD Firing Range Improvements (McMinnis Spring area)

Public Works is in the final stages of this project. The building and shelter are being ordered.

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

## Utility Bill Discount Program

Staff has completed the application packet and distributed it along with informational items in the recently mailed quarterly water bills. Applications are being received, the discount for eligible accounts will be effective on the bill that will be mailed/paid in April 2021.

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

## Shreve Park Improvements (Playground Equipment/Bridge)

Council has discussed this item on numerous occasions, staff is looking for viable options for the bridge portion of the project. The playground equipment was installed earlier this year.

The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8<sup>th</sup>, receive new equipment on January 16<sup>th</sup>, installing new equipment on January 16<sup>th</sup>, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

## [John Moseley Memorial Park \(formerly Avondale Park Improvements\)](#)

Staff has ordered the pavilion and the playground equipment shade structure. Staff will be presenting the final “concept” for signs and memorials for this park; as well as the Leonard Coleman Memorial Park, at the November Regular Meeting.

## [English Park Passive Area \(Large Field Trail\)](#)

Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.

Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well to connect to Eagle Trail (paved trail).

## [Streetlight \(Decorative\) LED Head Conversion Project](#)

Staff has ordered the number of LED Heads that were budgeted in the FY2021 Budget.

Previously the Town has replaced up to 25 heads in each of the past two (2) Fiscal Years.

## [UTILITY PROJECTS](#) [\(Click on “LINK” to see latest update from the project engineer.\)](#)

**Lynch Creek Sewer Project** [\(LINK\)](#)

**Water Treatment Plant Filter Rehab Project** [\(LINK\)](#)

**WWTP Electrical Improvements** [\(LINK\)](#)

**WWTP Aeration Project** [\(LINK\)](#)

**Riverview Waterline Replacement Project** [\(LINK\)](#)

**Melinda Tank High Pressure Zone Improvements** [\(LINK\)](#)

**Clarion Road Control Valve Improvements** [\(LINK\)](#)

**WWTP Clarifier #1 Project** [\(LINK\)](#)

## [VDOT Administered Projects](#)

**[VDOT Rt. 29 Bridge Replacement Project:](#)** Work is progressing; contract date for completion is May 2021.

**[Main Street & Broad Street Pedestrian Accommodations:](#)** Project Completed.

**[Main Street \(Rt. 29 Business\) & Lynch Mill Road \(Right Turn Lanes\):](#)** Project Complete

## [COMPLETED PROJECTS/ITEMS](#)

Below is a list of recently completed projects: [\(click on arrow to the left to drop down list\)](#)

Chemical Storage Building (Public Works) (2020)

Farmer’s Market Shade Improvements (2020)

Utility Financing (2020)



Below is a list of past completed projects: [\(click on arrow to the left to drop down list\)](#)

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Downtown Public Parking Sign and Banners

Washington Street Sidewalk Project

Meals Tax Audit Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7<sup>th</sup> Street Utility Project

Ridgeway Avenue Drainage Evaluation and Construction

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area)

Main Street Speed Study

English Park Gazebo Roof Replacement

Main Street Coordinator hired

Spring 2020 Paving Completed

Staunton River RIFA Withdrawal

**Town of Altavista  
Hurt and Proffitt Projects  
Status Report**



Date: November 5, 2020

This memo is a status report of Hurt & Proffitt Team's efforts for the McMinnis Water Project

Completed Work Over the Last Week

1. Address comments from railroad.
2. Address comments from health department.

Anticipated Work Over the Next two Weeks

1. Continue addressing comments from railroad consultant and resubmit plans for approval.
2. Continue addressing the comments received from VDH and resubmit.
3. All plans, technical specifications, and front end documents are complete and ready to have bid date information inserted and sent out to bids.

Outstanding Issues

1. None at this time

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$35,500
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$2,500
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$24,100	JTD:	\$0
8. Easement Plats (4 to date)			JTD:	\$2,400

Submitted by:

Bif Johnson, PE  
Project Manager

**Report Date: 11-5-2020**

**Project: Riverview Sewer Line Replacement**

**Completed Work over the Last Week**

1. No work has been completed over the last week.

**Anticipated Work over the Week**

1. Ensure all contract documents are executed and permits in hand for construction.
2. Review shop drawings if they are submitted by the contractor.

**Scope Changes to Date**

1. Jack and bore of sewer under railroad in lieu of replace in place.

**Outstanding Issues**

1. N/A

**Construction Document Schedule Update (no change to date)**

1. Notice to Proceed (July 1, 2020)
2. Substantial Completion (November 1, 2020)
3. Completion (December 1, 2020)

**Budget Summary**

1. Engineers Survey: \$ 3,500 JTD: \$ 3,500
2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ 18,020
3. Permitting: \$ 1,500 JTD: \$ 1,500
4. Engineering Construction Administration CA: \$ 4,500 JTD: \$ 0
5. Construction Contract: \$ 197,000 (Eng. Est.) Bid Amount: \$ 198,462.00 JTD: \$ 0
6. Towns Budget \$ \_\_\_\_\_

**Input Needed from Town/Others**

1. Contractor availability for pre-construction meeting.

**Other Issues/Concerns**

1. N/A

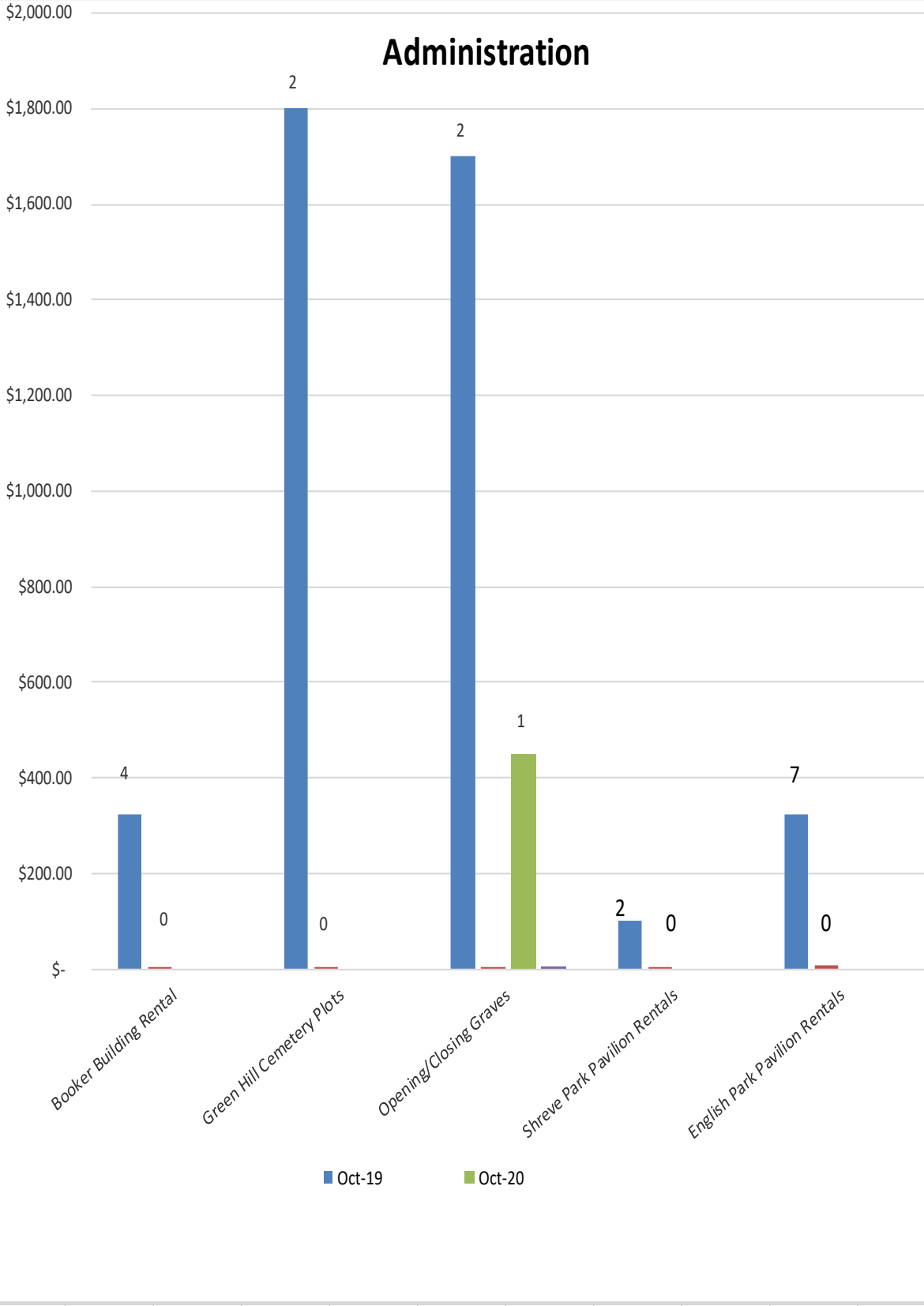
Submitted by:



R. Scott Ehrhardt, PE  
Senior Associate

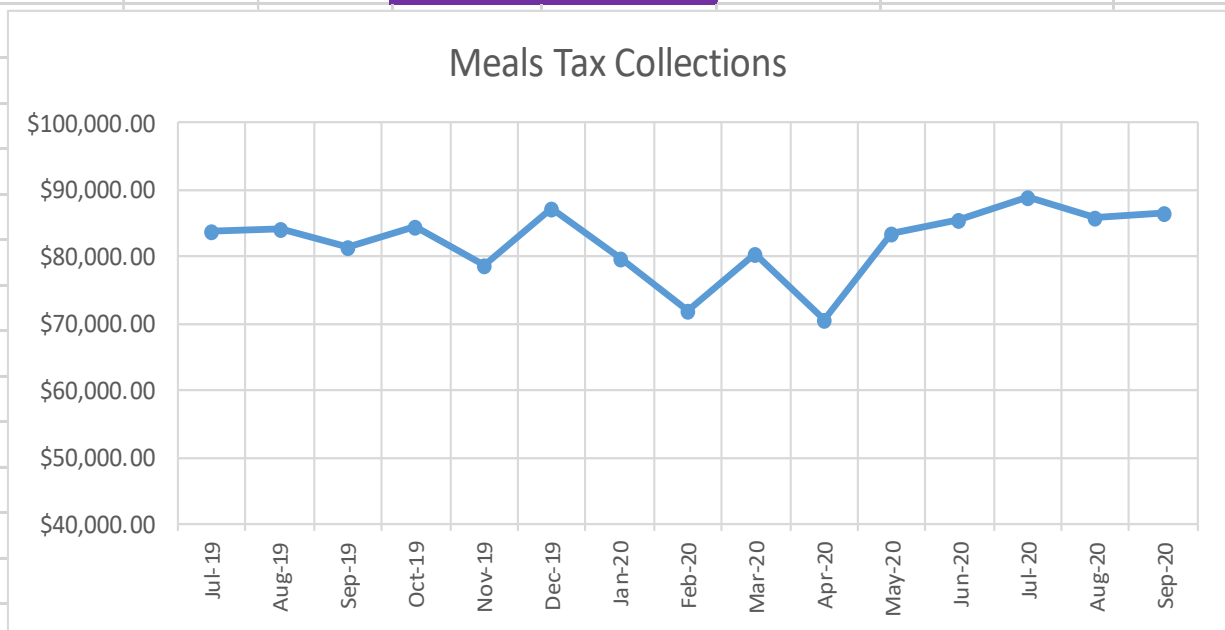
Attachments: N/A

# Administration

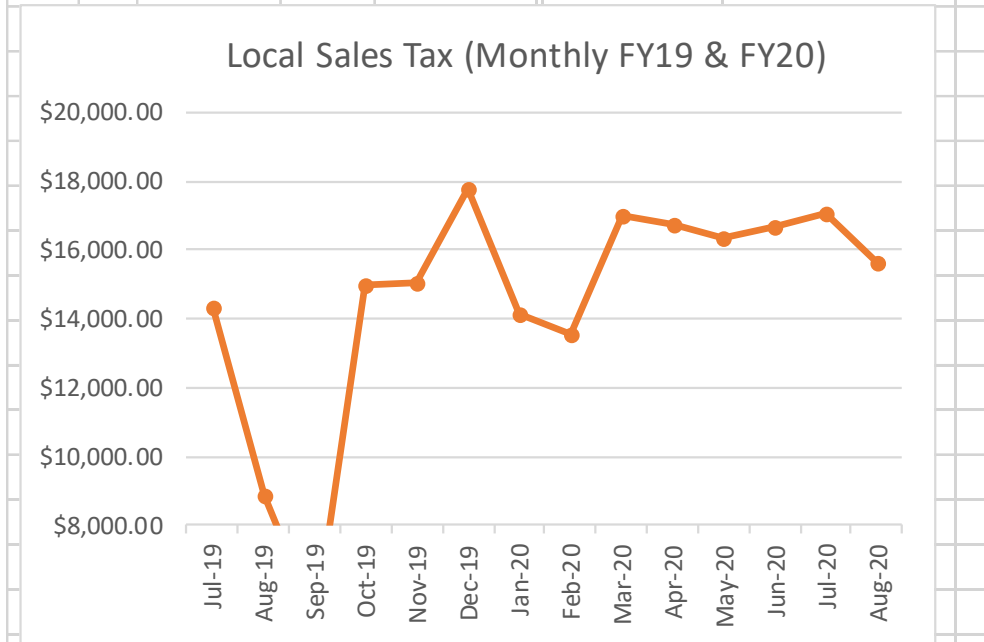


## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		PREVIOUS
Oct-19	\$84,662.12	FY2017	YTD TOTAL (FY) \$951,518.71
Nov-19	\$78,673.23	FY2018	\$936,848.19
Dec-19	\$87,125.33	FY2019	\$986,050.18
Jan-20	\$79,882.00	FY2020	\$971,639.35
Feb-20	\$71,915.16		MTD TOTAL (FY)
Mar-20	\$80,540.42	FY2020	\$249,187.95
Apr-20	\$70,690.58	FY2021	\$261,264.04
May-20	\$83,548.86	+/-	\$12,076.09
Jun-20	\$85,413.70		
Jul-20	\$88,787.18	Budgeted:	\$955,000
Aug-20	\$85,975.65	+/-	-\$693,735.96
Sep-20	\$86,501.21	% of Budget	27.36%



Town of Altavista Local Sales Tax			
Jul-19	\$14,308		<b>YTD TOTAL (FY)</b>
Aug-19	\$8,868	FY2017	\$166,834
Sep-19	\$5,261	FY2018	\$171,886
Oct-19	\$14,965	FY2019	\$169,649
Nov-19	\$15,058	FY2020	\$170,672
Dec-19	\$17,754		
Jan-20	\$14,151		<b>MTD TOTAL (FY)</b>
Feb-20	\$13,558	FY2020	\$23,176
Mar-20	\$17,023	FY2020	\$32,680
Apr-20	\$16,735	+/-	\$9,504
May-20	\$16,338		
Jun-20	\$16,653	Budgeted:	\$165,000
Jul-20	\$17,032	+/-	-\$132,320
Aug-20	\$15,648	% of Budget	19.81%

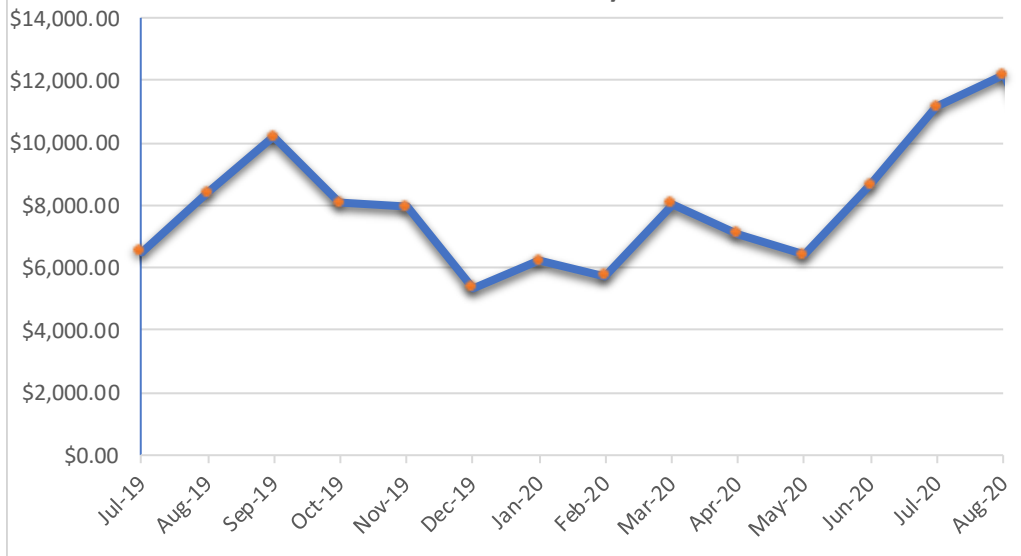


NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

**Town of Altavista  
Lodging (Occupancy) Tax**

Jul-19	\$6,502		
Aug-19	\$8,383		<b>FISCAL YEAR</b>
Sep-19	\$10,187		<b>TOTAL</b>
Oct-19	\$8,088	FY2020	\$88,534
Nov-19	\$7,934		
Dec-19	\$5,338		<b>MTD TOTAL (FY)</b>
Jan-20	\$6,206	FY2020	\$25,072
Feb-20	\$5,732	FY2021	\$30,626
Mar-20	\$8,030	+/-	\$5,553
Apr-20	\$7,079		
May-20	\$6,413	<b>Budgeted:</b>	<b>\$80,000</b>
Jun-20	\$8,643	+/-	-\$49,374
Jul-20	\$11,145	%/Budget	38.28%
Aug-20	\$12,167		
Sep-20	\$7,314		

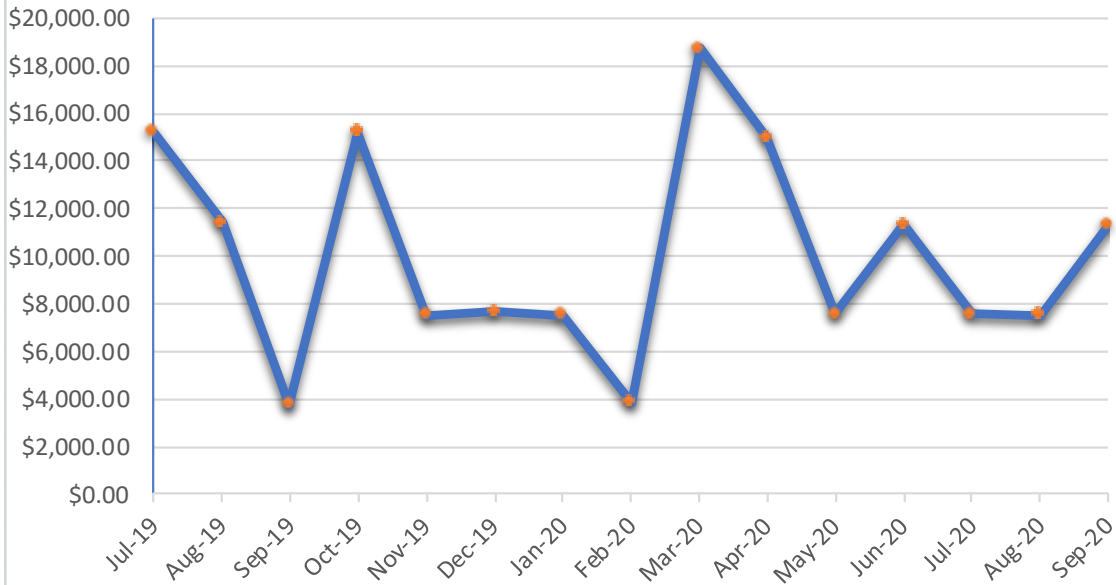
**Lodging (Occupancy) Tax Revenue (monthly FY20 & FY21)**



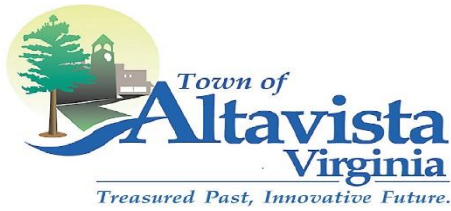
**Town of Altavista  
Local Cigarette Tax**

Jul-19	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750	FY2017	<b>FISCAL YEAR TOTAL</b> \$142,991
Oct-19	\$15,188	FY2018	\$144,668
Nov-19	\$7,500	FY2019	\$140,288
Dec-19	\$7,665	FY2020	\$124,684
Jan-20	\$7,500		
Feb-20	\$3,881		<b>MTD TOTAL (FY)</b>
Mar-20	\$18,750	FY2020	\$30,356
Apr-20	\$15,000	FY2021	\$26,362
May-20	\$7,545	+/-	-\$3,994
Jun-20	\$11,299		
Jul-20	\$7,556	<b>Budgeted:</b>	<b>\$130,000</b>
Aug-20	\$7,500	+/-	-\$103,638
Sep-20	\$11,306	%/Budget	20.28%

**Cigarette Stamp Revenue (monthly FY19, FY20 & FY21)**







## MEMORANDUM

**To: J. Waverly Coggsdale, III – Town Manager**

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

**Date: November 5, 2020**

**Re: October 2020 Community Development Report**

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### Permits

There were seven (7) Zoning Permits issued during the month of October:

Home Occupations: 0  
New Business: 3      Cousin Boogy's-1040 Main Street  
                                    Sweet Izzy's Home Décor 823 A&B Main Street  
                                    KDR Convenience (former A Market) 1308 Main Street  
Signs: 3  
Accessory Structures: 1  
New Homes or Additions: 0  
Zoning Confirmation Letters: 0  
Plats: 1

### Violations

Staff is working on 15 active code enforcement complaints. Three (3) new code violations reported. There was 1 violations abated in October; however, there were several violations that were partially abated. Staff continues to work with those property owners towards full compliance.

The town has issued a Request for Qualifications (RFQ) to create a pool of area contractors to assist with property maintenance issues including grass/weed cutting, illegal dumping, and removal of nuisance structures. The RFQ is posted on the town's website and has a closing date of November 13, 2020.

### Planning Commission:

The Planning Commission met in October and heard proposed changes to town code from staff related to Chapter 86 - Zoning, Chapter 62 – Solid Waste; Weed Control, and Chapter 21 – Buildings and Other Structures. Staff will take the input received from the Planning Commission

and public hearings will be scheduled for the various amendments. Staff continues to work on updates to these and other Chapters.

#### Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in October.

#### Recreation Committee

The Recreation Committee held its regularly scheduled meeting on October 20, 2020. They received updates on the Fiscal Year 2021 CIP projects and continued its discussion on the Fiscal Year 2022-2027 CIP.

The Committee discussed ways to solicit additional feedback from the public and the ranking of project priorities. Staff created a citizen survey, which is available online. Paper copies are available at Town Hall and YMCA.

#### Staff Projects/Meetings:

Town staff, Altavista On Track and the Chamber of Commerce continue to plan for Small Business Saturday on November 28, 2020 from 11-5pm. The theme for this year is "**Shop Altavista**"

The Community Development Director attended the Regional Planners meeting where a presentation was given on ArcGIS Survey123, which is a simple and intuitive form-centric data gathering solution to create, share and analyze surveys in just three steps. The program can also be used to take pictures of buildings and infrastructure that can be saved to the locality's GIS

Staff continued its efforts to catalog all the vacant buildings downtown and collect information on if the properties are available for sale or rent.

The Town Manager, Assistant Town Manager, Community Coordinator, and Community Development Director met with staff of the Tobacco Region Revitalization Commission (TRRC) to learn what information was required for the release of funds for the town's approved Southside Economic Development Grant application. The town was awarded \$184,306 to cover renovation/construction cost for the Incubator, Accelerator, and Coworking Space. The town must provide a final feasibility study, operations manual, and marketing plan.

Town staff are continuing to explore ways to tackle code violations and updates to town codes.

The town and its partners are continuing to work on the Arts on Main project. The goal is to have pieces installed prior to Thanksgiving.

The Community Development Director attended the annual Virginia Planning Conference and participated in sessions including Ethics Cases of the Year, Multimodal Transportation, Making the Most of Infrastructure Investments through Housing, Lessons Learned from Creating Inclusive and Equitable Planning Processes, Dog Planning 101, Remote Collaboration and Engagement, Peddling Out of Poverty Suburban Revitalization: From the Ground Up, Land Banks As Transformational Tools, and Turning Pilot Programs to Ordinances.

Staff continues to work on the placement of restrooms at English Park and working with a survey to determine the base flood elevation for the proposed location.

The Community Development Director attended a virtual training on Planning for Utility-Scale Solar Energy Facilities.

Town Council received a summary of the Housing and Community Development 2020 Analysis from the Community Development Director. She and the Town Manager will seek input on the next steps from Town Council.

The Community Development Director attended the monthly meeting of Altavista On Track and gave an overview of the Town's CIP process in preparation for submittal of their requests. Staff will assist with any documents that need to be submitted for proposed AOT projects, which meet the CIP threshold.

The Town Manager, Assistant Town Manager, Public Works Director and Community Development Director met to discuss the scope of work for planning documents FY 2021 Recreation CIP projects.

# Community Coordinator October Monthly Report



## **Staff Updates**

Kirsten Aherron's last day with the Town of Altavista was on October 15, 2020. George Sandridge has been hired as an intern with Community Development Department to serve as a part-time Community Coordinator to assist AOT and the town with various projects.

## **Downtown Update**

The Assistant Town Manager and Community Coordinator walked downtown and introduced themselves to downtown businesses owners and workers in the Main Street District. They asked businesses were fairing during the coronavirus. The overall sentiment was positive; however, some with numerous business owners stated that the situation "could turn at any minute." Several owners have found success with online sales, which is encouraging news. However, time and technical expertise continue to be a hinderance towards online sales.

## **Businesses Visited**

- Rountrey Hardware
- Vital Edge Nutrition
- The Portrait Place
- Cyclin' Nutz
- Miller's Jewelry
- Danny's Village Barber Shop
- Steve's Florist
- Vista Fitness
- Main Street Café
- Main Street Shoppes
- SPT Salon
- Thrifty Firemen
- Scoops
- JR's Autocare
- English Auto
- Styling Boutique
- Lori Watkins Insurance – State Farm

## **AOT Activities**

Below is a summary of the Community Coordinator's activities in the month of October:

- Meeting w/ Reverend Soto: Reverend Soto and the Community Coordinator met on October 30<sup>th</sup> to discuss his vision for the position. Several projects were discussed, including the Giblet Jog, Shop Altavista, Pop-Up Program, and the Co-Working Space. In the future, Rev. Soto and the Community Coordinator will meet a week prior to the AOT board meeting and then a week afterwards.
- Shop Altavista: Staff is continuing to prepare for the upcoming Small Business Saturday event on November 28<sup>th</sup>. The Assistant Town Manager, Community Development Director, and Community

Coordinator continue to be in contact with Chamber of Commerce board members regarding details of the event.

- Giblet Jog: The Community Coordinator met with Lori Johnson and Eleanor Hoehne on October 26<sup>th</sup> to discuss details regarding the upcoming Giblet Jog. The Facebook event page is currently active and is garnering attention. As of November 2<sup>nd</sup>, six individuals had signed up to run. The Community Coordinator participated in an interview session with WSET for their Living in the Heart of Virginia segment on October 30<sup>th</sup>, which will air on November 5<sup>th</sup> and 6<sup>th</sup>.
- Pop-Up Program: The press release for the Pop-Up Program has been sent to all media contacts and has been posted to the AOT website. In addition, several Facebook posts have been posted on the AOT and Town Facebook pages promoting the program. As of November 2<sup>nd</sup>, the Town has not received any applications. The possibility of extending the deadline to December 1<sup>st</sup> was discussed with Reverend Soto. He was agreeable to the idea but wanted to discuss it further with the Economic Vitality Committee and the entire AOT board.
- Co-Working Space: The Assistant Town Manager, Community Development Director, and Community Coordinator met with Jonathan Mitchell of Simply Branding last on October 21<sup>st</sup> to discuss the branding and marketing campaign for the Co-Working Space. A marketing plan was developed and refined, with future marketing strategies identified. Staff will be sending a copy of the marketing plan to staff at DHCD and TRRC for review. In addition, a comprehensive review of the space's fee structure is underway.
- Scarecrow Stroll: The 2020 Scarecrow Stroll concluded on October 31<sup>st</sup>, and the winner was announced on November 2<sup>nd</sup>. This year, 18 businesses participated in the event, with Danny Barbour of Village Barber Shop coming in first place.
- Vista Theatre Façade Application: The completed façade application has been submitted to Frazier Associates and has been accepted. Susan Lancaster reached out to the Community Coordinator and requested more information, such as measurements and pictures. Updates will be provided as they come in.
- Vacant Building Signup: The Community Coordinator is currently working with the Assistant Town Manager and Community Development Director on a vacant building registry. The spreadsheet is currently being populated.
- Art on Main: Vacant buildings in the downtown district are currently being identified as potential locations for the project. Once identified, the building owners will be contacted to request permission.

- AOT Christmas Ornaments: Staff is currently working to develop a Christmas ornament for public purchase. The theme for this year's ornament is the Staunton River Memorial Library (*pictured below*). AOT will be selling ornaments at the upcoming Shop Altavista event on November 28<sup>th</sup>.



#### Town Social Media Activities

- **Page Likes:** 1,796 (+24 during October)
- **Page Followers:** 1,928 (+27 during October)
- **Post Reach:** 5,622 (+21% during October)
- **Total Posts:** 23 posts
- **Most Popular Post:** Town of Altavista Recreation Committee Survey (10/30/2020)

#### AOT Social Media Activities

- **Page Likes:** 1,630 (+8 during October)
- **Page Followers:** 1,729 (+10 during October)
- **Post Reach:** 5,413 (+57% during October)
- **Total Posts:** 18 posts
- **Most Popular Post:** AOT Pop-Up Program (10/26/2020)

2020

	January	February	March	April	May	June	July	August	September	October	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	3	9	10	3	0	67
Criminal Arrests "Misdemeandor"	18	10	13	15	18	5	20	14	4	1	118
Warrant Executed	13	18	15	16	12	10	22	14	6	3	129
Uniform Traffic Summons Issued	97	55	30	6	12	46	12	12	8	1	279
# Traffic Stops	189	127	64	10	23	46	26	24	21	3	533
BOLO'S (Be on Look Out)	15	9	15	9	12	7	12	4	6	3	92
DUI	4	1	2	0	0	0	0	2	1	0	10
IBR	29	24	19	43	54	23	17	21	16	17	263
MVA	5	4	6	4	7	8	3	4	3	6	50
Assist Motorist	6	11	6	13	13	17	9	18	5	6	104
Calls for Service	248	214	189	261	185	164	181	231	215	140	2028
Investigation Hours	2	5	3	30	47	6	22	36.5	6	7.5	165
Alarm Responses	29	11	8	8	11	10	9	7	6	3	102
ECO/TDO	3	1	1	3	0	1	1	2	1	2	15
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	4.5	9	4	21	105.5
Training Hours	0	0	1	0	0	0.5	1.25	5.5	0	0	8.25
School Check	104	56	67	83	71	13	53	29	23	0	499
Court Hours	35.5	24.5	18	1	0	2.5	15	12	5.5	3	117
Community Events	1	0	0	0	1	1	0	0	0	0	3
Special Assignment Hours	0	1	8	1	0	4	0	0	0	0	14
# Hrs Directed Patrol	233	199	186	181	81	96.5	74.5	156	109	58.5	1374.5
Bike Patrol Hours	0	0	0	0	0	0	0	0	0	0	0
Citizen Contacts	2048	880	800	515	488	416	168	311	82	132	5840
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	115	150	124	67	5618
Follow Ups	10	18	10	32	55	36	41	45	14	11	272

Patrol on 29-October 2020

3-Oct	Rt 29/Bedford Ave	0857-0905	Yeaman	Assist Motorist/Abandoned Vehicle
3-Oct	Rt 29	1120-1245	Yeaman	Flagged Down/Vehicle Damage
4-Oct	Rt 29	1423-1430	Yeaman	Assist Motorist
8-Oct	Rt 29/Dearing Ford	1522-1530	Yeaman	Assist Motorist
9-Oct	Rt 29	2155-2218	Henderson	Traffic Stop-1 Summons
24-Oct	Rt 29/Bedford Ave	1003-1007	Dogan	Traffic Stop
29-Oct	Rt 29/Lynch Mill Rd	1042-1128	Dogan	MVC



## BUILDINGS AND GROUNDS

November 4, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: October 2020

Vacation / Sick Leave Taken		58.50
Meetings / Data Entry / Work Planning		15.25
# of Call Duty Hours		18
# of Assisting other Crews		55.50
Holiday		0
<b>Green Hill Cemetery</b>		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	0	0
# of Cremations	1	9
Cemetery Grounds Maintenance		15.25
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
<b>Solid Waste Collection</b>		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	100.19	98.50
Residential Garbage Collected (Tonnage) Town of Hurt	47.94	40
# of Curbside Brush Collected (Stops)	226	
Loads of Brush Collected	18.50	45.50
# of Curbside Bulk Collected (Stops)	111	
Bulk Collection (Tonnage)	16.87	23.50
# of Tires Collected	6	1
# of Residential Garbage Citations Issued	0	0
Seasonal	0	18.75
<b>Parks</b>		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		30.50
# of Building Maintenance Hours		33.25
# of Park Cleaning		75.50
# of Parks Ground Maintenance Hours		33.50
# of Acres Mowed by Town	132.21	121.25
# of Acres Mowed by Contractors ****	31.46	58
Special Projects – Overlook Project		206.25
# of Veh. Maintenance Hours		11.50
*** HOURS NOT ADDED		
Total Labors Hours for the Month		910.50

# STREET DEPARTMENT MONTHLY REPORT

DATE: November 4, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: October 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	31
Safety Meetings/Data Entry/ Planning Schedule	35.25
Emergency Call Duty	0
Weekend Trash Truck	19.25
Street Sweeping	23.75
Road Hazards	1
Litter Control	26.25
Assisting Other Crews	262.25
Town Wide Mowing	129.25
Contractor Mowing Main & Bedford	2 Times
Sign Maintenance	2.50
Landscaping	3
Ditch & Drainage Pipe Maintenance	29
Sidewalks	0
Asphalt Paving And Patching	39
Dead Animal Removal	6
Decorative Street Light Repairs	15.50
Shop Cleaning	13.75
Leaf Collection Prep	10
Trees/ Trimming/ Removal	25
Vehicle Maintenance	2.75
Shoulder Work and Stone	3.50
Snow Prep	56.25
Weed Control	5.75
Seasonal	.50
Bags Of Litter	19
Storm Damage Clean-Up	52.75
Special Projects	40.75
Total Labor Hours for the Month	834

**FLEET MAINTENANCE DEPARTMENT**

**DATE: November 4, 2020**

**TO: TOWN MANAGER**

**FROM: DAVID GARRETT**

**MONTH: October 2020**

<b>DESCRIPTION</b>	<b>Labor Hours</b>
<b>Vacation</b>	<b>24</b>
<b>Safety Meetings</b>	<b>5.75</b>
<b>Holiday</b>	<b>0</b>
<b>Daily/ Weekly/ Planning &amp; Scheduling</b>	<b>5</b>
<b>Sick Leave Used</b>	<b>0</b>
<b>CIP / Budgeting</b>	<b>1</b>
<b>Preventive Maintenance</b>	<b>96.50</b>
<b>Full Services</b>	<b>0</b>
<b>General Repair's</b>	<b>30.50</b>
<b>Troubleshoot and Diagnostic</b>	<b>6.25</b>
<b>Assisting Other Crew</b>	<b>4.50</b>
<b>Tire Changes &amp; Repairs</b>	<b>0</b>
<b>Building &amp; Grounds</b>	<b>.50</b>
<b>Picking Up &amp; Delivery</b>	<b>2</b>
<b>State Inspections</b>	<b>0</b>
<b>Total Labor Hours for the Month</b>	<b>176.00</b>

**Monthly Staff Report Water Plant**

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

**Operation and Production Summary (Abbott was shutdown the month of August for Maintenance)**

The Actual water production line ( filtering of water) for the entire month averaged 14.38 Hours per day which yielded approximately 1,366,000 gallons of water per day.

Rain 9.775 snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>15.40</u>	hrs		
Average Hours per day (weekends)	<u>11.80</u>	hrs		
Average produced (week days)	<u>1,527,273</u>	gallons per day		
Average produced (weekends)	<u>1,148,889</u>	gallons per day		
Total Raw Water Pumped:	<u>43.94</u>	million gallons		
Total Drinking Water Produced:	<u>42.30</u>	million gallons		
Average Daily Production: (drinking)	<u>1,346,000</u>	gallons per day		
Average percent of Production Capacity:	<u>44.87</u>	%		
Plant Process Water:	<u>1,591,176</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>158,800</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>3,300</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>7.377</u>	million gallons	average hours per day	<u>14.4</u>
Average Daily Produced:	<u>263,464</u>	gallons per day	Rain at MC	<u>9.05</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>7.000</u>	million gallons	average hours per day	<u>13.5</u>
Average Daily Produced:	<u>250,000</u>	gallons per day	Rain at RE	<u>8.77</u>
Purchased Water from CCUSA	<u>2,457,978</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,657,200</u>	gallons		
Industrial Use	<u>40,077,217</u>	gallons		

**Water lost due to leaks** \_\_\_\_\_

Cross Connection Visits 0

**Comments: Water Plant Activities & CIP Projects:**

- Monthly Compliance Reports Completed
- VDH samples completed for compliance
- Cryptosporidium Sampling was completed for the month on October 6 , 2020
- Melinda High Pressure Zone- rebid to be requested by council at work session in November
- 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 design underway. 75% plans were reviewed by plant manager. Plans to b submitted to VDH.
- Mcminnis water line design underway. Plans at 75% and being reviewed by VDH. Permit for railroad bore being sought.
- Spoke to Vendors every Monday to verify that Deliveries would not be delayed on chemicals needed for treatment.
- Reported to Abbott and Health Department each Monday on health of employees and chemical inventory
- Emergency Response Plan for the water plant is in the drafting stage. Federally required by July 2021
- Risk and Resiliency Accesement is in the reviewing stage. Also Federally required by July 2021
- The Source Water Protection Plan final draft was provided to Office of Community Development for review. Scheduled December 7th with planning commision.
- Generator project design continues and is about 25% complete.
- Grant application preparation for Plan and Design for sludge removal system for sedimentation basins.
- Cleaned Basins #4 and #5
- Standard Operating Procedures are being updated for review in January 2021

**Utilities Distribution and Collection**

# of Service Connections	1		
# of Service Taps	1	Addresses:	YMCA 7th Street
# of Meters Read	103	Monthly	
	0	Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	23.00		
	223.89	Tons	
# of Location Marks made for Miss Utility	76		
# of Meters Replaced	6		
# of Water Lines Repaired	2	# of Sewer Lines Unstopped	5
Locations:		Locations:	
261 Oliver Road (Service)		613 Broad Street	
1706 Eudora Lane (Service)		612 7th Street	
		418 Main Street	
		1603 Melinda Drive	
		914 Park Street	
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	355'	Sewer Main Cleaned	800'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	3
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	320'	Sewer Service Cleaned	0
Sewer Video Manholes	0	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	35	Water Right of Way Clearing Footage	725'
		Sewer Manholes Inspected	2
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	9		

Other Utilities Distribution and Collection Activities & CIP Projects:  
Assisting Boring Crews

DEPARTMENT: Wasterwater Plant  
 MONTH: October

Average Daily Flow	2.40 MGD	
TSS Reduction	95 %	
BOD Reduction	97 %	
VPDES Violations	0	
Sludge ( Regional Land Fill)	249 tons	(estimated)
Rain Total	8.22 Inches	
	Snow Total	0 Inches

**Other Wastewater Activities and CIP Projects:**

Month: October 2020  
 Week: 5th

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Submitted Monthly DMR
- Submitted Monthly Industrial Sewer Bills
- Polymer delivery 10-7-20
- Sampled Effluent for permit renewal
- Mowing crew onsite 10-5-20
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: October 2020  
 Week: 12th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening forms**
- Reviewing permit renewal information
- RVPS VFD IP5 out for repair 10-12-20 (power surge?)
- VFD MPS delivered and installed 10-13-20 (still has issues)
- VFD MPS returned to Tech Star 10-14-20
- VFD MPS delivered and installed 10-15-20 (No issues)
- Credit Card statements reviewed and submitted
- Cleaned pressure relieve valve for press feed pumps
- Repaired lights at headworks and Lab building (LED)
- Drained condensate from clarifier #3
- UV Bank A in service 10/15/20
- Received sample containers for second Effluent testing
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: October 2020  
 Week: 19th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening forms**
- Reviewing permit renewal information
- Repaired Main Pump Station Bar Screen
- RVPS VFD IP5 returned from TechStar 10/20/20
- RVPS VFD IP5 installed 10/21/20 (no issues)
- UV Bank B serviced
- Serviced UV system, replaced coolant pressure gauge 10/22/20
- Ordered Annual Bio Assay testing
- Changed oil in Clarifier #1
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: October 2020  
 Week: 26th

- Continue Sanitizing procedures for commonly used areas
- Reviewed and Submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening forms**
- Reviewing permit renewal information
- Reset Main Pump Station PLC issue with IP3
- Cleaned and recharged NPW system
- Changed Blower belts in Solids handling
- Ran All Generators 10/28/20
- High water event 10/29 and 10/30/20
- Dominion Power Company onsite checking power feed to main Pump Station
- PLC issue at MPS troubleshooting cause
- Cleaning MPS wet well after flooding
- Replacing float switch at MPS
- Reviewing CIP items for next year
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

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

Customer Class	November-19	December-19	January-20	February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	Average
<b>WATER</b>													
	<b>Units</b>												<b>Average</b>
Residential Base-IT	16	9	1,259	18	6	1,265	16	12	1,329	7	12	1,245	433
Commercial Base-IT	27	41	28	28	27	188	43	44	195	43	27	176	72
Residential Base-OT	-	-	143	-	-	144	-	-	150	1	-	143	53
Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
Municipal	29	30	30	30	30	30	30	30	30	30	30	30	30
Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	5	5	5	5	5	4	4	4	4	5	5	5	5
<b>TOTAL</b>	<b>78</b>	<b>86</b>	<b>1,466</b>	<b>82</b>	<b>69</b>	<b>1,632</b>	<b>94</b>	<b>91</b>	<b>1,709</b>	<b>87</b>	<b>63</b>	<b>63</b>	<b>593</b>
	<b>Gallons</b>												<b>Total</b>
Residential Use-IT	52,930	58,950	12,323,400	141,148	230	11,903,400	169,120	22,160	14,408,990	9,130	63,930	13,306,131	52,459,519
Commercial Use-IT	3,944,170	2,261,631	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	2,307,298	3,570,031	1,698,400	6,728,295	43,904,306
Residential Use-OT	-	-	1,703,150	-	-	1,593,550	-	-	1,840,710	2,560	-	1,778,750	6,918,720
Commercial Use-OT	2,741,800	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	2,491,200	2,924,700	2,792,400	2,683,000	28,355,048
Municipal	441,960	555,490	262,680	226,200	186,560	289,680	338,300	350,180	137,470	920,400	552,930	271,080	4,532,930
Industrial	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	48,026,158	46,777,325	20,831,992	41,237,761	471,851,396
<b>TOTAL WATER SOLD</b>	<b>34,406,686</b>	<b>48,994,037</b>	<b>59,178,520</b>	<b>44,413,609</b>	<b>39,707,239</b>	<b>66,468,136</b>	<b>52,609,567</b>	<b>46,883,484</b>	<b>69,211,826</b>	<b>54,204,146</b>	<b>25,939,652</b>	<b>66,005,017</b>	<b>608,021,918</b>
<b>NET DELIVERED</b>	<b>59,545,980</b>	<b>56,853,505</b>	<b>55,017,664</b>	<b>56,166,873</b>	<b>56,453,552</b>	<b>56,922,036</b>	<b>57,954,678</b>	<b>66,718,661</b>	<b>65,806,703</b>	<b>42,271,392</b>	<b>69,533,356</b>	<b>58,550,942</b>	<b>701,795,342</b>
<b>FRACTION BILLED</b>	<b>58%</b>	<b>86%</b>	<b>108%</b>	<b>79%</b>	<b>70%</b>	<b>117%</b>	<b>91%</b>	<b>70%</b>	<b>105%</b>	<b>128%</b>	<b>37%</b>	<b>113%</b>	<b>87%</b>
<b>Total ( TOA,sold,hydrnts, Leaks)</b>	<b>11,000</b>	<b>7,400</b>	<b>16,600</b>	<b>24,000</b>	<b>24,100</b>	<b>81,900</b>	<b>116,850</b>	<b>73,575</b>	<b>455,600</b>	<b>197,800</b>	<b>182,771</b>	<b>162,100</b>	<b>1,353,696</b>
	<b>Dollars</b>												<b>Total</b>
Residential Base & Use-IT	550	351	56,383	815	256	57,244	830	397	65,103	219	482	60,626	243,255
Commercial Base & Use-IT	13,457	7,241	12,981	14,583	15,236	20,129	8,427	19,750	19,375	22,409	5,824	27,423	186,836
Residential Base & Use-OT	-	-	17,421	-	-	11,191	-	-	12,599	43	-	12,235	53,489
Commercial Base & Use-OT	9,841	8,940	9,017	9,529	8,159	9,862	9,185	9,784	9,654	11,306	10,802	10,385	116,464
Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	64,159	102,641	98,419	99,894	84,381	109,049	118,058	103,204	121,340	117,906	53,272	106,850	1,179,174
<b>TOTAL</b>	<b>88,007</b>	<b>119,173</b>	<b>194,221</b>	<b>124,821</b>	<b>108,033</b>	<b>207,474</b>	<b>136,500</b>	<b>133,135</b>	<b>228,071</b>	<b>151,883</b>	<b>70,380</b>	<b>217,519</b>	<b>1,779,218</b>

	<b>Units</b>												<b>Average</b>
Residential Base-IT	14	5	1,096	13	6	1,129	16	11	1,150	4	12	1,085	378
Commercial Base-IT	25	40	158	28	26	174	42	42	146	40	25	158	75
Commercial Base-OT	-	2	1	1	1	8	8	1	8	1	-	1	3
Municipal	17	8	14	8	8	8	8	8	7	8	8	8	8
Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	4	4	3	3	3	3	3	3	4	4	4	4	4
<b>TOTAL</b>	<b>60</b>	<b>59</b>	<b>1,272</b>	<b>53</b>	<b>44</b>	<b>1,322</b>	<b>77</b>	<b>65</b>	<b>1,315</b>	<b>57</b>	<b>49</b>	<b>1,256</b>	<b>460</b>
	<b>Gallons</b>												<b>Total</b>
Residential Use-IT	44,863	46,283	7,894,954	15,376	230	7,899,210	83,292	16,981	10,688,192	4,616	55,071	9,869,928	36,618,994
Commercial Use-IT	885,655	1,748,584	2,663,237	3,568,751	1,298,831	3,574,527	479,568	1,978,513	2,307,298	2,235,591	185,714	2,454,700	23,380,969
Commercial Use-OT	-	62,900	230,000	240,000	230,000	741,842	382,900	151,300	328,292	113,700	-	136,940	1,617,874
Municipal	119,560	266,560	94,180	103,720	100,460	106,930	75,130	51,390	44,240	129,020	83,400	99,360	993,600
Industrial	26,830,000	22,430,000	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	40,840,000	43,540,000	42,500,000	23,190,000	41,220,000	426,560,000
<b>TOTAL SEWER BILLED</b>	<b>27,880,078</b>	<b>24,554,327</b>	<b>46,882,371</b>	<b>40,407,847</b>	<b>37,049,521</b>	<b>50,732,509</b>	<b>40,720,889</b>	<b>43,038,184</b>	<b>56,908,022</b>	<b>44,982,927</b>	<b>23,514,185</b>	<b>53,780,928</b>	<b>489,177,837</b>
<b>WWTP EFFLUENT</b>	<b>57,481,100</b>	<b>62,863,500</b>	<b>58,924,500</b>	<b>64,614,500</b>	<b>56,998,200</b>	<b>58,512,100</b>	<b>69,575,000</b>	<b>74,057,700</b>	<b>58,243,800</b>	<b>41,936,100</b>	<b>67,475,900</b>	<b>72,480,200</b>	<b>743,162,600</b>
<b>FRACTION BILLED</b>	<b>49%</b>	<b>39%</b>	<b>80%</b>	<b>63%</b>	<b>65%</b>	<b>87%</b>	<b>59%</b>	<b>58%</b>	<b>98%</b>	<b>107%</b>	<b>35%</b>	<b>74%</b>	<b>66%</b>
	<b>Dollars</b>												<b>Total</b>
Residential Base & Use-IT	167	158	29,380	22	120	29,706	351	96	36,091	28	207	33,208	10,794
Commercial Base & Use-IT	2,832	4,934	6,704	3,334	3,951	10,707	4,803	6,275	5,516	7,137	3,787	8,187	5,681
Commercial Base & Use-OT	-	179	1,662	1,726	1,662	3,375	1,936	502	1,182	429	506	386	1,129
Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	88,453	73,346	123,280	124,066	122,124	136,000	134,980	138,856	148,036	144,500	78,642	140,484	1,452,767
<b>TOTAL</b>	<b>91,452</b>	<b>78,616</b>	<b>161,025</b>	<b>129,147</b>	<b>127,857</b>	<b>179,788</b>	<b>142,070</b>	<b>145,730</b>	<b>190,825</b>	<b>152,095</b>	<b>83,142</b>	<b>182,264</b>	<b>1,470,370</b>

	<b>Units</b>												<b>Average</b>
Curbside-IT STOPS	154	50	53	71	72	304	260	241	221	148	95	226	155
Curbside - Brush	81	74	57	43	107	89	119	118	39	93	102	111	85
<b>TOTAL</b>	<b>235</b>	<b>124</b>	<b>110</b>	<b>114</b>	<b>179</b>	<b>393</b>	<b>379</b>	<b>359</b>	<b>260</b>	<b>241</b>	<b>197</b>	<b>337</b>	<b>240</b>
	<b>Dollars</b>												<b>Total</b>
Curbside-IT	101	89	95	79	92	101	93	95	101	102	112	100	1,096
Curbside-BULK	6	10	10	3	15	15	13	10	7	10	17	17	153
<b>TOTAL</b>	<b>107</b>	<b>99</b>	<b>105</b>	<b>82</b>	<b>107</b>	<b>116</b>	<b>107</b>	<b>105</b>	<b>109</b>	<b>112</b>	<b>129</b>	<b>117</b>	<b>1,249</b>

# November 2020

Sunday	Monday	Tues	Weds	Thurs	Friday	Sat
1 “Daylight Saving Time” Ends (turn clocks back 1hr)	2 Planning <u>Commission</u> 5:00pm	3	4	5 Chamber of <u>Commerce</u> Business Expo <b>Canceled</b>	6	7
8	9	10 <b>Council <u>Meeting</u></b> 6:00pm	11 <b>Veterans Day</b>	12 <u>AOT Meeting</u> 5:00pm	13	14
15	16	17 Recreation <u>Committee</u> 5:30pm	18	19	20	21
22	23	24 <b>Council <u>Work Session</u></b> 5:00pm	25	26 Town Offices <b>CLOSED</b> for Thanksgiving	27 Town Offices <b>CLOSED</b> for Thanksgiving	28
29	30		<b>NOTES:</b> AEDA Meeting Nov. 24 <sup>th</sup> 8:15am	AOT Gibley Jog Nov. 26 <sup>th</sup>	“Shop Small Saturday” Nov. 28th	



# DECEMBER

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
	<b>NOTES:</b> <u>Avoca</u> Members Dinner Dec. 15 <sup>th</sup> – <i>Canceled</i> <u>AEDA Mtg.</u> Dec. 22 <sup>nd</sup> (tentatively)	1	2	3	4	5 “Reverse” <u>Christmas Parade</u> English Park 6-8pm
6	7 <u>Planning Commission</u> 5pm	8 <b><u>Council Meeting</u></b> 6pm	9	10 <u>AOT Meeting</u> 5pm	11	12
13	14	15 <u>Recreation Committee</u> 5:30pm	16	17	18	19
20	21	22 <b><u>NO Council Work Session</u></b>	23	24 <u>Christmas Eve</u> Town Offices Closed	25 <u>Christmas Day</u> Town Offices Closed	26
27	28 Town Offices Closed	29	30	31	<b>NOTES:</b> Friday January 1 <sup>st</sup> <u>New Year’s Day</u> Town Offices Closed	

## Council Regular Meeting October 13, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on October 13, 2020 at 6:00 p.m.

### AGENDA:

1. Mayor Mattox called the meeting to order and presided.

#### Council Members

Present: Mr. Reginald Bennett  
Vice-Mayor Beverley Dalton - joined at 6:07pm  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mayor Michael Mattox  
Mr. Wayne Mitchell

#### Staff present:

Mr. J. Waverly Coggsdale III, Town Manager  
Ms. Amanda Owens, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Ms. Sharon Williams, Community Development Director  
Mrs. Kirsten Aherron, AOT Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

2. Invocation and Pledge of Allegiance

Reverend Eduardo Soto, Altavista Presbyterian Church, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed October 13, 2020 Council Meeting Agenda, to which there were none.

Councilman Emerson, seconded by Councilman Bennett, motioned to approve the agenda as presented.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

# Council Regular Meeting October 13, 2020

## 4. Recognitions and Presentations

### a. Personnel Changes

Mr. Coggsdale informed Council of the town's most recent personnel changes, as of September 1st:

#### New Hires

- Eric Marenyi      APD Patrol Officer      9/23/2020
- Amie Owens      Assistant Town Manager      9/01/2020

#### Departure

- Laura Harmon      APD Patrol Officer

Mayor Mattox welcomed the new hires to the Town of Altavista.

### b. Resolutions/Proclamations

Mayor Mattox informed Council of two proclamations they were to consider for adoption that evening: (1) Small Business Saturday and (2) October as Community Planning Month.

Mayor Mattox asked Council if they had any questions or comments in regard to the two proclamations as presented, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to adopt the two proclamations:

(1) November 28<sup>th</sup>, 2020 as Small Business Saturday in the Town of Altavista

(2) October as Community Planning Month in the Town of Altavista.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

## SMALL BUSINESS SATURDAY NOVEMBER 28, 2020

WHEREAS, small businesses are the backbone of our economy and the glue that holds communities together; according to the United States Small Business Administration, there were nearly 29 million small businesses in the United States last year, creating 65% of net new jobs over the past two decades; and

WHEREAS, the Commonwealth of Virginia supports local businesses that create jobs, boost our local economies, promote regional culture and preserve our neighborhoods; and

WHEREAS, advocacy groups and public and private organizations across the country and locally, including Altavista On Track and the Altavista Chamber of Commerce have endorsed the Saturday after Thanksgiving as Small Business Saturday; and

WHEREAS, residents of communities across Virginia and the Nation are being asked to support small businesses and merchants on Small Business Saturday and throughout the year;

## Council Regular Meeting October 13, 2020

NOW THEREFORE, I, Michael Mattox, Mayor of the Town of Altavista, Virginia, on behalf of Town Council, do proclaim November 28, 2020 as

### “SMALL BUSINESS SATURDAY”

and urge citizens and visitors to support the efforts of small businesses in Altavista and in all communities.

Adopted this 13th day of October 2020 by the Altavista Town Council.

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### COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Altavista; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim October 2020 as

### COMMUNITY PLANNING MONTH

throughout the Town of Altavista and urge all citizens to observe this month by sharing ideas with town leaders on how we can continue to make Altavista a great place to live, work and play.

Adopted this 13th day of October 2020 by the Altavista Town Council.

## **Council Regular Meeting October 13, 2020**

### **Citizen's Time (Non-Agenda Items Only)**

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the October 13th, 2020 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens that Council would be glad to speak with a citizen at any time regarding an idea or concern they may have pertaining to the town or community.

\*Vice-Mayor Dalton arrived to the Council meeting at this time, 6:07pm.

### **Partner Updates**

#### Altavista Area Chamber of Commerce

Representatives: Board Member Brent Ashwell and Chair Elect Romonda Davis

As the Chamber of Commerce Chairperson for the Uncle Billy's Day Committee, Mr. Ashwell addressed Council in regard to the 2021 Uncle Billy's Day Festival.

Mr. Ashwell started by thanking Town Council and the Altavista community for the support of the Chamber and the previous Uncle Billy's Day (UBD) events. He asked for the town's continued support of the 2021 Uncle Billy's Day event.

Mr. Ashwell informed Council next year's 2021 Uncle Billy's Day Festival would be the last year the Chamber of Commerce would be hosting this event. He stated the Chamber would be focusing more in the direction of member support, by holding events and fundraisers that did not require as much "man power" (volunteers) as the Uncle Billy's Day event requires.

Mr. Ashwell went on to say, the Chamber would be willing to allow an organization or group interested in hosting future Uncle Billy's Day events to "shadow" (observe) the planning process. He stated by observing the planning process, it would allow another group to be aware of the complexity of planning the festival and be better prepared to host a future UBD festival themselves.

Mr. Ashwell thanked Council for their time and for their continued support of the Chamber.

Mayor Mattox thanked the Altavista Area Chamber of Commerce for the hard work they have put in over the years in hosting Altavista's annual Uncle Billy's Day Festival. He stated, even through wind issues and rain storms, the Chamber was always able to "make it work".

Mayor Mattox stated he felt the Uncle Billy's Day Festival had been a successful event with the Chamber as host. He, as well as Council, thanked them for their efforts and a "job well done".

Mayor Mattox stated the Uncle Billy's Day Festival had been an annual event for the Town of Altavista for the past seventy-five years, and he hoped it would continue for many years to come.

At that time, Mrs. Romonda Davis, Chamber Chair Elect and Business Committee Chairperson, addressed Council in regard to the town's annual Christmas parade.

Mrs. Davis referenced the town's annual Christmas parade, usually held the first weekend in December. She stated, with the current restrictions required due to the recent COVID-19 pandemic, the Chamber would like Council to consider allowing them to hold a "reverse" parade.

(A reverse parade involves floats, bands, and other Christmas "scenes" that are stationary, while citizens view the parade by driving by each attraction)

## Council Regular Meeting October 13, 2020

Mrs. Davis informed Council the Chamber's Board of Directors recently met and discussed the logistics of a "reverse parade" and felt the event could be accomplished successfully.

Mrs. Davis stated, in order for the Chamber to move forward in the planning process for this event, the Altavista Area Chamber of Commerce was asking Council to consider allowing the Chamber to use "Riverfront Park" (English Park) as the location of the proposed reverse parade.

Mayor Mattox asked if Council had any questions or concerns in regard to the Chamber's request.

Councilman Emerson asked if the Chamber's reverse parade plan was similar to the Town of Bedford's Christmas "Parade in the Park".

Mrs. Davis gave Council a brief description of the Chamber's proposed plan for Altavista's 2020 Christmas parade. She stated "floats" would be staged on the river side of the park, while stationary scenes would be located throughout the park for viewing.

Mrs. Davis stated, as in past parades, the event would still include Mr. and Mrs. Santa Claus, but at a stationary location with possibly a fireplace scene. She stated there would also be elves handing out candy canes to the children in vehicles passing by the Santa scene.

Mrs. Davis stated, at that time, the Chamber was still working on the "details" of the parade/event.

Councilman Mitchell stated he applauded the Chamber's effort to try and bring some type of "normalcy" to an abnormal year (due to the COVID-19 pandemic).

The Town Manager, Waverly Coggsdale, asked Mrs. Davis what time the park would need to be closed in order to provide the Chamber ample time for preparation of the proposed event.

Mrs. Davis stated the Chamber would ask the town to close the park at 12:00 noon. She stated it was the Chamber's intent to start the parade at 6:00 PM and end the parade no later than 8:00 PM.

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

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to approve the request by the Altavista Area Chamber of Commerce to hold a "reverse" Christmas parade at English Park in Altavista.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox thanked the Chamber of Commerce for the work they do for the Town of Altavista and for the efforts to continue town traditions through unprecedented times, such as COVID-19.

### Altavista On Tract (AOT)

Representative: AOT Main Street Coordinator Kirsten Aherron

Mrs. Aherron came before Council with updates regarding current AOT projects/events.

Mrs. Aherron stated the annual "Scarecrow Stroll" was in progress. She stated citizens could vote for their favorite scarecrow through AOT's Facebook page or at designated locations in town.

## Council Regular Meeting October 13, 2020

Mrs. Aherron referenced a recent discussion to further AOT's support reach for small businesses by expanding the boundary line of Altavista's Downtown District. She stated AOT contacted the Department of Housing and Community Development (DHCD) in regard to this matter and had recently received their feedback and recommendation.

Mrs. Aherron stated AOT would be taking the DHCD's input into consideration and moving forward with the boundary line expansion, but with a smaller expansion than initially proposed.

Mrs. Aherron continued her updates by informing Council that Altavista On Track was chosen to participate in a state competition, "Main Street Idea Pitch". She stated there had only been five localities chosen statewide to enter the competition, with a prize of \$5,000.

Mrs. Aherron stated, if AOT wins the stated competition, the \$5,000 would be used to help further fund AOT's Small Business Pop-up Program, which encourages small businesses and entrepreneurs to locate their business in Altavista's Downtown District.

Mrs. Aherron also informed Council, due to COVID-19, the Annual Altavista On Track Gibley Jog would be offered "virtual" this year (2020). She stated there was an App available to use and participants could run/walk in English Park as usual, or any other destination they choose.

At that time, Mrs. Aherron addressed Council in regard to a request by AOT to partner with the Town of Altavista to create and sell a town ornament for the 2020 Christmas season.

Mrs. Aherron informed Council the cost for the (300) ornaments would be \$1,100. She stated AOT was requesting a loan from the town to purchase the ornaments that would be reimbursed as the ornaments were sold.

Mrs. Aherron stated it was AOT's intent to have the ornaments available for purchase during the upcoming Shop Small Saturday event in November, and also available at Town Hall. She stated it was the AOT's hope the ornaments would become an annual town tradition for the town.

Mayor Mattox asked Council if they had any question in regard to AOT's request.

Councilman George shared his favor in the town ornament idea. He asked if the examples given were of local building around the Town of Altavista.

AOT President Ed Soto answered Mr. George stating the photos were only examples.

Councilman Emerson asked what the proposed ornaments would be made of.

Community Development Director Sharon Williams stated the ornaments would be made of blown glass, with an "etched" drawing. She stated, if continued, the building or scene would be changed each year and include the year it is offered. She stated the ornament could be white or in color.

Vice-Mayor Dalton made a motion, seconded by Councilman Emerson, to approve Altavista On Track's request for an advance (loan) of \$1,100 to order three hundred Altavista Christmas Ornaments, with the loan being reimbursed through selling the ornaments.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

# Council Regular Meeting October 13, 2020

## Consent Agenda Approval

5. Approval of Council Meeting Minutes
  - September 8th Regular Meeting
  - September 22nd Work Session
6. Acceptance of Monthly Financial Reports
  - September Revenue And Expenditures
7. Approve English Park Tree Removal as presented
8. Approve Small Business Saturday – Resolution Adoption
9. Approve FY2020 Budget “Carryover” Request
10. Approve Declaration of Surplus Items – APD Request

Mayor Mattox asked Council if they had any questions or concerns with the October 13, 2020 Consent Agenda, to which there were none.

Councilman Bennett made the motion, seconded by Councilman Mitchell, to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

## Public Hearing

There were no public hearings scheduled for the October 13, 2020 Regular Council Meeting.

## Unfinished Business

### 11. Altavista Economic Development Authority (AEDA) Proposal

Town Manager, Waverly Coggsdale, referenced the AEDA’s proposal to refocus and narrow down the scope of work in Altavista’s Economic Development Strategic Plan. He stated, since August 11<sup>th</sup> when the proposal was initially introduced, Council had discussed and evaluated the viability of the proposal and asked that the item be placed on that evening’s agenda for approval consideration.

Mr. Coggsdale stated, if approved, Council would also need to designate an appropriate staff member as the project manager for the “steering committee” mentioned in the AEDA proposal.

Mayor Mattox shared his favor in moving forward with the AEDA proposal.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns in regard to the Altavista Economic Development Authority’s recent proposal.

Councilman Bennett asked for clarification of the two main focuses of the proposal.

Mr. Coggsdale stated the two main focuses of the AEDA proposal were (1) Downtown Revitalization, and (2) Community Development and Industry Development and Retention.



## **Council Regular Meeting October 13, 2020**

Mr. Bennett asked if the plan would focus only on existing local business, to which Mr. Coggsdale stated the plan had been presented that way.

Mr. Bennett stated that matter would be his only concern with the AEDA proposal.

Mr. Bennett referenced the Dearing Ford Road industrial property recently obtained by the town. He stated he felt the town was missing out on future opportunities if not investigating the potential for outside businesses/companies to locate, or relocate, in the Town of Altavista.

Councilman George stated he would like to hear thoughts on this matter from the two Council members that were also AEDA members, Vice-Mayor Dalton and Councilman Wayne Mitchell.

Councilman Mitchell stated he did not disagree with Mr. Bennett's assessment, but when dealt with the task of "starting somewhere" within the town's Economic Strategic Plan, the AEDA Board of Directors felt it would be more viable for the town to initially focus on the "micro" aspects/items of community development, and then move towards the "macro" task of commercial and industrial development.

Mr. Mitchell then referenced the \$100,000 annual budget recommended in the AEDA proposal for economic development. He stated the funds would not be initially allocated for any particular project, but available for use "when needed", for items such as promoting/marketing properties and/or economic development projects.

Mr. Mitchell also referenced the Economic Development Steering Committee Project Manager position mentioned in the AEDA proposal. He stated the AEDA was not proposing the town hire a "new" employee for that position, but rather designate an existing town staff member with the knowledge and capability of implementing the AEDA's proposed plan.

Mr. Mitchell reminded Council that Sharon Williams, Community Development Director, had already started implementing a few economic development projects, with the collaboration of Altavista On Track and the Chamber of Commerce.

Mr. Mitchell referenced the Housing Study introduced to Council a few weeks prior by Ms. Williams. He stated the study "mirrored" a lot of the community development ideas/items in the AEDA's proposal. He stated the study would be good information to take into consideration when moving the town's economic and community development initiative forward.

At that time, Vice-Mayor Dalton shared her thoughts on the AEDA proposal.

Mrs. Dalton stated the purpose of the AEDA's proposal was to "scale back" the scope of work in Altavista's Economic Development Strategic Plan to a degree that was more manageable for existing Town Staff, without having to hire additional staff for the purpose.

Mrs. Dalton referenced the Project Manager position for the "steering committee" mentioned in the AEDA proposal. She stated the designated individual would ultimately be responsible for accomplishing the plan (proposal), but could allocate specific items to other Town Staff members (the steering committee members) as their "expertise" allowed.

Mrs. Dalton reminded Council, the Town of Altavista had hired a "robust" group of individuals over the past few months, so she felt the AEDA proposal could be successfully managed under the Project Manager/steering committee format.

Mrs. Dalton asked the Town Manager, if he was designated the Project Manager for the AEDA proposal, was it manageable under the current plan.

## Council Regular Meeting October 13, 2020

Town Manager, Waverly Coggsdale, stated he did feel the plan needed to have a specific person to hold “accountable” for implementing the projects/items within the plan, as defined in the AEDA proposal as the steering committee’s “Project Manager”.

Mr. Coggsdale stated the designated Project Manager would make sure all the “pieces were in place” for each project, and keep Council updated throughout the process. He stated the steering committee would work together on each project, in order to guarantee everyone was focusing on the same goals and moving the plan in the right direction.

Mrs. Dalton stated, while the town may desire economic growth, and showing its best effort through implementing the AEDA proposal was a great start, she did not want Council to approve anything the Town Manager found not viable or “unworkable” among staff.

Mrs. Dalton had no further comments at that time.

Councilman Mitchell referenced the \$100,000 annual AEDA budget mentioned in the AEDA proposal. He stated, among other things, the funds could also be utilized to bring in an outside consultant or contractor for projects Town Staff may need help implementing.

Mayor Mattox asked if Council had any additional questions regarding the AEDA proposal.

Councilman Higginbotham asked if the AEDA planned to spend \$100,000 in projects every year moving forward.

Mrs. Dalton answered stating the funds would be set aside and utilized only with Council’s consideration of a request and blessing (approval) of its expenditure.

Mr. Higginbotham asked, if the proposal was approved in its entirety, would the fore-mentioned \$100,000 be set aside annually, even if the funds were not used from the prior year.

Mr. Mitchell stated, if an economic or community development opportunity arose, there was currently no line item in the town’s budget to fund such an item. He stated the \$100,000 would be set aside as a “placeholder” if such a time arose.

Mr. Higginbotham asked Council to consider rewording the AEDA proposal to reflect the intent of the proposed \$100,000 annual budget.

Mrs. Dalton stated the proposed funds/budget was placed in the AEDA proposal to focus and remind Council there would be items in throughout the town’s economic development initiative that would need funding, but were unknown at that time. She stated, by having an annual AEDA budget, it would allow the town to be better prepared to fund those items.

Councilman Emerson shared his favor with the AEDA proposal. He stated he appreciated the efforts of everyone involved in developing the proposal.

Mayor Mattox shared his favor with designating the new Assistant Town Manager, Amie Owens, as the Project Manager of the steering committee, as outlined in the AEDA proposal.

Mayor Mattox stated, since Ms. Owens was not from the immediate area, he felt the involvement would help acquaint her with the Town of Altavista and its community.

Mayor Mattox asked Council if they were ready to vote on the AEDA proposal that evening.

Councilman Mitchell recommended, if Council elected to vote on the AEDA proposal that evening, to take additional time for consideration of the Project Manager position.

All Council members were in consensus to accept Mr. Mitchell’s recommendation.

## Council Regular Meeting October 13, 2020

Vice-Mayor Dalton made a motion, seconded by Councilman Emerson, to approve the Altavista Economic Development Authority's proposal – to narrow the scope of work in the town's Economic Development Strategic Plan to focus on (1) Downtown Revitalization, and (2) Community Development and Industry Development and Retention.

The motion included the recommendation not to designate a Project Manager for this project at that time, but to place the item on a future meeting agenda for further consideration.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 12. WWTP Electrical Upgrade Bid (Phase II & III)

Background:

Town Staff and Engineer Scott Bortz, Peed & Bortz, reviewed with Council the one bid that was received for the Waste Water Treatment Plant Electrical Upgrade project at the September 22nd Council Work Session. Mr. Bortz indicated the bid (from English Construction) was \$3,952,000, which was \$650,000 over the engineer's initial estimate for the project.

These two phases (II & III) of the WWTP Electrical Upgrade project are to be included in a Virginia Resources Authority (VRA) funding package (loan) of \$4,327,000; Mr. Bortz recommended to Town Council increase the VRA fund package to \$5,320,000.

Council previously, at their March 10, 2020 meeting, adopted an ordinance that would allow the issuance of up to \$16,000,000 of general obligation public improvement bonds. The town previously issued a \$6,538,000 General Obligation Public Bond, Series 2020A to finance a portion of the WWTP improvements.

Town Council directed staff to place this item on the October 13th Regular Meeting Agenda for consideration of bid approval and potential adoption of the VRA borrowing resolution.

Town Manager Waverly Coggsdale stated staff was recommending the issuance of a second improvement bond (Series 2020C) through the Virginia Resources Authority's Virginia Water Facilities Revolving Fund, in a "not to exceed" amount of \$5,400,000 to provide funds to finance Phase II and Phase III of the WWTP utility improvement project.

Mr. Coggsdale informed Council that Town Staff, the VRA, and the town's Bond Counsel had worked on the increased bond amount and, if approved, would be ready for issuance by the end of October (2020).

Mr. Coggsdale indicated that Tom Fore, Altavista Utilities Director, was at the meeting that evening and available to answer any questions Council may have in regard to this item.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to rewarding the bid for the WWTP project or the VRA borrowing recommendation.

At that time, Vice-Mayor Dalton requested the "minutes" of the meeting reflect that she would be recusing herself from the WWTP bid approval discussion and would also abstain from voting on the matter.

Councilman Higginbotham stated he would be doing the same.

## Council Regular Meeting October 13, 2020

Councilman Bennett referenced the previous discussion Council had in regard to this item. He stated, it was his understanding, that the “complicated nature” of the electrical scope of work was the catalyst that drove this portion of the WWTP upgrade project to be at a higher cost than initially anticipated.

Altavista Utilities Director Tom Fore stated Mr. Bennett was correct.

Councilman George asked Mr. Fore if this project was crucial enough to be implementing now, rather than a future date.

Mr. Fore stated it was.

Mayor Mattox asked for confirmation that the fore-mentioned VRA loan had a decrease from 2% to 1% from the initial borrowing rate.

Mr. Fore answered the Mayor confirming the town had secured a 1% VRA loan rate for the recommended “borrowing” for this project.

Mayor Mattox thanked Mr. Fore and Town Manager Waverly Coggsdale for their contribution in securing the lower interest rate for the Town of Altavista.

Councilman Mitchell referenced the town’s project bidding process. He stated he realized the town would want to take advantage of the fore-mentioned “lower loan rate”, but it was the town’s usual intent to acquire more than one bid for a project, and if only one bid was received, the town would then “re-bid” the project to hopefully received additional bids.

Mr. Fore stated Mr. Mitchell was correct. He stated this project had a large scope of electrical work and he felt that most contractors were busy with multiple small jobs and unable to take on a project of this magnitude.

Mr. Fore reminded Council that the town does, on occasion, approve a project with only one bid being received. He stated, in those instances, he had always evaluated the situation and given his recommendation to do so.

There were no additional questions or comments from Council.

Councilman Emerson made a motion, seconded by Councilman George, to approve the bid award for the Altavista Waste Water Treat Plant Electrical Upgrade Project to English Construction for the sum of \$3,952,000.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Abstain
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Abstain
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Vice-Mayor Dalton asked John Eller, Town Attorney, if she was able to vote on the next portion of this item – the adoption of the VRA borrowing resolution.

Mr. Eller ensured Mrs. Dalton it would be ok for her to do so.

## Council Regular Meeting October 13, 2020

Councilman Mitchell made a motion, seconded by Councilman Bennett, to adopt a resolution stating Council’s approval of the Virginia Resources Authority (VRA) loan/borrowing, not to exceed \$5,400,000, to help fund of Phase II and III of the Altavista Waste Water Treat Plant Electrical Upgrade Project.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Abstain
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 13. CARES Act Funding

Background:

Based on “population”, the Town of Altavista will be receiving an allocation of CARES Act funding from Campbell County in the amount of \$594,320.78 for use to address impacts of the COVID-19 pandemic. Staff has continued to evaluate the impact of the COVID-19 pandemic and the potential use of the CARES Act funds, which has to be spent by December 31, 2020.

Town Manager Waverly Coggsdale stated, based on previous Council discussions, he compiled a chart for Council’s consideration of “possibilities” for CARES Act fund usage. He gave Council a brief overview of the chart:

#### CARES ACT FUNDING ALLOCATION - DRAFT STRATEGY

CARES Act Funding from County \$594,321

##### RED section - previously discussed allocations:

Business Assistance	17,500
Public Safety Payroll	411,800
Town Reimbursements (misc.)	2,600
Broadband (Co-working Space)	80,000
COVID-19 Sick Leave	1,615
Public Bldg. Improvements	25,000
<u>Hazard Pay</u>	<u>11,000</u>
	549,515

Remaining Balance: 44,806

##### BLUE section - other considerations:

Council Chambers	
- Meeting Recording Equipment	21,480
<u>- Council Sound Equipment</u>	<u>10,000</u>
	31,480

Remaining Balance: 13,326

##### GREEN section

Redirected Town Funds	+411,800
<u>Employee Gratitude Payment</u>	<u>58,000</u>

Remaining Balance: 353,800

## Council Regular Meeting October 13, 2020

Councilman Higginbotham referenced the “Hazard Pay” item in the RED section of the chart. He asked who the hazard pay was allocated for.

Mr. Coggsdale stated, under the CARES Act fund guidelines, hazard pay was an allowable allocation for “street patrol public safety workers” (Altavista Police Officers).

Mr. Higginbotham asked how many officers were included in the \$11,000 hazard pay.

Mr. Coggsdale stated there were currently eleven APD Officers that would receive \$1,000 each.

Councilman Mitchell referenced the BLUE section of the chart and asked if the meeting room equipment could be tied into the town’s Co-worker Center Broadband Project.

Mr. Coggsdale answered Mr. Mitchell stating he was not sure, but it may be a possibility.

Mr. Coggsdale stated the town had done the best it could with what it had in regard to broadcasting monthly Council meetings. He referenced the issue staff was having that evening with the existing equipment and stated the system was not working as well as it needed to.

Mr. Coggsdale stated, due to the COVID-19 pandemic, meeting/sound equipment was an allowable allocation of CARES Act funding, in order for the town to be able to offer Council meetings live for citizens to watch at home rather than in person.

At that time, Mr. Coggsdale went on to reference the remaining (end) balance of \$353,800, if all allocations were approved. He stated, due to those funds being “redirected”, the town would not have to decide when or how to spend the funds by December 31<sup>st</sup> 2020, as with the CARES Act funding.

Mr. Coggsdale asked for Council’s thoughts/input on the CARES Act Funding Draft Strategy. He stated, the sooner Council makes a decision, the sooner staff could start implementing the funding allocations.

Mayor Mattox stated there was no signs of the COVID-19 pandemic going away anytime soon. He stated there was a potential the town would not see the full impact of the pandemic for months to come.

Mayor Mattox referenced the “employee gratitude payment” in the Green section of the chart. He suggested postponing the gratitude payments, and investigate whether or not the town could use CARES Act funding to purchase an additional police vehicle, so officers would not have to ride “together” while on patrol.

Mayor Mattox stated, if the allocation was possible, it would then “free-up” funds from the APD Vehicle CIP item in the town’s current budget. He stated those freed funds could then be used to pay town employees a gratitude payment when the COVID-19 pandemic was over.

Town Manager Waverly Coggsdale informed Council, in order to keep officers from having to ride in the same vehicle while on patrol, the CARES Act funding guidelines do permit police vehicle purchases as an allowable funding allocation.

Mr. Coggsdale stated he would confer with APD Chief Tommy Merricks to determine if there was a need in his department for another police vehicle for this reason.

Mr. Coggsdale stated, if Council approved an APD vehicle to be purchased using CARES Act funding, he would also need to investigate if that decision was allowable if a locality already had a line item in their current budget for a new police vehicle.

## Council Regular Meeting October 13, 2020

Vice-Mayor Dalton asked for clarification, if the Mayor's interest was to eliminate the employee gratitude payment from the CARES Act Funding Draft Strategy as presented, with the intent to pay the gratitude payment at a later date.

Mayor Mattox stated the economy had been slowing down recently and the town did not know what the future held in regard to its revenue sources. He suggested the town be conservative with funds until the threat of the COVID-19 pandemic was over.

Mr. Higginbotham referenced the "redirected town funds". He reminded Council those funds did not have to be spent until the end of this fiscal year (June 30<sup>th</sup>, 2021), and they could be rolled into the next fiscal year, if Council desired.

Mr. Higginbotham stated, at that time, it was the \$44,805 the town needed to decide how to spend by December 31, 2020.

Mr. Coggsdale stated, if Council approved the BLUE section - Meeting Recording Equipment (\$21,480) and Council Sound Equipment (\$10,000), the amount remaining would be \$13,325.

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

Councilman Mitchell asked for clarification of the "remaining" \$353,800 at the bottom of the presented chart.

Town Manager Coggsdale stated the \$13,325 was the CARES Act amount remaining after the town allocates CARES Act funding to all items in the RED and BLUE sections of the chart. He stated the \$353,800 was the town's own funds that would be redirected back to the town after implementing Public Safety Payroll (located in the RED section of the chart).

Mrs. Dalton stated the "redirected funds" could stay in the town's possession until the town decided how they wanted to spend those funds. She stated that was a decision Council did not have to make that evening.

Mr. Coggsdale stated the CARES Act Funding Allocation Strategy he presented Council was a "draft" of possibilities for their consideration. He stated it was ultimately up to Council how they wanted the CARES Act funding used.

Mr. Coggsdale asked for Council's input on the presented chart and to indicate if there were any items they wished to remove.

Councilman Higginbotham referenced the BLUE section of the chart/draft and asked if the Meeting Recording Equipment and Council Sound Equipment were necessary at that time, or was an additional police vehicle a bigger priority for the town.

Vice-Mayor Dalton stated the town's audio/visual capability in Council Chambers became an issue, due to the recent COVID-19 pandemic, and the need to have alternate options for town citizens to watch Council meetings without having to be "in person".

Mr. Higginbotham stated, if that was an "essential function" for the town, then he agreed the system should be upgraded.

Councilman Emerson stated he felt the matter of Altavista having the capability for its citizens to watch Council meetings online was now expected and becoming the "new normal".

Mrs. Dalton stated the town currently had the capability to show meetings online, but the system was not enhanced enough to consistently, and at times, successfully complete the task.

## **Council Regular Meeting October 13, 2020**

Councilman Higginbotham asked the Town Manager for confirmation that every item in the RED section of the presented chart was allowable for CARES Act funding.

Town Manager Coggsdale stated he was confident all items in the CARES Act Funding Allocation Draft Strategy was allowable, other than the Co-working Space Broadband item. He stated he would be double checking to confirm the broadband item.

Councilman Mitchell stated he thought Campbell County's original list of items deemed acceptable for CARES Act funding allocation included "broadband" service.

Councilman Emerson stated he did not want to see Council overthink this task. He stated he felt the CARES Act Funding Allocation Draft Strategy presented to Council by the Town Manager was a feasible option for the town to allocate their portion of the CARES Act funding.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns in regard to the presented CARES Act Funding Allocation Draft Strategy.

Councilman Mitchell stated he appreciated the Town Manager's hard work on this matter. He shared his favor in moving this item forward with the RED and BLUE sections of the draft, and stated Council could wait on its decision whether or not to include the GREEN section.

Councilman Higginbotham asked Councilman Mitchell if he had any item recommendations for the town to consider as allocating the remaining \$13,325 in CARES Act funding.

Mr. Mitchell stated he did not at that time.

Councilman Emerson referenced the \$594,321 in CARES Act funding the town was allocated to receive from Campbell County's estimated \$9 million in CARES Act funds. He stated the funds were designated for use to help the town survive the impact of COVID-19.

Mr. Emerson reminded Council that businesses were also able to apply for CARES Act funds until December 31, 2020.

Mr. Emerson stated he agreed with Mayor Mattox that no one knows what the future would bring or how COVID-19 would fully impact the Town of Altavista, but the town currently had an opportunity to show its employees how much it appreciated them continuing to work through the COVID-19 pandemic with a "gratitude payment".

Mr. Emerson shared his favor in giving town employees a gratitude payment now, because if COVID-19 had a negative impact to the local economy next year, the town may not be able to give its employees an annual raise.

Vice-Mayor Dalton asked Councilman Emerson for confirmation that he was willing to approve the CARES Act Funding Allocation Draft Strategy in its entirety as presented, including the \$58,000 employee gratitude payment, leaving the town with a \$353,800 balance of redirected funds.

Mr. Emerson confirmed Mrs. Dalton's statement was correct.

Mrs. Dalton stated she was also in favor of doing so. She stated, if the APD was in need of an additional police vehicle, that issue could be discussed at a future Council meeting.

Mayor Mattox reiterated his previous comment that, due to COVID-19, the stability of the local economy through the upcoming winter and next spring was unpredictable. He stated he did not feel the redirected funds (\$411,800) should be spent until after the town was certain the pandemic was over and the town had a clearer idea of the impact the pandemic had on its revenue sources.



## Council Regular Meeting October 13, 2020

Mayor Mattox stated he was not against paying town employees a gratitude payment, but suggested the town postpone the potential payment until a later date.

Councilman Higginbotham shared his favor with Mayor Mattox's suggestion.

Mr. Higginbotham stated he would be ok with moving forward with the fund allocations in both the RED and BLUE sections of the CARES Act Funding Allocation Draft Strategy as presented by the Town Manager, and also determining how to utilize the remaining \$13,326 balance of the CARES Act funds.

Mr. Higginbotham suggested saving the redirected funds amount of \$411,800 and discussing options for its use during the town's next "budget cycle".

Councilman George stated the employee gratitude payment was only about ten percent of the town's redirected funds. He shared his favor of the town taking the opportunity it has been given through the CARES Act funding and giving a "one-time" gratitude payment of \$1,000 to each town employee.

Councilman Bennett shared his favor in the entire CARES Act Funding Allocation Draft Strategy, including the \$1,000 employee gratitude payment. He stated he felt the fund allocation in the presented strategy should be implemented "without delay".

Councilman Bennett made a motion, seconded by Councilman George, to approve the CARES Act Funding Allocation Strategy as presented in its entirety, leaving the Town of Altavista with a balance of \$353,800 in redirected funds to be placed back into the town's budget.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	No
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Vice-Mayor Dalton stated she would like to make a comment to go along with her vote. She stated she had been on Town Council for sixteen years and a part of sixteen town budget cycles.

Mrs. Dalton stated, regarding annual raises, the town had always done what they could for their employees, but she felt they have always deserved more. She stated it was with "delight" that she voted "yes" to paying the \$1,000 gratitude payment to all town employees.

Councilman Higginbotham asked if the gratitude payment included the Altavista Police Department Officers.

Town Manager Coggsdale stated the APD fell under "hazard pay" in the RED section of the presented CARES Act Funding Allocation Strategy and not under gratitude payment.

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

Town Manager Coggsdale referenced an item in the current FY2021 Budget - hiring two new Public Works Department employees. He stated, under Council's direction, staff held off on hiring the two new employees until the matter could be "re-evaluated in October".

Mr. Coggsdale stated, if Public Works was allowed to move forward with hiring two new employees (as allocated in the current budget), the department would then be "fully staffed",

## Council Regular Meeting October 13, 2020

Mr. Coggsdale stated, in accordance with the previous approval (FY2021 Budget) to hire two new Public Works employees, staff was seeking further direction from Council on this matter.

Mayor Mattox asked Council if they had any questions or comments on this matter.

Vice-Mayor Dalton asked the Town Manager if the town had seen any vast or impact able “dips” in its revenue sources.

Mr. Coggsdale stated, some, but not a lot.

Mayor Mattox stated he was under the impression the two new employees were to help with the town’s “grass mowing”. He stated, since mowing season was almost over, he suggested waiting until next spring to implement hiring two new Public Works employees.

Councilman Higginbotham stated waiting until spring would be more economical for the town.

Councilman George stated the two new employees would be helpful with duties other than just mowing grass.

Mr. Coggsdale stated if the employees were only going to be mowing grass, the town would consider them as “seasonal” workers and not full-time employees as allocated in the budget.

Mr. Coggsdale stated the Altavista Public Works Department had multiple projects, duties, and tasks throughout the year the two new employees would be helpful with.

All Council members were in consensus to allow the Public Works Department to move forward with hiring two new employees, as indicated/allocated for in the current budget.

### 14. School Zone Speed Cameras

Background:

At Town Council’s July 21, 2020 Continued Meeting, Altavista Police Chief Tommy Merricks informed Council of new state legislation that recently went into effect in regard to localities having the ability to utilize traffic cameras for speed regulation enforcement in school zones. Following that discussion, it was the consensus of Town Council for Chief Merricks to continue gathering information on the subject for Council’s further review and consideration.

At that time, Altavista Police Chief Tommy Merricks addressed Council in regard to this item.

Chief Merricks stated he had evaluated four different companies that provide a traffic/speed camera service. He stated all four companies offered a “cost neutral” program, with no installation or upfront cost to the town, but he felt OptoTraffic was the town’s best option of the four companies.

Chief Merricks stated OptoTraffic charges a \$25 flat fee for every traffic ticket incurred during the town’s use of the speed enforcement camera system.

Chief Merricks also informed Council, if at any time, or for any reason the town wished to discontinue using the traffic camera service, OptoTraffic had agreed to sign a contract stating the company would not charge the town a penalty for doing so.

Chief Merricks stated he felt the service would slow down traffic in the town’s school zones.

Chief Merricks stated he would be glad to answer any questions Council may have.

## **Council Regular Meeting October 13, 2020**

Mayor Mattox asked if Council had any questions for Chief Merricks in regard to this item.

Councilman Bennett asked if the speed enforcement camera system would only be used while the two school zones were “active” (during school hours).

Chief Merricks stated the speed limit on both school roads would remain 35mph; and 25mph when the “school zone caution lights” were blinking. He informed Council that OptoTraffic suggested the town adopt an ordinance for the speed enforcement camera system to be operational during the normal school hours of 8am to 4pm.

Chief Merricks suggested the town confer with Town Attorney John Eller regarding the proposed ordinance.

Mr. Bennett asked who would be responsible for activating the camera system during that timeframe. He also asked if the cameras would be turned off during none school days.

Chief Merricks stated the camera system was computer operated, with remote access. He stated, if approved, the camera system would only be operational on days the schools were in session.

Chief Merricks informed Council there was a law in the State of Virginia that requires all speed infractions caught on the town’s speed enforcement camera system to be reviewed and confirmed by the Altavista Police Department (APD) before a speeding ticket was issued.

Councilman George asked if a speeding ticket received through the proposed school zone speed enforcement camera system would go on a citizen’s state driving record.

Chief Merricks stated any ticket issued from the fore-mentioned system would be considered a “civil penalty” and would not go against a citizen’s state driving record.

Town Attorney John Eller stated, if a citizen did not pay the speeding ticket issued by the camera system, and was taken to court and found guilty, the citation would then be placed on their state driving record.

Councilman Higginbotham stated he did not feel the proposed school zone speed enforcement camera system was “community friendly”.

Chief Merricks stated his intent with the proposed speed enforcement camera system was to slow down traffic in the town’s two school zones. He stated, if the camera system saved one child’s life, he felt the system would be worth the effort.

Mr. Higginbotham stated he understood that people should not be speeding in town, and definitely not in school zones, but he would rather have a police officer enforcing the speed limit in person at the town’s school zones, rather than the proposed camera system.

Chief Merricks reminded Council his department only had two patrol officers on duty at one time. He stated, if he placed officers at each school during school hours, the officers would be required to leave the area if an emergency call came in.

Mr. Higginbotham asked if the town had considered or investigated whether or not “speed bumps” could be utilized in the school zone areas.

Chief Merricks stated he did not think the town could place speed bumps on state roads.

Mr. Eller informed Council of a provision in state code that required a warning sign be placed at least 1000 feet ahead of the school zone speed enforcement cameras, so the system/cameras would not be a surprise to citizens traveling in those areas.

## Council Regular Meeting October 13, 2020

Mr. Higginbotham asked if the Altavista Police Department still used their “speed radar sign”.

Chief Merricks stated they did, but the sign was not always in working condition, so it was unreliable.

Mayor Mattox reminded Council the APD’s speed radar sign was at least fifteen years old.

Mr. Higginbotham asked what the speed overage amount was before a ticket would be issued.

Chief Merricks stated a speeding ticket would not be issued unless a vehicle was traveling ten (10) mph or more over the posted speed limit.

Mayor Mattox referenced the enormous traffic at the elementary school during parent and bus drop-off and pick-up times. He stated, due to his business being across from the elementary school, he had witnessed on numerous occasions vehicles speeding through that area.

Mayor Mattox stated to be “Altavista friendly”, the town needed to be “child friendly”, and allow no opportunity for a child, or citizen, to be endangered by a speeding vehicle.

Mayor Mattox stated there would be warning lights ahead of the speed enforcement traffic cameras, so there would be no reason for a vehicle to still be speeding by the time they reach the school zone. He stated, if it took having citizens pay a fine for speeding in order to deter them from future speeding, he was all for implementing the proposed school zone speed enforcement camera system at both of Altavista’s schools/school zones.

Councilman Emerson shared his favor in allowing the APD to implement the school zone speed enforcement camera system at both Altavista school zones.

Mr. Emerson informed Council, due to COVID-19, the Campbell County School Board was getting ready to decide how many students would be allowed at school at the same time. He stated the decision would potentially include a new drop-off/pick-up schedule for students as well, which could increase the traffic at the school zones during those specific times.

Mr. Emerson also informed Council there had been recent news the Virginia State Governor Ralph Northam was trying to lessen reasons/violations a police officers could pull a vehicle over. He stated he felt the proposed speed enforcement camera system was a good option to help deter speeding in school zones.

Councilman Mitchell thanked Chief Merricks for gathering additional information for Council to consider in regard to this item, but he was not in favor of speed enforcement cameras.

Mr. Mitchell stated he felt the proposed speed enforcement camera system was not conducive to a good relationship between the town’s law enforcement and its citizens. He stated he would much rather have an actual police officer patrolling the school zones and enforcing the speed limit, rather than a traffic camera system.

Mr. Mitchell referenced Altavista’s schools being a part of the Campbell County School System. He suggested the town utilize Campbell County for assistance with speed limit enforcement in the town’s school zones.

Mayor Mattox asked Council if they had any additional questions for Chief Merricks in regard to this item.

Councilman Higginbotham asked what the cost would be for a ticket issued by the proposed speed enforcement camera system.

Chief Merricks stated the cost would be a one hundred dollar (\$100) flat civil penalty/fee.

## Council Regular Meeting October 13, 2020

Mr. Higginbotham asked how much of the \$100 ticket amount would be directed to the vendor.

Chief Merricks stated the vendor of the camera system (OptoTraffic) would receive \$25 of any ticket issued and the Altavista Police Department would receive the remaining \$75 amount.

Councilman Emerson informed Council, if a police officer stopped a vehicle for a “moving violation” and a speeding ticket was issued, the ticket would be twice the cost than with a speed enforcement camera system.

Mr. Higginbotham asked, if approved, how much the speed enforcement camera system would cost the town to install at both school zones.

Chief Merricks stated installation of the system would be at no charge to the town.

Mr. Higginbotham asked if OptoTraffic would charge an “exit fee”, if the town no longer wanted to use the speed enforcement camera system and asked the vendor to remove it.

Chief Merricks stated OptoTraffic’s proposed contract stated the vendor would not charge a fee to discontinue their service.

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

Mayor Mattox thanked Chief Merricks for his time and his due diligence on this matter.

Vice-Mayor Dalton made a motion, seconded by Councilman Emerson, to accept Chief Merricks’ recommendation and allow the APD to move forward with implementing a speed enforcement traffic camera system, by OptoTraffic, in both Altavista school zones.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	No

### 15. Park Signs and Memorials

Background:

Previously, Town Council asked staff to look into name signs for the town’s neighborhood parks; as well as, memorials for the two parks named after specific individuals: Leonard Coleman and John H. Moseley.

At that time, Assistant Town Manager Amie Owens provided a brief presentation on this item. She shared photos of sign options with Council for a visual reference and their consideration.

Ms. Owens informed Council that the information on the memorial plaque samples was taken from historical data and the two individual’s obituaries.

Ms. Owens stated “park signage” was an important part of a town’s esthetics. She stated the proposed sign options for this project mirror signs in some of the other parks in Altavista. She stated she felt it was important for the town to have consistency in its park system/signage.

Ms. Owens reminded Council this sign and memorial plaque project was not in the current FY2021 Budget.

## Council Regular Meeting October 13, 2020

Ms. Owens stated, at that time, staff was seeking direction from Council on how they wished to move forward with the project.

Mayor Mattox asked if there was any rule “discrepancies” from one Altavista park to another. He referenced the town’s “dog leash” rule as an example.

Ms. Owens stated all Altavista parks would have the same rules and regulations on their signage moving forward. She stated this effort would ensure consistency throughout the parks.

Town Manager Waverly Coggsdale reminded Council the “dog leash” regulation was discussed at a recent Council Work Session and was taken into consideration when staff drafted the new signs, as a consistency measure with all other Altavista parks.

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

Councilman Higginbotham asked if the proposed signs would be in the parks or directional road signs for how to reach the parks.

Ms. Owens stated the signs were proposed as being located within each designated park. She stated the park name signage would be visible from the road, but the memorial plaques were smaller in size and would have to be viewed close up.

Ms. Owens stated the park “guidelines” (rules and regulations) would also be smaller but easily visible when visiting the park. She stated the proposed guideline signs also included a town value statement: “Our Community Values a Healthy and Safe Environment” and the parks are here for citizen enjoyment.

Councilman George referenced the fore-mentioned memorial plaques and asked what material they would be made of.

Ms. Owens stated the proposed memorial plaques were 24x18 brass plaques and would include their own mounting pole and hardware within the cost. She stated the plaques had an estimated 5-6 week turnaround time from the order date.

Mayor Mattox asked Councilman Bennett, since he initially suggested the town officially name the neighborhood parks, specifically the John Moseley Memorial Park, was there any comments he wished to add to this project, or when he felt the park should be dedicated.

Councilman Bennett reminded Council the future John Moseley Memorial Park, located on Avondale Drive, was scheduled to have a pavilion built on the park’s property. He stated, during a previous discussion, it had been the consensus of Town Staff and Council to postpone the park’s dedication until spring 2021, allowing for the pavilion to be completed.

Mr. Bennett also referenced the proposed memorial plaques for both Leonard Coleman and John Moseley. He stated both individuals were prominent in their African American communities, and he felt the plaques should reference that fact.

Mr. Bennett suggested staff contact Martin Monuments in Keysville, VA for a cost quote for the proposed memorial plaques. He stated he was familiar with the company and felt they may offer the town a cost savings on the project.

Mr. Bennett thanked Ms. Owens and Town Staff for their work on this project.

Vice-Mayor Dalton referenced the proposed memorial plaques. She suggested the plaques not only mention the two individual’s accomplishments as African Americans, but also the contribution they made to the Town of Altavista as either a civic and/or community leader.

Mrs. Dalton stated both individuals were great role models for young men and women of all ethnicities and the Altavista community as a whole.

## Council Regular Meeting October 13, 2020

Councilman Mitchell shared his favor with the name sign in Option 1. He stated, since the park name signs were going to be placed in the park and not roadside, he felt Option 1 of the two option possibilities would be the best choice, as it was the larger of the two options.

Mrs. Dalton asked how the sign in Option 2 would be mounted.

Ms. Owens stated the smaller metal sign in Option 2 would be mounted on a post (metal or wood) and similar to a “street sign”.

Mayor Mattox stated he did not feel the sign in Option 2 would be big enough to view from the road.

Councilman Bennett stated the larger sign in Option 1 was similar to other Altavista signs.

Town Manager Waverly Coggsdale stated Councilman Bennett was correct. He stated there were similar signs to Option 1 in front of Town Hall, the entrances to the Water and Waste Water town facilities, and other locations throughout the town.

Mr. Bennett shared his favor with Option 1, as it offered the most consistency with other town signs.

Vice-Mayor Dalton stated both options were acceptable, it was just a matter of Council having a choice/preference from the two.

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

Mr. Coggsdale stated, if Council had a preference between one of the two options presented, staff would gather its cost information for Council’s review and consideration.

There was a consensus of Council to allow Town Staff to gather cost information pertaining to Option 1 of the presented name sign options, the larger of the two options; and also cost estimates for the proposed memorial plaques for both Leonard Coleman and John Moseley.

### New Business

#### 16. Altavista On Track (AOT) Request for Pop-up Program Funds

Town Manager Waverly Coggsdale shared with Council a recent correspondence from Altavista On Track in regard to their desire to host a Downtown District Pop-up Program, and their desire to use previously allocated funds for the project.

To: Waverly Coggsdale, Town Manager  
From: Altavista On Track  
Date: October 9, 2020  
Subject: Altavista Pop-up Program



Dear Mr. Coggsdale, III and Town Council,

The Board of Directors for Altavista on Track would like to conduct a Pop-Up program this fall to encourage new or existing businesses to locate downtown.

This grant application will be open to new or existing businesses wishing to locate/relocate to Altavista’s Main Street District (bordered by Bedford Ave, 7<sup>th</sup> Street, Main Street, and Pittsylvania Ave).

This program will provide three new or existing businesses with coverage of rent and utilities for three months (up to \$1000 per month). The goal is to give new businesses a boost and a chance to get established before taking on the expenses of a brick and mortar business.

## Council Regular Meeting October 13, 2020

Altavista On Track will facilitate a relationship between the business and a downtown property owner. However, the business will enter into their own lease agreement with the property owner. If the business owner enters a lease with a property owner that is more than three months, AOT is not responsible for paying any rent or utilities after the agreed upon date.

Altavista on Track wishes to gain the blessing of Town Council to use the \$10,000 of Community Development Block Grant funds that have been set aside for an Altavista Pop-up Program to fund this project. Altavista on Track is also competing in the Main Street Idea Pitch for this project and will be applying in the spring for a Downtown Investment Grant to fund a second iteration of this program.

We thank you for your consideration and are happy to answer any questions you may have.

With humility and grace,



Rev. Eduardo Soto, Jr.  
AOT Board President

At that time, Reverend Ed Soto, AOT President, addressed Council in regard to this item.

Mayor Mattox asked Reverend Soto what AOT's \$50,000 FY2021 Budget was used for.

Reverend Soto reminded Council Altavista On Track's fund portion of the FY2021 Town Budget was allocated for the salary of Altavista On Track's Main Street Coordinator.

Mayor Mattox asked if AOT had any other funding sources available, or was the organization fully dependent on town funding for such programs.

Reverend Soto stated Altavista On Track also sought funds from grant opportunities and local fundraising events, such as AOT's Annual Gibley Jog, as sources of income.

Reverend Soto stated it was AOT's intent to revitalize the previously used Pop-up Program to help entrepreneurs locate, or existing small businesses to relocate, their business in Altavista's Downtown District.

Reverend Soto stated the requested funds would help the designated business(s) by covering rent payments and utilities for the first three months from their opening. He stated this program helps small businesses get established without the worry of those expenses.

Reverend Soto stated, if successful, it was AOT's intent to continue the Pop-up Program annually. He stated AOT felt this would strengthen the town's relationship with the downtown area and small business community.

Reverend Soto stated he would be glad to answer any questions Council may have.

Mayor Mattox referenced the recent approval of the AEDA proposal. He asked, since AOT was part of Altavista's economic development plan, would AOT's requested funds be a part of the \$100,000 budgeted annually for the AEDA.

Altavista On Track Main Street Coordinator Kirsten Aherron addressed Council on this matter.

Mrs. Aherron stated the \$10,000 that AOT was requesting to utilize for the Pop-up Program was in Town Reserves and previously allocated to AOT for such programs. She stated the funds were from a CDBG (Community Development Block Grant) Fund previously awarded to Altavista On Track.



## Council Regular Meeting October 13, 2020

Mrs. Aherron stated the funds were already in the town's budget, but AOT was asking for Council's permission to release the funds from Town Reserves and used for the current Pop-up Program.

Mayor Mattox thanked Mrs. Aherron for the clarification of where the funds for the proposed Pop-up Program would be coming from.

Mayor Mattox stated he had no objection to AOT's request.

Mayor Mattox asked Council if they had any questions or concerns in regard to the request, to which there were none.

Councilman Mitchell thanked Altavista On Track for their efforts in revitalizing the town's Pop-up Program. He stated he felt AOT's program was a good fit in the town's overall plan for economic development.

Mr. Mitchell referenced the town's new Innovative Coworker Space that, when complete, would be located in Altavista's Downtown District. He stated he hope the two programs could work together in the future to accomplish their desired goals.

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

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve AOT's request to utilize the \$10,000 already allocated in Reserve for the Pop-up Program.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### Reports and Communication

#### 17. Report from Town Manager

Town Manager Waverly Coggsdale informed Council he was in the process of revising how he presents his monthly report and updates to Council, in order to make the report as efficient as possible for Council's review. He shared with Council updates on a few of the town's current/ongoing projects:

- **Innovation Center/Co-Worker Space:**  
Mr. Coggsdale stated there had not been an official confirmation yet, but in viewing online the Tobacco Commission's most recent meeting, the Town of Altavista would be awarded the \$184,000 grant they applied for. He stated he had a meeting scheduled with the Tobacco Commission Staff the following week to discuss the grant in more detail.
- **Dalton's Landing Canoe Launch Project:**  
Mr. Coggsdale stated this project was moving forward as scheduled and should be completed by spring 2021. He stated Assistant Town Manager Amie Owens was currently working on "signage" for the site. He informed Council there would be a "grand opening" for the site when complete, which would allow the town to acknowledge and thank the "partners" involved with the project.

## Council Regular Meeting October 13, 2020

- Eagle Trail Overlook/Observation Deck (English Park):

Mr. Coggsdale stated Public Works Director David Garrett recently indicated the project was moving forward as scheduled and Town Staff was getting ready to pour the overlook's concrete overlay that week.

Councilman Emerson referenced the Eagle Trail Overlook. He asked if any trees on the town's current "list of removal" were in front of or near the overlook.

Mr. Coggsdale stated there was, along with some "underbrush" that would also be removed.

Councilman Bennett stated a citizen had recently asked him the same question, if the Eagle Trail Overlook would have a clear view of the river.

Mr. Coggsdale stated staff would check the list of trees scheduled to be removed from that area and then assess if any additional trees needed to be removed to accomplish Council's desired view of the river from the overlook, as well as the overall esthetics of the area.

- Brownfields Assessment Project:

Mr. Coggsdale informed Council he had a conference call with the EPA (Environment Protection Agency) and the town's consultant on this project. He stated the consultant was "gearing up" to begin working on the documents and assessments associated with this project.

Mayor Mattox referenced the owner of the old Lane Company property, Greg Dahbura. He asked if there had been any progress in Mr. Dahbura's clean-up efforts of said property.

Mr. Coggsdale stated, based on the initial indication from Mr. Dahbura that the remaining clean-up should only take him another ninety days, Mr. Dahbura had thirty days remaining before that timeframe expired.

Mr. Coggsdale stated he would contact Mr. Dahbura for an update on his progress.

- Avondale Park:

Mr. Coggsdale informed Council the shade structures to go over the playground equipment and also the materials for the pavilion to be placed at the playground had both been ordered and would be installed when received.

Mr. Coggsdale stated both he and/or Town Staff would be glad to answer any questions Council may have in regard to their October monthly reports.

There were no additional comments or questions from Town Council at that time.

Mr. Coggsdale thanked Council for their support and the job they do to help continue moving the community forward.

### 18. Departmental Reports

These items were given to Council at an earlier date in their Council Meeting Pre-Packet.

### 19. Council Calendars

These items were given to Council at an earlier date in their Council Meeting Pre-Packet.

## **Council Regular Meeting October 13, 2020**

### **Matters from Council**

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

- Councilman Bennett referenced the trail system at English Park, specifically the section closest to the river where vehicles were prohibited traveling.

Mr. Bennett asked for Council's consideration to reopen that area to vehicle access, which would allow citizens to use their vehicles to gain better access to the picnic tables located in that area. He stated, if approved, the town could use "concrete barriers" to separate the playing fields from the trail/road.

Councilman Emerson stated that area was initially closed to vehicles as a safety measure when ball games were being played on the adjacent fields. He stated the issue could potentially be resolved by Mr. Bennett's suggestion of concrete barriers.

- Councilman Bennett referenced the decorative light poles located along Main Street Altavista. He stated, with the FY2022 Budget cycle starting soon, he asked Council to consider placing the same decorative light poles along the entire stretch of Seventh Street and Bedford Avenue.
- Councilman George referenced a previous conversation regarding auditing Meals Tax. He asked for an update on the item.

Town Manager Waverly Coggsdale informed Council that the accounting firm the town asked to complete the audit process had indicated they would not be able to do so until mid-September. He stated he would follow up with the firm and update Council accordingly.

- Councilman Emerson referenced the three small bridges located on the Green Hill Trail in Altavista. He asked if the town had put any type of "slip resistant" material on the bridges.

Mr. Coggsdale answered stating the town had not at that time, but he would have staff investigate the best options for the three bridges.

Mr. Emerson suggested textured (similar to sand paper) strips as an option.

Councilman Bennett stated textured strips would have to be replaced periodically. He suggested the town consider using an abrasive material, like sand, when "sealing" the bridges.

- Councilman Mitchell referenced the annual 100 Mile Yard Sale event, which occurs in September, and runs along Route 29 from Northern Virginia to Southern Virginia. He suggested Council consider allowing the town to be an advocate of the annual event.

Mr. Mitchell suggested Altavista promote "town visitation" during that time. He also suggested Altavista On Track host some type of event to coincide with the 100 Mile Yard Sale, in order to attract visitors into the Town of Altavista.

There were no additional comments or concerns from Council.

Mayor Mattox thanked everyone for attending the Council meeting and to be safe in their travels home that evening.

### **Closed Session**

DATE: Tuesday October 13, 2020

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,

## Council Regular Meeting October 13, 2020

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

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property,

Where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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

Motion carried.

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Town Council entered into a Closed Session Meeting at 8:10 PM.

Notice was given Town Council was back in Regular Session at 8:38 PM.

### FOLLOWING CLOSED SESSION:

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

### CERTIFICATION OF CLOSED MEETING

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

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by 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 Town Council.

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### Also Following Closed Session:

On a motion made by Councilman Higginbotham, and seconded by Councilman George, the Altavista Town Council approved the appointment of Ms. Jennifer Morton, 2210 Poplar Avenue, to the Altavista Planning Commission for a four year term, expiring on October 31, 2024.

## Council Regular Meeting October 13, 2020

Motion carried.

VOTE:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Wayne Mitchell	Yes

### Adjournment

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

The meeting was adjourned at 8:42 PM.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk

## Council Work Session October 27, 2020

The Altavista Town Council's October 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on October 27, 2020 at 5:00 p.m.

### Agenda

1. Mayor Mike Mattox called the meeting to order and presided.

#### Council members

##### Present:

Mayor Michael Mattox  
Vice-Mayor Beverley Dalton  
Mr. Reginald Bennett  
Mr. Tracy Emerson – arrived at 5:50PM  
Mr. Timothy George  
Mr. Wayne Mitchell

##### Absent:

Mr. Jay Higginbotham

##### Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Ms. Amanda Owens, Assistant Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Police Chief  
Mr. Tom Fore, Altavista Public Utilities Director  
Mr. David Garrett, Altavista Public Works Director  
Ms. Sharon Williams, Community Development Director  
Mr. George Sandridge, Community Development Intern  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Town Administration

2. Agenda Adoption

Mayor Mattox informed Council there was an amendment to the October Work Session Agenda:

- Addition #9 Eagle Trail Overlook (English Park) – Handrail Quote Consideration

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed October 27, 2020 Council Work Session Agenda, to which there were none.

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

#### Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

Vice-Mayor Dalton arrived at the meeting at this time, 5:03PM.

3. Recognitions and Presentations

- a. Makerspace Concept Presentation

Mayor Mattox thanked Councilman Bennett for suggesting this item be brought to Council for consideration.

Mr. Coggsdale informed Council that Mr. Bobby Hull, of 1200 5<sup>th</sup> Street, Altavista, would be sharing a presentation with them in regard to the “makerspace” concept.

## Council Work Session October 27, 2020

Mr. Hull addressed Council at that time. He stated he had a multi-generation family history of “makers”, as his family enjoyed making/building things by hand. He stated he had an entire workshop full of tools previously owned and used by his father.

Mr. Hull referenced the town’s plans for an Innovative Center / Co-worker Space to be located in the old fire station building on 7<sup>th</sup> Street. He stated he felt the project was a great idea and a “makerspace” would be a really good extension of that concept.

Mr. Hull shared with Council a brief description and potential guidelines in regard to how to develop a successful makerspace. The presentation included eight categories:

- 1) What is a Makerspace?
  - A physical place for people interested in science, technology, engineering, art, and math to collaborate, invent, discover, and “make” and/or build the things that interest them.
  - A place where students, hobbyists, & professionals hone their craft, share their knowledge, and learn new things.
  - A place where lifelong learners can come to expand their knowledge and explore their interests through hands-on projects.
- 2) Who is a “maker”?
  - Makers believe that if you can imagine it, you can make it.
  - Makers seek out opportunities to learn to do new things, especially through hands-on DIY.
  - Examples: 3D Printing, Landscaping, Blacksmith forging, Metal Fabrication, CAD Design, Robotics, Ceramics, Pottery, Sewing, Computer Programing, Electronics, Traditional and CNC Machining, Gardening, Welding, Woodworking, Knitting, Food preparation and preservation, and many more.
- 3) Community Impact
  - Inspiration:  
Inviting everyone to participate in a creative economy and potentially enabling them to direct their own future.
  - Innovation:  
Serving as a catalyst for grassroots invention and offering a creative space that may not be available otherwise.
  - Education:  
Building a connection between learners, educators, and the community.
- 4) Opportunity
  - Opportunity for the town to offer “local” and unique access to resources.
  - There are currently only two sites available within 25-50 miles of Altavista.
- 5) Examples
  - There are multiple possibilities of what the town could potentially offer in a Makerspace: woodworking, metal shop, textiles, electronics, canning (vegetables/produce), etc.
- 6) Resources
  - Retired equipment from local industries and possibly citizens.
  - Local/regional economic development authorities
  - Corporations / Universities for discarded technology & other equipment
  - Retirees &/or independent living facilities
  - Chamber of Commerce
  - Local robotics, quilting, sewing, knitting, crocheting, woodworking, pottery, or other arts & crafts groups
  - University programs & student groups
  - Grants such as MEEMIC Foundation Grants for Educators, Kickstarter.com, TechSoup, etc.

## Council Work Session October 27, 2020

### 7) Preliminary Work (First Steps)

- Unlike other business ventures, there is no template or formula for creating a Makerspace
- Tour **Vector Space** in Lynchburg (a local makerspace/community workshop)
- Survey Altavista citizens and the surrounding community to determine interest
- Investigate available funding/resource opportunities and grant possibilities.

### 8) Conclusion

- Creating a local Makerspace aligns well with Altavista's goal to redefine and redevelop itself as an innovative and "meaningful unique" community.

Mr. Hull informed Council he was a BGF retiree from a 42 year career and a background in quality assurance, manufacturing, and innovation engineering. He offered his expertise and assistance to the town if they decided to move forward with developing a makerspace.

Mr. Hull stated he also had an entire workshop full of woodworking tools, previously owned by his father, but unused by him, that he would donate to the town for that purpose.

Mr. Hull thanked Council for their time and stated he would be glad to answer any questions Council may have pertaining to his presentation or the makerspace concept.

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

Councilman Mitchell thanked Mr. Hull for putting together this presentation with information for Council's consideration.

Mr. Mitchell stated the makerspace concept was similar to what the town was planning for their new Innovation Center/Co-worker Space, but with limited space, the town could only focus on "technology". He stated some of the other "dirty arts" (such as woodworking, machine shop, etc.) required a much larger space to be successful.

Mr. Mitchell stated he felt the makerspace concept was a wonderful idea for the Town of Altavista and hoped the town had the opportunity to offer locals such a space in the future.

Mr. Mitchell asked Mr. Hull to contact him on a later date to discuss the idea further and Mr. Hull agreed to do so.

Councilman Bennett also thanked Mr. Hull for his time and his presentation in regard to the concept of a makerspace in Altavista.

Councilman George stated he felt there were a few building possibilities that could be used for a makerspace in Altavista.

Mr. Hull suggested, if the town was interested in developing a makerspace, to investigate the availability of the old (unused) BGF building adjacent to the old Lane Company property. He stated the building had sufficient square footage and was already set up with the electrical capacity/capability needed for a makerspace.

Mr. George asked the Town Manager who currently owned the fore-mentioned building, to which Town Manager Waverly Cogsdale answered the investment company, Schwartz.

Mayor Mattox shared with Mr. Hull, up until the recent COVID-19 pandemic began, he was involved with a group of individuals, along with VTI in Altavista, trying to develop a program similar to the proposed makerspace.

Mayor Mattox stated the group was trying to create a "pipeline" for future employee candidates to potentially enter the town's manufacturing companies, such as BGF and Abbott, for training. He stated, in doing so, the group felt the process would produce valuable, long term, employees for the companies.



## Council Work Session October 27, 2020

Mayor Mattox stated the group also felt having a program for youth, as early as 6<sup>th</sup> grade, could be an exciting learning experience and, if interested, develop an important connection between a young person and the town's multiple industrial possibilities, such as advanced manufacturing and industrial engineering.

Mayor Mattox stated VTI (Virginia Technical Institute) had a wonderful facility and would be a great possibility to consider developing such a program.

Mayor Mattox stated, once COVID-19 regulations allowed, the group would be continuing its efforts. He asked Mr. Hull to consider sharing his expertise with the group and invited him to be involved with developing the fore-mentioned program(s).

Mr. Hull shared his interest in doing so.

There were no other comments from Council in regard to this item.

Mayor Mattox thanked Mr. Hull for his time and the makerspace presentation.

### b. FY2020 Audit - Financial Statement Presentation

At that time, David Foley with Robinson, Farmer, Cox Associates presented Council with a summary of the Town of Altavista's FY2020 Financial Report (audit).

Mr. Foley stated, as part of the audit process, his firm was required to issue the town two items at the audit's completion, 1) a "Financial Report" outlining the town's financial statements, and 2) a "Communication Letter for Those Charged with Governance".

Mr. Foley referenced the first few pages of the Financial Report, which included three key items:

- **Management's Responsibility (Town of Altavista)**  
"Management is responsible for the preparation and fair presentation of the town's financial statements in accordance with accounting principles generally accepted in the United States of America; including the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, fraud, or error."
- **Auditor's Responsibility (Robinson, Farmer, Cox Associates)**  
"The responsibility to express opinions on the town's financial statements based on an audit. To conduct an audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. To plan and perform an audit to obtain reasonable assurance about whether the town's financial statements are free from material misstatement."
- **Auditor's Opinion (audit conclusion)**  
Mr. Foley informed Council, in his firm's "opinion", the Town of Altavista's financial statements, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the remaining fund information for the Town of Altavista, Virginia, as of June 30, 2020, where applicable and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Mr. Foley stated the Town of Altavista received an "unmodified opinion" on their financial statements for FY2020, which was the highest award a locality could receive from an audit.

## Council Work Session October 27, 2020

Mr. Foley referenced page seven of the Financial (Audit) Report: the “balance sheet” for the town’s main operating fund (General Fund). He stated, after consideration of the town’s assets, liabilities, deferred inflows of resources and fund balance, the Town of Altavista had a fund balance of \$17,922,109, with a \$9,954,658 unassigned fund balance.

Mr. Foley then referenced page nine of the Financial (Audit) Report: the Statement of Revenues, Expenditures, and Changes in Fund Balance for the town’s General Fund. He stated this page itemizes the town’s revenues, \$7,023,244, and expenditures, \$7,946,039, for FY2020, which ended in a fund balance of \$17,231,695.

Mr. Foley continued and referenced page eleven of the Financial (Audit) Report: Proprietary Fund Statement of Net Position (Enterprise/Utility Fund). He stated the financial statement shows this fund with total assets of \$25,477, 432, liabilities \$13,352,763, and an ending net position of \$12,301,240.

At that time, Mr. Foley concluded his presentation by referencing the “Communication Letter for Those Charged with Governance”. He stated his firm was required by law to “communicate” the finding of their audit to Council and the Town of Altavista through this letter and the information given in the Financial (Audit) Report.

Mr. Foley stated the Communication Letter indicated the Town of Altavista’s financial statement disclosures were neutral, consistent, and clear. He stated his firm encountered no difficulties in dealing with management in performing and completing their audit.

Mr. Foley concluded his presentation and stated he would be happy to answer any questions Council may have in regard to the FY2020 Audit and/or Financial Report.

Mayor Mattox asked Council if they had any questions or concerns pertaining to this item.

Councilman Bennett thanked Mr. Foley for his presentation and the Financial Report.

Councilman George also thanked Mr. Foley for his time and his presentation.

Vice-Mayor Dalton stated she appreciated the quality of work Mr. Foley and his firm, Robinson, Farmer, Cox Associates, does for the Town of Altavista year after year.

Mrs. Dalton stated the “good report” the town received from the annual audit was a direct reflection on Altavista’s Finance Director, Tobie Shelton, and her staff. She stated her appreciation for the continued quality of work by the Town Manager, Finance Director, and Town Staff.

Councilman Mitchell thanked Mr. Foley for his presentation. He also thank the Town Manager and Finance Director for their contribution to the outstanding Financial Report.

Mr. Mitchell asked Mr. Foley if there was anything Town Council or the Town of Altavista could do differently or better to improve the results of the town’s annual audit.

Mr. Foley stated the Town of Altavista does a great job at managing their financial statements. He stated the town’s financial stability was “healthy” and he did not know of anything the town needed to do differently moving forward than they already do.

There were no additional comments from Council on this item.

Mayor Mattox thanked Mr. Foley and his firm for the work they do for the Town of Altavista. He also thanked Town Manager Waverly Coggsdale and Finance Director Tobie Shelton for the work they do to keep the Town of Altavista “financially sound”.

## **Council Work Session October 27, 2020**

### **Public Comments - Agenda Items Only**

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

### **Items Referred from Previous Meetings**

#### **4. Community Development and Housing Analysis Discussion**

##### **Background:**

Town Staff previously provided Council with a draft copy of a “Community Development & Housing Analysis” created by Sharon Williams, Altavista’s Director of Community Development. Council asked that the item be placed on a future Work Session Agenda, allowing Council additional time to review the analysis document. Community Development and Housing were part of the town’s newly refocused Economic Development Strategy, spearheaded by Assistant Town Manager Amie Owens.

On this evening, Ms. Williams went through a brief overview of the Community Development and Housing Analysis, in order to continue the analysis discussion with Council. She asked that, after the discussion, Council provide feedback and direction to staff on how they wished to move forward.

Ms. Williams stated, while creating a marketing/branding plan for Altavista’s new Innovative Center / Co-worker Space, she realized the importance of a locality being able to “tell their own (unique) story”.

Ms. Williams quoted the Habitat for Humanity’s Mission Statement:

“No matter who we are, or where we come from, we all deserve to have a decent life. We deserve to feel strength and stability on a daily basis. We deserve to know that we have the power to take care of ourselves and build our own futures. And “everyone” deserves a decent place to live.”

Ms. Williams stated she felt this statement summed up Altavista’s overall outlook and reason for having “housing development” in the town’s Economic Development Strategy.

Ms. Williams stated the Town of Altavista had some “hurdles” to overcome in regard to increasing the town’s housing availability, and also improving its standard of housing for renters, but she felt the town was well equipped to achieve the task at hand.

Ms. Williams stated, as a service to renters, the town needed to increase its efforts in holding landlords accountable for sub-standard housing.

Ms. Williams stated Altavista had the capability to pursue “quality developers” that would produce quality work (in terms of housing development) and would meet the town’s ever growing housing needs.

Ms. Williams stated the Town of Altavista could become a “leader” by educating its citizens with the resources that are available to them in regard to housing options, and more specifically, the possibility of home ownership.

Ms. Williams stated the Town of Altavista also needed to ensure there were no town ordinances or processes in place that would serve as a “barrier” to potential housing developers/housing development.

## Council Work Session October 27, 2020

Ms. Williams continued her presentation by referencing the town's issue with "derelict" structures. She informed Council the Altavista Planning Commission would be holding a Public Hearing on the matter at their November 2<sup>nd</sup> meeting.

Ms. Williams informed Council there was a provision in the Virginia State Code that allows a locality to send any homeowner with a derelict/nuisance issue a letter stating they had ninety days from the receipt of the letter to submit a plan to the town for repairing or renovating the derelict structure. She stated, in addition, the code states the town had the right to fine the homeowner for each month a renovation plan was not submitted.

Ms. Williams referenced the "Landlord List" given to citizens searching for a rental property in Altavista. She stated, if a landlord/property owner was a "repeat offender" for nuisance issues on their property/properties, or offered sub-standard housing for renters, that landlord would no longer be a part of the fore-mentioned list for citizens to reference.

Ms. Williams continued her presentation by referencing the younger generation of Altavista citizens (Millennials born 1981-1996 and Generation Z born 1997-2010). She stated the Town of Altavista needed to find out what the younger generations want and/or need in order to keep them housed in their hometown, and not moving elsewhere.

Ms. Williams then referenced Altavista's need for additional "senior housing", such as one-level town homes. She stated the town should also consider educating its senior citizens on how to "age in place", and the options available for renovating their existing homes in town, and not having to move elsewhere to accommodate their new needs as they grow older, such as handicap rails in their bathrooms and hallways.

Ms. Williams went on to reference the town's market rate and "workforce housing" affordability. She stated it was important for the town to be competitive with their housing rates, in order for everyone that wanted to own a home had the opportunity and resources they needed to do so.

Ms. Williams stated, one way the town could achieve this task was to offer "mixed-use/mixed-income" housing. She shared with Council pictures of such accommodations.

Ms. Williams stated this option was not related to Virginia Housing Section 8, but an alternative for the low income workforce.

Ms. Williams stated a mix-use/mixed-income development was usually built on large parcels of land. She stated this was a challenge for Altavista to conquer, as most of its available larger parcels were zoned R1 (residential only), which did not allow mix-use.

Ms. Williams stated anyone interested in developing mixed-use accommodations in Altavista would have a large amount of time and money invested in re-zoning requirements. She stated the town may want to consider "waiving" the rezoning cost for such a project, in order to attract developers to the area.

Ms. Williams stated, as the town continues its discussions regarding community development and housing, and potential incentives to draw developers into the Town of Altavista, Council may want to consider directing the Planning Commission work with staff to review Altavista's Zoning Map and Future Land Use Map for any changes that may need to occur that would be "friendlier" to potential housing developers.

Ms. Williams suggested the town also consider absorbing the cost of traffic studies, required by VDOT, for housing or economic development projects.

Ms. Williams referenced the Frazier Farm property located at the north end of 7<sup>th</sup> Street. She stated this property would be an example of VDOT requiring a traffic study if being developed as multi-use residential.

Ms. Williams reminded Council that rezoning a property could take two to three months, and a traffic study could take up to nine months to complete.

## Council Work Session October 27, 2020

Ms. Williams stated the process for both could cost a developer approximately \$40,000 for a parcel the size of Frazier Farm.

Ms. Williams stated, as the town discusses future community and housing development, the items she spoke of that evening were just a few of the things Council could consider as they direct staff on how they wished to move forward.

Ms. Williams stated she would be glad to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions for Ms. Williams, or in regard to the Community Development and Housing Analysis presented for Council's consideration.

Councilman Bennett stated the Community Development and Housing Analysis had been very informative, and he thanked Ms. Williams for her presentation.

Mr. Bennett referenced the Frazier Farm property and asked, other than a VDOT required traffic study, what other items would be on a list of "first steps" to develop the property into multi-use residential.

Ms. Williams stated the town would need to find out from the Frazier family what their future intentions were for the property, and if they had considered marketing the property.

Mr. Bennett stated, if the owner(s) of a property needed direction on how to market their property, he knew that Ms. Williams, Altavista's Community Development Director, was available to offer that assistance, but was unsure the citizens of Altavista were aware that she could help in that way.

Mr. Bennett also stated, as Ms. Williams was a certified AICP, and the first point of contact for zoning needs in the Town of Altavista, he felt the town should communicate/advertise to its citizens that Ms. Williams could help them figure out the "next steps" when wanting to improve or market their property for investors/developers.

Ms. Williams stated Council could consider directing the Town Manager to create a "Development Review Team". She stated there were several localities that had such a team, which consisted of multiple staff members, usually at least one from each department, in order to have input from each area of expertise.

Mr. Bennett asked if a Development Review Team would be relevant to the town's needs and "worthwhile" for the town to consider.

Ms. Williams stated she felt the effort was worthwhile to any locality to make each department's resources available to its citizens and business community.

Councilman George stated he did not feel that Altavista was a "poverty" town. He stated, in a previous feasibility study, the town found an estimated 85% of the people that worked in higher paying jobs in Altavista, did not live in town.

Mr. George stated he felt Council had been making wonderful improvements to the Town of Altavista over the past several years, such as the new Innovative Center and Co-worker Space, Dalton's Landing, and multiple improvements to the town's parks, in order to attract more people to the area.

Mr. George stated the town seemed to be on the right track with community development, with such improvements as "Downtown Revitalization", but seemed to be missing a key point/ingredient for getting housing developers to invest in Altavista.

Ms. Williams stated, while Altavista was not where they want to be with community development, she had seen significant improvements in the short time she had been with the town.

## Council Work Session October 27, 2020

Ms. Williams stated, in the past the town had relied on “planners” that were merely consultants. She stated she was an “active planner” and her intentions were to help the Town of Altavista move forward with their desired community and housing growth.

Vice-Mayor Dalton thanked Ms. Williams for the Community Development and Housing Analysis she presented to Council. She stated the detailed document helped Council have a better understanding of Ms. Williams’ knowledge and skillset of the subject matter.

Mrs. Dalton stated the document also helped educate her on matters in Altavista that she was intellectually aware of, but not necessarily aware of their conceptual relevance to the town’s future plans for community and housing development.

Mrs. Dalton referenced Councilman George’s dislike of Altavista having a majority of its citizens with low median incomes. She stated the State of Virginia’s median income was also lower than in past years, which was one of the main reasons the initiative program Go Virginia was formed, to help combat the issue.

Mrs. Dalton stated the low median income was an issue Altavista would have to work with, but with community and housing development, the town could improve their statistics and overcome that hurdle.

Mrs. Dalton stated the analysis was a good “realization” of what the town has to work with in terms of attracting developers to the Town of Altavista.

Mrs. Dalton suggested Council consider Ms. Williams’ suggestion to help developers through the first one or two steps of the development process (such as rezoning and traffic studies), which would help speed up the initial process. She stated the effort by the town would also help a project seem less of a financial burden to a developer for investment.

Councilman Emerson stated he believed the Town of Altavista had a great community “niche” and felt Altavista should market the town as such to Lynchburg and the surrounding area as a great place to live.

Mr. Emerson stated there was no easy way to make changes happen “overnight”, but he felt the improvements the town had made over the past few years was a step in the right direction for offering, not only its existing citizens, but also potential future citizens and developers/investors a quality community and way of life.

Mr. Emerson stated he agreed with the town’s desire for housing growth, but he would also like to see the town address structural and esthetic issues with some of the existing homes and businesses in town.

Mr. Emerson referenced the Claire Parker Foundation and their recent project of collaborating with local businesses to renovate/remodel an existing old and derelict home for resale. He stated he felt this was a great idea that could be repeated in multiple areas of the town.

Mr. Emerson stated he felt the only way to achieve that task was for the town to work “collectively” with homeowners and business owners to address the issue.

Vice-Mayor Dalton stated developers move on numbers and demographics. She suggested Ms. Williams quantify the town’s statistics with its many assets and amenities into a marketing plan for the town to use with potential developers.

Councilman Mitchell applauded Ms. Williams for her enthusiasm and the Community Development and Housing Analysis. He stated he was happy to see how the analysis mirrored the town’s Economic Development Strategy and how the two plans could work together.

## Council Work Session October 27, 2020

Mr. Mitchell referenced the Virginia Tobacco Commission. He informed Council the commission encouraged college graduates to move back to their hometowns and offered them incentives to do so.

Mr. Mitchell suggested the Town of Altavista develop a program that would also incentivize hometown living to graduates and students. He stated if a student or graduate wanted to purchase an older home in Altavista, the town could offer a low, or no interest loan for them to renovate/remodel the home.

Mr. Mitchell stated, whether the individual stayed at the home for a few years, or for their entire life, the improvements to the property would be well worth the town's investment and good for the community as a whole.

Mr. Mitchell stated the Community Development and Housing Analysis presented by Ms. Williams held a lot of information for consideration. He encouraged Council to re-read each category in the analysis and email Ms. Williams and Mr. Coggsdale (Town Manager) their input, possibly before the next meeting the subject would be discussed.

Mr. Mitchell stated, by sharing their input, Council would give Mr. Coggsdale and Ms. Williams an idea of how Council wished to move forward.

Mayor Mattox stated, during his time on Council and as Mayor, Council had been working hard to achieve great things to improve the quality of life in the Town of Altavista.

Mayor Mattox referenced the new splash pad in English Park and the Dalton's Landing Canoe Launch to open in spring 2021. He stated, while some projects move slower than others, it was the town's intent to create a family environment.

Mayor Mattox referenced the previous mention of potential home ownership. He asked Community Development Director Sharon Williams what she felt was the most important thing an individual needed to know, and what the main setback was for individuals wanting to own a home.

Ms. Williams stated, in some cases, an individual does not have enough financial information, or either the right information to make smart financial decisions. She stated basic financing was no longer taught in our school systems, therefore individuals learn from their parents, or not at all.

Ms. Williams stated some individuals were not aware of the many opportunities available to them. She stated she felt it was important for localities to offer such information, so individuals realize that homeownership could potentially be an achievable goal.

Mayor Mattox referenced Altavista's low median income statistic mentioned early in this discussion. He stated younger generation also had to be willing to work and hold down a good paying job in order to afford homeownership.

Mayor Mattox referenced BGF and Abbott Laboratories in Altavista. He stated there were multiple local industries that offered well paid positions/salaries.

Mayor Mattox suggested the town develop a program to educate young individuals with manufacturing and industrial training.

Councilman Bennett referenced his thirty-seven year career at Abbott Laboratories. He informed Council that he went to work for Abbott three days after he graduated high school. He stated he would not have had the opportunity to do so without the prior training he received through ICT (Industrial Cooperative Training).

## **Council Work Session October 27, 2020**

Mr. Bennett stated ICT was a program previously offered by the Campbell County School System, but was no longer available. He stated DECA (Distributive Education Clubs of America) was another program no longer offered by the school system. He stated the program prepared emerging high school and college students into leaders and entrepreneurs in marketing, finance, hospitality and management.

Mr. Bennett shared his favor with Mayor Mattox's suggestion of the town developing such a program for the town's young people. He suggested the town collaborate with industries such as Abbott to create the program.

Mayor Mattox asked Altavista Community Development Director Sharon Williams to create a "brag sheet" on Altavista's. He stated the document should include items such as the town's low real estate rates, low utility rates, quick response times of emergency services (police and fire departments), the new splash pad and park amenities, etc.

Mayor Mattox stated, with the Town Manager's approval, for Ms. Williams to send the document to potential (housing) developers, in hopes it would spark interest in Altavista.

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

Mayor Mattox thanked Ms. Williams for her presentation and stated he looked forward to future updates and the town moving forward towards community and housing growth.

### **New Items for Discussion**

#### **5. Altavista Police Department (APD) - Budget Amendment Request**

At that time, APD Chief Tommy Merricks addressed Council in regard to this item.

Chief Merricks asked Council to consider allowing him to utilize "seizure money" (State Forfeiture Funds), in the amount of \$925, to purchase vest carriers for the Altavista Police Department. He stated the carriers would allow officers to get items off their waist belt and onto the vest, which was lighter and more comfortable.

Chief Merricks stated the magazine pouches, cuff cases, and flashlight holders for the vests would be an additional \$698 cost. He stated there was currently enough in the State Forfeiture Fund to purchase all of the items needed to supply every APD Officer with a vest carrier.

Chief Merricks also requested Council's approval to utilize \$650 from "federal seizure money" (Federal Forfeiture Funds) to purchase badges for the APD Officer's dress hats. He stated, when the hats were initially ordered, the department could not find an economically priced hat badge.

Chief Merricks stated the badges he was recommending were reasonably priced, were voted upon by the APD Officers, and he felt would add to the professionalism of the APD dress uniform.

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

Councilman Emerson made a motion, seconded by Councilman Bennett, to approve the Altavista Police Department's request for the purchase of vest covers and accessory holders for the vests; the motion also included approval of badges for the APD dress hats.



## Council Work Session October 27, 2020

The approval included a budget amendment that would allocate State (\$1,623.25) and Federal (\$646.75) Forfeiture funds to cover both requests.

Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

### 6. Dalton's Landing Canoe Launch Project – Change Order

Assistant Town Manager Amie Owens addressed Council in regard to this item.

Ms. Owens gave Council a brief update on the Dalton's Landing Canoe Launch Project stating the construction crew broke ground at the site on October 8, 2020. She stated, however, during the preliminary site grading, contractors discovered an issue with the soil's stability.

Ms. Owens stated, on October 15th, Troy Williams, Senior Project Engineer with ECS Mid-Atlantic, provided the town with a report related to the need to utilize an undercut and geo matting fabric with stone overlay on almost the entirety of the site.

Ms. Owens stated, based on ECS's recommendations, Brent Whorley, with Counts & Dobyns, provided a change order to the project in the amount of \$54,047.27. She stated the change order was broken down by labor, equipment and materials.

Ms. Owens informed Council, due to the need to visit the site, ECS Mid-Atlantic indicated there would be additional fees for their services, which would cover three days of remediation work. She stated the increase in fees should not exceed \$3,000.

Ms. Owens stated, following a discussion with Tim Guthrie, Engineer with Gay & Neel, on October 22, every effort was being made to find ways to adequately serve the site, while minimizing the cost of the change order.

Ms. Owens also informed Council there had been a slight change in the design of the "boat trailer" parking area. She stated the two trailer parking spaces near the end of the lot had been changed to be "pull through" spaces.

Ms. Owens stated there would be no additional charge for the change to the parking plans, as the area was minimal and balanced, and would not affect county regulations or permits. She stated, therefore, the parking area change would be treated as a field change, and would be noted on the project's plans.

Ms. Owens stated, in the interest of due diligence, Brian Stokes, Campbell County Environmental Manager, was also asked whether or not there needed to be a change to the permit, and he indicated that it would not be necessary to do so.

Ms. Owens concluded her update by informing Council there was currently funding available within the project's budget to cover the cost of the fore-mentioned change order, as Council had previously earmarked funds for the project, in the event that grant funds were not available. She stated the earmarked funds had remained designated to the project.

Ms. Owens informed Council the current amount remaining, before the change order, was approximately \$139,500. She stated, if the change order was approved, there would be \$85,000 remaining. She stated the remaining funds would be used to provide amenities for Dalton's Landing, such as signage, trash cans, etc.

## Council Work Session October 27, 2020

Ms. Owens stated she would be glad to answer any questions Council may have in regard to the change order request.

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

Councilman Mitchell asked if core drilling had been done at the Dalton's Landing site in order to confirm the change order would not exceed its \$54,047 cost.

Ms. Owens stated, when the project's contractor broke ground at the site on October 8th, soil stability issues were found. She stated the presented change order came as a recommendation from Troy Williams (senior project engineer), ECS Mid-Atlantic; and the \$54,047 would complete the engineer's recommended items to correct the soil issue.

Ms. Owens stated staff was currently working with the contractor and engineer to possibly lower the cost of the change order.

Mr. Mitchell stated the contractor should have known about the soil stability issue at the beginning of the project, which could have eliminated the need for the change order.

Town Manager Waverly Coggsdale stated, whether the soil issue was found sooner rather than later, the cost to fix the issue would still be a part of the project's overall cost.

Mr. Mitchell asked the Town Manager for a time when he could view the initial contractor of the Dalton's Landing project.

Mr. Coggsdale stated he would gather all documentation related to the project for Councilman Mitchell to view at a later date.

Mayor Mattox stated he favored the fact that staff was looking at ways to lower the cost of the presented change order. He asked staff not to consider any cost savings that may potentially reduce the life expectancy of the project's asphalt/parking area.

Ms. Owens agreed with the Mayor's recommendation. She stated the main item of consideration would be the "grade" of rock that would be used, and staff would have the project's engineers consult on the matter.

Councilman Emerson made a motion, seconded by Councilman George, to accept the recommendation of Town Staff and ECS Mid-Atlantic and approve the presented change order in the amount of \$54,047 for the Dalton's Landing Canoe Launch Project.

Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Abstain
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

At that time, Town Manager Waverly Coggsdale stated he wanted to take a moment to comment on a few items mentioned earlier in the meeting.

Mr. Coggsdale thanked Town Staff for their hard work during the annual (FY2020) audit. He stated Altavista was fortunate to have Tobie Shelton's leadership as the town's Finance Director.

Mr. Coggsdale thanked Town Council for the work they do and "town business" they conduct, which helps make it easier for staff to do their jobs.

## Council Work Session October 27, 2020

Mr. Coggsdale also thanked all of the town's Departmental Leaders/Directors, as they continue to do a great job at keeping town records in order, which helps make the audit process easier on staff and the auditors.

Mr. Coggsdale then referenced Community Development Director Sharon Williams and her presentation to Council earlier that evening.

Mr. Coggsdale stated he agreed with Councilman Mitchell's suggestion, for all Council members to send Ms. Williams any questions or comments they may have in regard to the Community Development and Housing Analysis.

Mr. Coggsdale stated, by doing so, staff would know if everyone was "on the same page", or if an item/items needed to be discussed further.

### 7. CY2021 Town Council Meeting Schedule

Background:

The Altavista Town Council currently meets twice a month, except in December. Based on past direction from Council, there are no Work Sessions scheduled in December. Town Council meets on the 2nd Tuesday of each month for their Regular Meeting (6:00 p.m.); and on the 4th Tuesday of each month for their Work Session (5:00 p.m.). The meetings are conducted in the Council Chambers of the J.R. "Rudy" Burgess Building/Town Hall, located at 510 7th Street.

Town Manager Waverly Coggsdale shared with Council the draft 2021 Town Council Meeting Calendar. He stated, if Council agrees with the presented schedule, staff would place the item on the November 10<sup>th</sup> Consent Agenda.

Mayor Mattox asked Council if they had any question, comments, or desired changes in regard to the draft calendar schedule, to which there were none.

All Council members were in consensus to place the adoption of the 2021 Town Council Meeting Calendar on the November Regular Meeting Consent Agenda as presented.

### 8. FY2022 Budget/CIP Calendar

Town Manager Waverly Coggsdale shared with Council the draft FY2022 Budget/CIP Calendar for Town Council's review and consideration.

Mr. Coggsdale stated, as is the case each year, the Altavista Community Transit System (ACTS) proposed budget would be considered in December, in order for Town Staff to have ample time to prepare the grant application that was due in January 2021. He stated Town Staff would be providing the ACTS Draft Budget to Council in mid-November.

Mr. Coggsdale stated the FY2022 calendar was largely the same as last year's calendar, and it continued to feature an option for continued budget work sessions on the Wednesdays following Town Council Work Sessions in February and March.

Mr. Coggsdale stated the option to continue a work session allows Council ample time to consider the items related to the budget and the capital improvement plan.

Mr. Coggsdale stated the fore-mentioned "continued meetings" would only be utilized if Council felt they were necessary to complete the budget process.

Mayor Mattox stated he felt the town's annual budget process was one of the most important tasks that Town Council was responsible for.

## Council Work Session October 27, 2020

Mayor Mattox reminded Council that budget meetings and work sessions could be lengthy at times when discussing so many items. He suggested Council slow down the pace of the budget process by utilizing the additional days on the draft budget calendar. He stated, not “as needed”, but on the schedule as a work session date.

Mayor Mattox stated he felt it was important for each Council member to be present at every budget meeting. He stated, by officially recognizing the additional days as budget work sessions, each Council member had the opportunity to plan ahead for those dates.

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

Councilman Emerson suggested breaking up the budget process by dividing meetings/work sessions into sections by town departments. He stated this would allow Council to focus on one or two departments at a time and not the entire budget at once.

Councilman Mitchell reminded Council the draft budget calendar presented that evening already had “continued work sessions” built into its schedule. He suggested approving the budget calendar as presented and not adding any additional days to the schedule.

Vice-Mayor Dalton stated, if any Council member had an independent question for just their clarification on an item in the draft budget, she suggested calling or emailing the Town Manager for clarification or information before coming to a budget work session.

Mr. Coggsdale stated he would be happy to clarify any questions Council may have when pertaining to any budget or CIP item during the budget process.

All Council members were in consensus to place the adoption of the FY2022 Budget/CIP Calendar on the November Regular Meeting Consent Agenda as presented.

### 9. Eagle Trail Overlook (English Park) – Handrail

Town Manager Waverly Coggsdale informed Council that David Garrett, Altavista Public Works Director, sought quotes from five sources for 74’ of 42” (VDOT style) powder coated railings for the area around the perimeter of the Overlook, as well as, a rail on each end of the steps.

Mr. Coggsdale stated two bids were received and staff recommended the town procure the hand rails from Willies Customized Iron Works (Amherst, VA) in the total amount of \$5,530, which was the lowest bid received.

Mr. Coggsdale reminded Council the FY2021 Budget included \$32,000 for this project.

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

Councilman Emerson made a motion, seconded by Councilman Mitchel, to approve Town Staff’s recommendation and award the Eagle Trail Overlook Handrail Project to Willie’s Customized Iron Works in the amount of \$5,530.

Motion carried:

VOTE:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mayor Mike Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Wayne Mitchell	Yes

## Council Work Session October 27, 2020

### Public Comments (Non-Agenda Items)

There were no town citizens present at the October 27, 2020 Council Work Session.

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

### Matters from Council

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

- Councilman Bennett referenced the neighborhood park located on Avondale Drive in Altavista, to be named after John Moseley at a dedication ceremony in March 2021.

Mr. Bennett informed Council that Avoca Director Mike Hudson had located some of Mr. Moseley's family members, living in Baltimore, Maryland. He asked the Town Manager to let Mr. Hudson know when an official date had been set for the park dedication, so Mr. Hudson could invite those family members to the dedication ceremony.

- Councilman Bennett also informed Council that John Moseley was born on April 15<sup>th</sup>, 1877. He suggested the town adopt a proclamation in honor of Mr. Moseley, stating the Sunday after April 15<sup>th</sup> be known as John Moseley Day in the Town of Altavista.

Vice-Mayor Dalton suggested placing this item on a future meeting agenda for Council's consideration.

Councilman Emerson asked when the new pavilion approved for placement at the Avondale Park would be complete.

Altavista Finance Director Tobie Shelton stated the new pavilion for Avondale Park was tentatively scheduled to be complete by mid-November.

Mr. Emerson suggested the park dedication and proposed proclamation (if approved) be scheduled for the same day.

Town Manager Waverly Coggsdale agreed with Councilman Emerson. He stated the park dedication had tentatively been proposed for March/Spring 2021, but there should be no problem in having both the park dedication and the proposed proclamation (if approved) scheduled for the same day.

Mr. Coggsdale stated he would place this item on a future Council agenda for further consideration.

- Councilman George referenced Altavista's Public Works (PW) Department. He stated it was often forgotten how multi-skilled the town's PW employees were.

Mr. George stated he visited English Park on a regular basis and on a recent visit he passed the "overlook project" in progress on Eagle Trail. He stated there were two PW employees preparing the overlook for a concrete overlay soon to be poured.

Mr. George thanked Altavista's Public Works Department for all the hard work they do for the Town of Altavista and community.

- Councilman Mitchell referenced the upcoming FY2022 Budget "season" (process). He asked that Council start considering how they wished to renovate/remodel the town's newly acquired theatre located on Main Street.
- Mr. Mitchell also suggested Council consider the budget amount they want to allocate to the AEDA (Altavista Economic Development Authority) Steering Committee for marketing purposes.

## **Council Work Session October 27, 2020**

Mayor Mattox suggested staff and the AEDA start investigating if there were grant funds available for the town to utilize on the theatre project.

Town Manager Waverly Coggsdale suggested Council place the item on a future work session and start the process of discussing/considering how they wished to renovate/remodel the theatre.

Councilman Emerson suggested staff communicate with nearby Gretna and Brookneal and gather any information they may have in regard to how they were able to renovate/revamp their town's theatres.

- Mayor Mattox asked Council and staff to join him in wishing Councilman Emerson a happy birthday.

There were no further comments from Council.

### **Closed Session**

There was no Closed Session scheduled for the October Work Session.

### **Adjournment**

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

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 6:57PM.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40916	6	ALTAVISTA AREA YMCA	10/02/2020	25,000.00		00	OUTSTANDING	
40917	170	ALTAVISTA ON TRACK	10/02/2020	1,250.00		00	OUTSTANDING	
40918	886	AT&T MOBILITY	10/02/2020	305.92		00	OUTSTANDING	
40919	103	BEACON CREDIT UNION	10/02/2020	305.00		00	OUTSTANDING	
40920	12	BRENNTAG MID-SOUTH INC	10/02/2020	6,853.11		00	OUTSTANDING	
40921	913	BRUMFIELD CONSTRUCTION LLC	10/02/2020	6,731.00		00	OUTSTANDING	
40922	208	CAMPBELL COUNTY TREASURER	10/02/2020	.00	10/07/2020	00	VOID	82.76
40923	145	CHANDLER CONCRETE CO INC	10/02/2020	1,036.00		00	OUTSTANDING	
40924	28	COLUMBIA GAS	10/02/2020	187.84		00	OUTSTANDING	
40925	32	CONTROL EQUIPMENT CO INC	10/02/2020	12,061.45		00	OUTSTANDING	
40926	419	CREATIVE EDGE DESIGN INC	10/02/2020	700.00		00	OUTSTANDING	
40927	912	DAYS INN	10/02/2020	2,038.78		00	OUTSTANDING	
40928	569	DIAMOND PAPER CO INC	10/02/2020	262.03		00	OUTSTANDING	
40929	20	J JOHNSON ELLER JR	10/02/2020	2,000.00		00	OUTSTANDING	
40930	52	HACH COMPANY	10/02/2020	2,536.04		00	OUTSTANDING	
40932	146	MICHAEL HUNT	10/02/2020	110.00		00	OUTSTANDING	
40933	57	ICMA RETIREMENT TRUST-457 #304	10/02/2020	295.00		00	OUTSTANDING	
40934	386	IDS SECURITY	10/02/2020	72.00		00	OUTSTANDING	
40935	566	INTEGRATED TECHNOLOGY GROUP IN	10/02/2020	5,612.12		00	OUTSTANDING	
40936	1	MILLER ELECTRIC LLC	10/02/2020	400.00		00	OUTSTANDING	
40937	121	MULTI BUSINESS FORMS INC	10/02/2020	1,657.33		00	OUTSTANDING	
40938	670	PATRIOT SAFETY SUPPLY	10/02/2020	140.00		00	OUTSTANDING	
40939	843	BETTY PICKERAL	10/02/2020	1,150.00		00	OUTSTANDING	
40940	317	POWELL'S TRUCK & EQUIPMENT INC	10/02/2020	86.12		00	OUTSTANDING	
40941	921	PRICE BUILDINGS INC	10/02/2020	104,348.75		00	OUTSTANDING	
40942	939	SECURITY LOCK AND KEY	10/02/2020	185.00		00	OUTSTANDING	
40943	1	SHEILA WILLIAMS	10/02/2020	948.45		00	OUTSTANDING	
40944	78	SUPERION LLC/CENRALSQUARE CO	10/02/2020	70,603.91		00	OUTSTANDING	
40945	872	TIAA COMMERCIAL FINANCE INC	10/02/2020	153.00		00	OUTSTANDING	
40946	85	TREASURER OF VA /CHILD SUPPORT	10/02/2020	253.15		00	OUTSTANDING	
40947	95	UNITED WAY OF CENTRAL VA	10/02/2020	96.00		00	OUTSTANDING	
40948	498	ALTAVISTA INSTRUMENTS &CONTROL	10/07/2020	722.50		00	OUTSTANDING	
40949	9999997	ALVAREZ, ALFREDO	10/07/2020	3.38		00	OUTSTANDING	
40950	1	BRANDON FOX	10/07/2020	82.76		00	OUTSTANDING	
40951	12	BRENNTAG MID-SOUTH INC	10/07/2020	6,072.57		00	OUTSTANDING	
40952	688	CRAIG'S FIREARM SUPPLY INC	10/07/2020	2,196.00		00	OUTSTANDING	
40953	283	EEO	10/07/2020	430.94		00	OUTSTANDING	
40954	948	FINLY CORPORATION	10/07/2020	726.00		00	OUTSTANDING	
40955	119	FOSTER ELECTRIC CO INC	10/07/2020	77.27		00	OUTSTANDING	
40956	50	GRETNA TIRE INC	10/07/2020	4,085.00		00	OUTSTANDING	
40957	347	HARRIS FURN CO INC	10/07/2020	915.72		00	OUTSTANDING	
40958	305	HAWKINS-GRAVES INC	10/07/2020	191.64		00	OUTSTANDING	
40959	9999997	JOHNSTON, DAVID	10/07/2020	36.49		00	OUTSTANDING	
40960	871	L&A'S LAWN CARE & CLEANING SER	10/07/2020	4,559.00		00	OUTSTANDING	
40961	860	MUNICIPAL EMERGENCY SERV DEPOS	10/07/2020	1,722.75		00	OUTSTANDING	
40962	454	O'REILLY AUTOMOTIVE INC	10/07/2020	276.49		00	OUTSTANDING	
40963	9999997	PARKER, NICOLE	10/07/2020	114.58		00	OUTSTANDING	
40964	358	PHILLIPS EQUIPMENT CORPORATION	10/07/2020	119.95		00	OUTSTANDING	
40965	9999997	STAPLES, ROBERT & SHIRLEY	10/07/2020	75.01		00	OUTSTANDING	
40966	177	THE GUN SHOP	10/07/2020	8,211.49		00	OUTSTANDING	
40967	92	UNIFIRST CORP	10/07/2020	2,523.45		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40968	900	US BANK EQUIPMENT FINANCE	10/07/2020	232.66		00	OUTSTANDING	
40969	601	VACORP	10/07/2020	323.07		00	OUTSTANDING	
40970	128	ADAMS CONSTRUCTION CO	10/16/2020	57,738.10		00	OUTSTANDING	
40971	103	BEACON CREDIT UNION	10/16/2020	305.00		00	OUTSTANDING	
40972	16	CAMPBELL COUNTY UTILITIES & SE	10/16/2020	4,159.32		00	OUTSTANDING	
40973	912	DAYS INN	10/16/2020	73.15		00	OUTSTANDING	
40974	164	DMV	10/16/2020	975.00		00	OUTSTANDING	
40975	36	DOMINION VIRGINIA POWER	10/16/2020	44,285.32		00	OUTSTANDING	
40976	930	ENGLISH AUTO ALIGNMENT LLC	10/16/2020	303.08		00	OUTSTANDING	
40977	46	GENTRY LOCKE ATTORNEYS	10/16/2020	120.00		00	OUTSTANDING	
40978	916	GRANITE TELECOMMUNICATIONS	10/16/2020	647.16		00	OUTSTANDING	
40979	52	HACH COMPANY	10/16/2020	3,745.92		00	OUTSTANDING	
40980	57	ICMA RETIREMENT TRUST-457 #304	10/16/2020	295.00		00	OUTSTANDING	
40981	154	MUNICIPAL CODE CORPORATION	10/16/2020	950.00		00	OUTSTANDING	
40982	67	ORKIN PEST CONTROL LLC	10/16/2020	318.65		00	OUTSTANDING	
40983	510	RIVER VALLEY RESOURCES LLC	10/16/2020	466.00		00	OUTSTANDING	
40984	866	SOUTHERN PLAYGROUND INC	10/16/2020	38,625.64		00	OUTSTANDING	
40985	228	SYDNOR HYDRO INC	10/16/2020	33,828.00		00	OUTSTANDING	
40986	85	TREASURER OF VA /CHILD SUPPORT	10/16/2020	253.15		00	OUTSTANDING	
40987	35	TREASURER OF VA/VITA	10/16/2020	6.97		00	OUTSTANDING	
40988	414	UNIVERSITY OF VA	10/16/2020	500.00		00	OUTSTANDING	
40989	722	UTILITY SERVICE CO INC	10/16/2020	38,284.00		00	OUTSTANDING	
40990	110	VUPS INC	10/16/2020	73.50		00	OUTSTANDING	
40991	756	WAGWORKS INC	10/16/2020	128.92		00	OUTSTANDING	
40992	139	WEBB'S OIL CORPORATION INC	10/16/2020	9,669.50		00	OUTSTANDING	
40993	793	XEROX FINANCIAL SERVICES	10/16/2020	415.78		00	OUTSTANDING	
40994	9	AFLAC	10/23/2020	3,782.36		00	OUTSTANDING	
40995	84	ALTAVISTA JOURNAL	10/23/2020	788.28		00	OUTSTANDING	
40996	4	BOXLEY AGGREGATES	10/23/2020	1,554.10		00	OUTSTANDING	
40997	693	BUILDING BLOCKS OF VA INC	10/23/2020	1,624.25		00	OUTSTANDING	
40998	294	BUSINESS CARD	10/23/2020	11,258.24		00	OUTSTANDING	
40999	145	CHANDLER CONCRETE CO INC	10/23/2020	608.80		00	OUTSTANDING	
41000	1	CHARLES NEWMAN	10/23/2020	100.00		00	OUTSTANDING	
41001	32	CONTROL EQUIPMENT CO INC	10/23/2020	18,385.27		00	OUTSTANDING	
41002	906	CRAMER MARKETING	10/23/2020	229.21		00	OUTSTANDING	
41003	301	ENGLISH'S LLC	10/23/2020	1,296.90		00	OUTSTANDING	
41004	40	FEDERAL EXPRESS CORPORATION	10/23/2020	558.41		00	OUTSTANDING	
41005	118	FERGUSON ENTERPRISES LLC	10/23/2020	4,662.36		00	OUTSTANDING	
41006	41	FISHER SCIENTIFIC	10/23/2020	1,888.11		00	OUTSTANDING	
41007	111	GRAINGER INC	10/23/2020	487.19		00	OUTSTANDING	
41008	652	HAWKINS LOCK & KEY CO INC	10/23/2020	234.80		00	OUTSTANDING	
41009	58	INSTRUMENTATION SERVICES INC	10/23/2020	708.00		00	OUTSTANDING	
41010	9999998	JOHN L HURT, JR. ELEM SCHOOL	10/23/2020	175.00		00	OUTSTANDING	
41011	218	MINNESOTA LIFE	10/23/2020	119.12		00	OUTSTANDING	
41012	300	NAPA AUTO PARTS	10/23/2020	1,340.20		00	OUTSTANDING	
41013	897	NATIONAL ELEVATOR INSPECT SERV	10/23/2020	168.30		00	OUTSTANDING	
41014	68	ORKIN PEST CONTROL	10/23/2020	365.50		00	OUTSTANDING	
41015	816	PACE ANAYLTICAL SERVICES LLC	10/23/2020	639.61		00	OUTSTANDING	
41016	798	PEED & BORTZ LLC	10/23/2020	2,346.00		00	OUTSTANDING	
41017	72	PHYSICIANS TREATMENT CENTER	10/23/2020	250.00		00	OUTSTANDING	
41018	588	PITNEY BOWES	10/23/2020	2,520.09		00	OUTSTANDING	



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41019	857	RIVERSTREET NETWORKS	10/23/2020	367.21		00	OUTSTANDING	
41020	476	SHARP BUSINESS SYSTEMS	10/23/2020	155.50		00	OUTSTANDING	
41021	949	SHED AND TRAILER SUPPLY	10/23/2020	279.60		00	OUTSTANDING	
41022	467	SONNY MERRYMAN INC	10/23/2020	336.06		00	OUTSTANDING	
41023	778	SPRINT	10/23/2020	2,699.23		00	OUTSTANDING	
41024	237	TECH STAR INC	10/23/2020	2,498.00		00	OUTSTANDING	
41025	124	TREASURER OF VA	10/23/2020	62.00		00	OUTSTANDING	
41026	9999997	WARE, CAMILLE C	10/23/2020	79.50		00	OUTSTANDING	
41027	951	ALTAVISTA ALARM CO	10/30/2020	3,300.00		00	OUTSTANDING	
41028	91	ANTHEM BLUE CROSS/BLUE SHIELD	10/30/2020	43,513.00		00	OUTSTANDING	
41029	886	AT&T MOBILITY	10/30/2020	305.92		00	OUTSTANDING	
41030	103	BEACON CREDIT UNION	10/30/2020	305.00		00	OUTSTANDING	
41031	583	CAMPBELL COUNTY PUBLIC LIBRARY	10/30/2020	946.20		00	OUTSTANDING	
41032	19	CARTER MACHINERY CO INC	10/30/2020	19,079.05		00	OUTSTANDING	
41033	427	CENTURYLINK	10/30/2020	594.05		00	OUTSTANDING	
41034	28	COLUMBIA GAS	10/30/2020	217.24		00	OUTSTANDING	
41035	332	HURT & PROFFITT INC	10/30/2020	170.00		00	OUTSTANDING	
41036	57	ICMA RETIREMENT TRUST-457 #304	10/30/2020	295.00		00	OUTSTANDING	
41037	952	NEW LEAF FARMS INC	10/30/2020	1,266.00		00	OUTSTANDING	
41038	1	P SCOTT DEBRUIN	10/30/2020	120.00		00	OUTSTANDING	
41039	843	BETTY PICKERAL	10/30/2020	1,150.00		00	OUTSTANDING	
41040	655	RALPH M FARMER PAINTING	10/30/2020	6,300.00		00	OUTSTANDING	
41041	535	RED BUD SUPPLY INC	10/30/2020	3,067.60		00	OUTSTANDING	
41042	847	RR MANN FENCING CO INC	10/30/2020	11,741.90		00	OUTSTANDING	
41043	80	SOUTHSIDE ELECTRIC COOP	10/30/2020	871.89		00	OUTSTANDING	
41044	872	TIAA COMMERCIAL FINANCE INC	10/30/2020	153.00		00	OUTSTANDING	
41045	85	TREASURER OF VA /CHILD SUPPORT	10/30/2020	253.15		00	OUTSTANDING	

BANK: 00 \*\*\*\*\*

NO. OF CHECKS:	129	CHECKS OUTSTANDING	673,542.84 ***	
OUTSTANDING CHECKS:	128	RECONCILED CHECKS:	VOID CHECKS:	1
	673,460.08		.00	82.76

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	129	TOTAL CHECKS	673,542.84	***				
OUTSTANDING CHECKS:	128	RECONCILED CHECKS:						
	673,460.08		.00					82.76

Town of Altavista  
 FY 2021 Revenue Report  
 33% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	210,000	210,000	8,418	4	9,049	4	210,000
Public Service - Real & Personal	98,700	98,700	0	0	0	0	98,700
Personal Property	260,000	260,000	7,778	3	11,684	4	260,000
Personal Property - PPTRA	100,000	100,000	6,565	7	6,493	6	100,000
Machinery & Tools	1,844,000	1,844,000	4,099	0	16,139	1	1,844,000
Mobile Homes - Current	150	150	9	6	9	6	150
Penalties - All Taxes	4,500	4,500	101	2	807	18	4,500
Interest - All Taxes	3,500	3,500	233	7	1,466	42	3,500
Local Sales & Use Taxes	165,000	165,000	15,648	9	65,849	40	165,000
Local Electric and Gas Taxes	114,000	114,000	8,953	8	37,210	33	114,000
Local Motor Vehicle License Tax	46,000	46,000	2,765	6	5,131	11	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	7,314	9	39,269	49	80,000
Local Meal Taxes	973,000	973,000	86,501	9	346,678	36	973,000
Container Rental Fees	1,300	1,300	0	0	33	3	1,300
Communications Tax	34,000	34,000	2,651	8	10,798	32	34,000
Transit Passenger Revenue	5,000	5,000	0	0	20	0	5,000
Local Cigarette Tax	130,000	130,000	11,306	9	37,613	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	851	1	58,000
Business Licnese 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 Licenses Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	166	0	2,700

Town of Altavista  
 FY 2021 Revenue Report  
 33% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	120	11	433	39	1,100
Fines & Forfeitures - Court	15,000	15,000	356	2	3,151	21	15,000
Parking Fines	300	300	0	0	0	0	300
Interest and Interest Income	190,000	190,000	1,683	1	18,329	10	190,000
Rents - Rental of General Property	1,000	1,000	275	28	750	75	1,000
Rents - Pavilion Rentals	2,500	2,500	0	0	0	0	2,500
Rents - Booker Building Rentals	3,300	3,300	0	0	0	0	3,300
Rents - Rental of Real Property	80,000	80,000	7,766	10	20,176	25	80,000
Property Maintenance Enforcement	0	0	0	0	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	0	0	16,099	98	16,450
State DCJS Grant	89,100	89,100	0	0	22,284	25	89,100
State Rental Taxes	1,000	1,000	99	10	380	38	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	0	0	0	0	12,600
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	4,032	0	4,032	0	0
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	1,555	82	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	2,010	9	2,693	12	23,000
VDOT TEA 21 Grant	0	0	0	0	22,536	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	14,608	12	41,306	33	126,950
Federal/Byrne Justice Grant	0	0	0	0	1,749	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	325	4	610	8	7,500

Town of Altavista  
 FY 2021 Revenue Report  
 33% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	100	100	0	0	6	6	100
Miscellaneous	25,000	25,000	2,407	10	230,342	921	25,000
Misc / Canoe Launch Project	0	0	778	0	1,030	0	0
Reimbursement of Insurance Claim	0	0	7,203	0	8,703	0	0
Misc. - State Forfeiture Fund	0	0	2,141	0	8,441	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding	0	0	0	0	138	0	0
Police Challenge Coin	0	0	0	0	0	0	0
Donations	0	0	0	0	100	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	0	0	0	3,000
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	176,290	176,290	0	0	0	0	176,290
Transfer from CIF	0	0	0	0	0	0	0
	<b><u>5,111,710</u></b>	<b><u>5,111,710</u></b>	<b><u>206,144</u></b>	<b><u>4</u></b>	<b><u>1,001,715</u></b>	<b><u>20</u></b>	<b><u>5,111,710</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
33% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,503,750	7,503,750	809,819	11	2,148,863	29	7,503,750
Debt Service	806,850	806,850	0	0	367,343	0	806,850
CIP	1,683,510	1,683,510	256,248	15	797,323	47	1,683,510
Transfer Out to General Fund Reserve	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	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>10,084,110</u></b>	<b><u>10,084,110</u></b>	<b><u>1,066,068</u></b>	<b><u>11</u></b>	<b><u>3,313,528</u></b>	<b><u>33</u></b>	<b><u>10,084,110</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
33% of Year Lapsed

GENERAL FUND (FUND 10)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Council / Planning Commission							
Operations	39,400	39,400	2,532	6	11,177	28	39,400
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Administration - TOTAL:	<u>44,400</u>	<u>44,400</u>	<u>2,532</u>	<u>6</u>	<u>11,177</u>	<u>25</u>	<u>44,400</u>
Administration							
Operations	906,610	906,610	150,259	17	315,015	35	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	41,000	0	0	171,192	418	41,000
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>150,259</u>	<u>16</u>	<u>486,207</u>	<u>51</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	33,609	7	90,665	19	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
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 CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>364,010</u>	<u>33,609</u>	<u>9</u>	<u>90,665</u>	<u>25</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>33,609</u>	<u>9</u>	<u>90,665</u>	<u>25</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	136,495	12	384,544	34	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	75,250	4,241	6	68,785	91	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>140,736</u>	<u>12</u>	<u>453,328</u>	<u>38</u>	<u>1,196,040</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
33% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,046,160	1,046,160	99,769	10	282,508	27	1,046,160
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	654,300	654,300	73,200	11	104,768	16	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>172,969</u>	<u>10</u>	<u>403,065</u>	<u>23</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	120	0	2,150	4	50,100
CIP	200,000	200,000	0	0	0	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>120</u>	<u>0</u>	<u>2,150</u>	<u>1</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	15,607	10	43,825	28	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>15,607</u>	<u>10</u>	<u>43,825</u>	<u>28</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	16,949	13	44,270	34	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	109,800	0	0	0	0	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>16,949</u>	<u>7</u>	<u>44,270</u>	<u>19</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	12,896	19	29,102	43	68,350
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>12,896</u>	<u>18</u>	<u>29,102</u>	<u>40</u>	<u>73,350</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2021  
33% of Year Lapsed

<b>GENERAL FUND TOTALS</b>							
Operations	3,881,650	3,881,650	468,236	12	1,203,255	31	3,881,650
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	1,090,350	1,090,350	77,442	7	344,745	32	1,090,350
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,992,410</u>	<u>4,992,410</u>	<u>545,677</u>	<u>11</u>	<u>1,563,789</u>	<u>31</u>	<u>4,992,410</u>

Town of Altavista  
 Council / Planning Commission  
 FY 2021 Expenditure Report  
 33% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	28,000	28,000	2,332	8	9,930	35	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	6,400	6,400	199	3	1,248	19	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
<b>Total Expenditures</b>	<b>44,400</b>	<b>44,400</b>	<b>2,532</b>	<b>6</b>	<b>11,177</b>	<b>25</b>	<b>44,400</b>

Town of Altavista  
Administration  
FY 2021 Expenditure Report  
33% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	519,100	519,100	48,531	9	152,600	29	519,100
Other Employee Benefits	36,060	36,060	623	2	2,068	6	36,060
Services	234,700	234,700	79,490	34	104,083	44	234,700
Other Charges	74,750	74,750	16,174	22	40,994	55	74,750
Materials & Supplies	42,000	42,000	5,441	13	15,270	36	42,000
Capital Outlay	41,000	41,000	0	0	171,192	418	41,000
<b>Total Expenditures</b>	<b>947,610</b>	<b>947,610</b>	<b>150,259</b>	<b>16</b>	<b>486,207</b>	<b>51</b>	<b>947,610</b>

Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	56,260	56,260	0	0	14,610	26	56,260
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	0	0	0
<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	166,150	166,150	0	0	7,500	5	166,150
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	50,000	50	100,000
Contribution - Altavista Fire Co.	12,600	12,600	0	0	0	0	12,600
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
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>341,010</b>	<b>341,010</b>	<b>26,250</b>	<b>8</b>	<b>74,610</b>	<b>22</b>	<b>341,010</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	6,731	0	9,520	0	0
Fuel - Fire Company	23,000	23,000	628	3	2,035	9	23,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>23,000</b>	<b>23,000</b>	<b>7,359</b>	<b>32</b>	<b>11,555</b>	<b>50</b>	<b>23,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>364,010</b>	<b>364,010</b>	<b>33,609</b>	<b>9</b>	<b>86,165</b>	<b>24</b>	<b>364,010</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista  
 Non-Departmental  
 FY 2021 Expenditure Report  
 33% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
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					4,500		
<b>TRANSFER OUT - TOTAL</b>	<b>119,300</b>	<b>119,300</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4</b>	<b>119,300</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>483,310</b>	<b>483,310</b>	<b>33,609</b>	<b>7</b>	<b>90,665</b>	<b>19</b>	<b>483,310</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,010</b>	<b>364,010</b>	<b>33,609</b>	<b>9</b>	<b>86,165</b>	<b>24</b>	<b>364,010</b>

Town of Altavista  
Public Safety  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	959,000	959,000	105,193	11	321,488	34	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	1,860	5	7,406	22	34,340
Other Charges	54,550	54,550	18,152	33	35,605	65	54,550
Materials & Supplies	72,900	72,900	11,290	15	20,044	27	72,900
Capital Outlay	75,250	75,250	4,241	6	68,785	91	75,250
<b>Total Expenditures</b>	<b>1,196,040</b>	<b>1,196,040</b>	<b>140,736</b>	<b>12</b>	<b>453,328</b>	<b>38</b>	<b>1,196,040</b>

Town of Altavista  
Public Works  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	652,950	652,950	62,346	10	183,681	28	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	2,993	5	11,578	20	57,260
Other Charges	46,180	46,180	15,960	35	29,295	63	46,180
Materials & Supplies	289,770	289,770	18,469	6	57,955	20	289,770
Debt Service	20,410	20,410	0	0	15,789	77	20,410
Capital Outlay	654,300	654,300	73,200	11	104,768	16	654,300
<b>Total Expenditures</b>	<b>1,720,870</b>	<b>1,720,870</b>	<b>172,969</b>	<b>10</b>	<b>403,065</b>	<b>23</b>	<b>1,720,870</b>

Town of Altavista  
Economic Development  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	120	0	2,150	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
<b>Total Expenditures</b>	<b>250,100</b>	<b>250,100</b>	<b>120</b>	<b>0</b>	<b>2,150</b>	<b>1</b>	<b>250,100</b>



Town of Altavista  
Transit System  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	103,470	103,470	10,313	10	31,946	31	103,470
Services	2,050	2,050	0	0	275	13	2,050
Other Charges	4,010	4,010	5,550	138	6,350	158	4,010
Materials & Supplies	19,600	19,600	1,087	6	5,698	29	19,600
Capital Outlay	109,800	109,800	0	0	0	0	109,800
<b>Total Expenditures</b>	<b>238,930</b>	<b>238,930</b>	<b>16,949</b>	<b>7</b>	<b>44,270</b>	<b>19</b>	<b>238,930</b>

Town of Altavista  
 Community Development  
 FY 2021 Expenditure Report  
 33% of Year Lapsed

<b><u>COMMUNITY DEVELOPMENT - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	127,600	127,600	12,601	10	40,565	32	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	0	0	10,000
Other Charges	15,150	15,150	2,983	20	3,232	21	15,150
Materials & Supplies	4,350	4,350	23	1	27	1	4,350
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>157,100</b>	<b>157,100</b>	<b>15,607</b>	<b>10</b>	<b>43,825</b>	<b>28</b>	<b>157,100</b>

Town of Altavista  
 Avoca Museum  
 FY 2021 Expenditure Report  
 33% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	67,900	67,900	7,416	11	23,474	35	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	5,461	1,214	5,569	1,238	450
Materials & Supplies	0	0	19	0	58	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
<b>Total Expenditures</b>	<b>73,350</b>	<b>73,350</b>	<b>12,896</b>	<b>18</b>	<b>29,102</b>	<b>40</b>	<b>73,350</b>

Town of Altavista  
 FY 2021 Revenue Report  
 33% of Year Lapsed

<b>Enterprise Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Interest/Interest Income	8,000	8,000	219	3	966	12	8,000
Water Charges - Industrial	1,283,320	1,283,320	133,343	10	449,832	35	1,283,320
Water Charges - Business/Residential	280,000	280,000	6,263	2	78,126	28	280,000
Water Charges - Outside Community	173,000	173,000	9,878	6	42,433	25	173,000
Water Charges - Water Connection Fees	1,500	1,500	3,750	250	3,750	250	1,500
Bulk Water Purchase	2,000	2,000	147	0	8,228	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	140,386	9	513,128	33	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	5,084	2	71,016	29	248,000
Sewer Charges - Outside Community	2,600	2,600	386	15	386	15	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	0	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	7,126	5	32,458	23	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,388	9	16,543	33	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	800	1	36,845	26	140,000
Misc. Cash Discounts	0	0	0	0	5	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,225	5	4,900	20	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	208,950	0	208,950	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520	0	0	0	0	62,520
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,014,340</u></b>	<b><u>4,014,340</u></b>	<b><u>521,944</u></b>	<b><u>13</u></b>	<b><u>1,467,565</u></b>	<b><u>37</u></b>	<b><u>4,014,340</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
33% of Year Lapsed

ENTERPRISE FUND (FUND 50)	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Water Department</b>							
Operations	1,376,490	1,376,490	158,064	11	433,020	31	1,376,490
Debt Service	604,090	604,090	0	0	351,554	0	604,090
CIP	229,650	229,650	40,630	18	85,694	37	229,650
Transfer Out	0	0	0	0	0	0	0
<b>Water Department - TOTAL:</b>	<u>2,210,230</u>	<u>2,210,230</u>	<u>198,694</u>	<u>9</u>	<u>870,269</u>	<u>39</u>	<u>2,210,230</u>
<b>Wastewater Department</b>							
Operations	1,490,060	1,490,060	161,847	11	445,431	30	1,490,060
Debt Service	182,350	182,350	0	0	0	0	182,350
CIP	131,700	131,700	138,177	105	347,466	<u>264</u>	131,700
Transfer Out	0	0	0	0	0	0	0
<b>Wastewater Department - TOTAL:</b>	<u>1,804,110</u>	<u>1,804,110</u>	<u>300,024</u>	<u>17</u>	<u>792,897</u>	<u>44</u>	<u>1,804,110</u>
<b>ENTERPRISE FUND TOTAL</b>							
Operations	2,866,550	2,866,550	319,911	11	878,452	31	2,866,550
Debt Service	786,440	786,440	0	0	351,554	0	786,440
CIP	361,350	361,350	178,807	<u>49</u>	433,159	<u>120</u>	361,350
Transfer Out	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>4,014,340</u>	<u>4,014,340</u>	<u>498,718</u>	<u>12</u>	<u>1,663,165</u>	<u>41</u>	<u>4,014,340</u>

Town of Altavista  
Water Department  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	688,690	688,690	70,640	10	221,937	32	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	10,086	7	21,077	14	147,100
Other Charges	242,450	242,450	25,411	10	72,948	30	242,450
Materials & Supplies	298,250	298,250	51,927	17	117,058	39	298,250
Debt Service	604,090	604,090	0	0	351,554	0	604,090
Capital Outlay	229,650	229,650	40,630	18	85,694	37	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>2,210,230</b>	<b>2,210,230</b>	<b>198,694</b>	<b>9</b>	<b>870,269</b>	<b>39</b>	<b>2,210,230</b>

Town of Altavista  
Wastewater Department  
FY 2021 Expenditure Report  
33% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	809,710	809,710	85,923	11	268,801	33	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	2,564	6	5,201	12	43,800
Other Charges	396,350	396,350	42,119	11	116,768	29	396,350
Materials & Supplies	240,200	240,200	31,241	13	54,662	23	240,200
Debt Service	182,350	182,350	0	0	0	0	182,350
Capital Outlay	131,700	131,700	138,177	105	347,466	264	131,700
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>1,804,110</b>	<b>1,804,110</b>	<b>300,024</b>	<b>17</b>	<b>792,897</b>	<b>44</b>	<b>1,804,110</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
33% of Year Lapsed

<b>State/Hwy Reimbursement Fund (Fund 20)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Operations	705,000	705,000	18,271	3	57,423	8	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>0</u>	<u>0</u>	<u>19,418</u>	<u>8</u>	<u>231,810</u>
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>18,271</u>	<u>2</u>	<u>76,841</u>	<u>8</u>	<u>936,810</u>

<b>Cemetery Fund - (Fund 90)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Cemetery - Operations - Total:	50,550	50,550	3,401	7	9,732	19	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>3,401</u>	<u>5</u>	<u>9,732</u>	<u>13</u>	<u>75,550</u>



Town of Altavista  
 FY 2021 State/Highway Fund  
 33% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	160	0	834	0	0
Street & Highway Maintenance	730,000	730,000	0	0	183,012	25	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	0	0	2	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>936,810</u></b>	<b><u>936,810</u></b>	<b><u>160</u></b>	<b><u>0</u></b>	<b><u>183,848</u></b>	<b><u>20</u></b>	<b><u>936,810</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,680	3	4,786	10	48,200
Maintenance - Pavement	400,000	400,000	345	0	6,474	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	9,551	17	17,474	31	56,800
Engineering - Repairs & Maintenance	10,000	10,000	77	1	153	2	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	1,777	3	6,675	11	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,305	7	17,377	35	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,536	2	4,486	6	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>705,000</u></b>	<b><u>705,000</u></b>	<b><u>18,271</u></b>	<b><u>3</u></b>	<b><u>57,423</u></b>	<b><u>8</u></b>	<b><u>705,000</u></b>
Motor Vehicles- Replc.	90,560	90,560	0	0	0	0	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	0	0	39,250
Machinery & Equip. - New	17,000	17,000	0	0	17,000	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	0	0	2,418	3	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>231,810</u></b>	<b><u>231,810</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>19,418</u></b>	<b><u>8</u></b>	<b><u>231,810</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>936,810</u></b>	<b><u>936,810</u></b>	<b><u>18,271</u></b>	<b><u>2</u></b>	<b><u>76,841</u></b>	<b><u>8</u></b>	<b><u>936,810</u></b>

Town of Altavista  
 FY 2021 Cemetery Fund  
 33% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Permits/Burials	17,250	17,250	925	5	9,800	57	17,250
Interest/Interest Income	0	0	378	0	2,525	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,200	80	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>1,303</b>	<b>2</b>	<b>15,575</b>	<b>21</b>	<b>75,550</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	771	8	2,776	29	9,700
Salaries and Wages/Overtime	1,000	1,000	206	21	472	47	1,000
Benefits/FICA	800	800	70	9	231	29	800
Benefits/VRS	1,000	1,000	27	3	109	11	1,000
Benefits/Medical <small>Insurance is pre-paid</small>	1,550	1,550	74	5	261	17	1,550
Benefits/Group Life	200	200	10	5	38	19	200
VRS Hybrid Employer Contr.	0	0	39	0	149	0	0
ICMA Hybrid Employer Contr.	0	0	7	0	24	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	218	2	-1,762	-18	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	1,980	8	6,435	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>3,401</b>	<b>5</b>	<b>9,732</b>	<b>13</b>	<b>75,550</b>

Town of Altavista  
Investment and Deposit Totals  
Balance as of  
October 31, 2020



**UNDESIGNATED BALANCES**

<b>General Fund Reserves</b>		
<i>Money Market Account</i>	2,321,363.03	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,640,198.33	
Sub-Total		\$ 12,887,955.90
<b>Enterprise Fund Reserves</b>		
<i>Money Market Account</i>	288,864.89	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	556,567.80	
Sub-Total		\$ 845,432.69
<b>Total Undesignated</b>		<b><u>\$ 13,733,388.59</u></b>
<b><u>DESIGNATED BALANCES</u></b>		
<b>Highway Fund</b>		
<i>Money Market Account</i>	100,100.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,005,444.87	
Sub-Total		\$ 1,105,544.87
<b>Green Hill Cemetery</b>		
<i>Money Market Account</i>	50,366.16	
<i>Certificate of Deposit</i>	617,669.85	
<i>LGIP</i>	77,163.60	
Sub-Total		\$ 745,199.61
<b>AEDA</b>		
<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,490.59	
Sub-Total		\$ 270,490.59
<b>Federal Forfeiture Account</b>		\$2,885.82
<b>State Forfeiture Account</b>		\$14,462.17
<b>Operating Cash Account</b>		\$ 1,006,588.44
<b>Total Designated</b>		<b><u>\$ 3,145,171.50</u></b>
 <b>Grand Total Investments and Deposits</b>		 <b><u>\$ 16,878,560.09</u></b>

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	7,686,656.00
PCB	569,707.59
Accrued Liability	173,549.00
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	20,000.00
Funds earmarked for items not completed during prior FY	673,785.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	298,000.00
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00
Main St Sidewalk Extension Match (VDOT)	187,158.00

**Balance Remaining of Undesignated Funds \$ 3,082,598.23**

<b>RESERVE POLICY FUNDS</b>	
<b>General Fund:</b>	The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11)
	5,800,233
<b>Enterprise Fund:</b>	Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11)
	1,886,423
<b>Total Reserve Policy Funds</b>	
<b>7,686,656</b>	