

## Town Council Regular Meeting May 11, 2021

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on May 11, 2021 at 6:00 p.m.

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

### Council Members

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

### Town Staff present:

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

Altavista Utilities Director Tom Fore gave the invocation this evening.

Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

### 1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the May 11<sup>th</sup> Council Meeting Agenda.

#### Additions:

- #2 Recognitions and Presentations: APD Firing Range Use Request
- #11 Closed Session: a closed session has been added to this evening's agenda.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed May 11, 2021 Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve Council's May 11th Meeting Agenda as amended.

Motion carried.

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

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## 2. Recognitions and Presentations

- Personnel Changes

Town Manager Waverly Coggsdale informed Council of the town's personnel changes since April 1st, 2021.

- Milestones:

Shayne Petrie	Utilities WP Operator II	5 years (4/27/2021)
Stanley Bennett	Utilities WW Operator I	Retired (4/30/2021)

- New Hires:

Myra Trent	Avoca Events Coordinator	4/14/2021
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- Departures:

Aaron Dillard	Utilities Maintenance Specialist	4/02/2021
Eliza Puckett	Utilities WP Operator IV	4/16/2021
Matthew Moore	Public Works Maintenance Worker	4/16/2021

Councilman George referenced the three departures. He asked if the town knew why those individuals left their positions with the town.

Mr. Coggsdale stated, when possible, the town conducts exit interviews with each employee that concludes/leaves their employment with the town.

Mr. Coggsdale stated one of the fore-mentioned individuals took a position elsewhere, one left due to her husband taking a job in a different location/locality, and the other did not show up to work one day and the town later found out the individual took a job elsewhere.

There were no other questions from Council at this time.

- Proclamation

Town Manager Waverly Coggsdale informed Town Council that May 16th–22nd, 2021 was nationally recognized as Public Works Week. He asked for Council's consideration to also recognize this week by adopting a proclamation as such.

Mr. Coggsdale stated, if approved, David Garrett, Altavista Director of Public Works, would be accepting this proclamation on behalf of his department.

All Council members were in consensus to do so.

Mayor Mattox thanked Mr. Garrett and the Altavista Public Works Department for the hard work they do for the Town of Altavista and its community.

### *PUBLIC WORKS WEEK, MAY 16–22, 2021*

*WHEREAS, the Town of Altavista relies on Public Works employees to ensure the safety, health, and well-being of its citizens and visitors; and*

*WHEREAS, this year's theme "Stronger Together" celebrates the vital role public works plays in connecting us all together. At its cornerstone, public works provides, maintains, and improves the structures and services that assure a higher quality of life for our community.*

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*WHEREAS, streets, roads and bridges keep us linked together from coast to coast, and its clean water and sanitation services keep us healthy and allow our community to grow and prosper; and*

*WHEREAS, Public Works professionals, plan, design, build, operate, and maintain infrastructure including the water supply, sewerage and refuse disposal, public facilities and parks, and other structures and facilities essential to serving Town citizens and visitors; and*

*WHEREAS, our Town is safer and more efficient where citizens can enjoy the quality of life that makes Altavista special because of the dedication of Public Works professionals; and*

*WHEREAS, the Town of Altavista joins the American Public Works Association and other agencies and organizations in recognizing the contributions of Public Works professionals to the health, safety, welfare of the Town;*

*NOW, THEREFORE, I, Michael E. Mattox, Mayor of the Town of Altavista, do hereby proclaim May 16-22, 2021, as "PUBLIC WORKS WEEK" in the Town of Altavista, and commend its observance to Town citizens and visitors.*

*IN WITNESS WHEREOF, I have hereunto set my hand and affix the seal of the Town of Altavista on this the 11th day of May, 2021.*

*Town of Altavista*

\_\_\_\_\_  
*Mike Mattox, Mayor*

- APD Firing Range Use Request

Campbell County Sheriff Whit Clark came before Town Council in regard to this item.

Sheriff Clark referenced the Altavista Police Department (APD). He stated he and APD Chief Merricks had a long-standing partnership between their two departments.

Sheriff Clark asked for Town Council's consideration in allowing the Campbell County Sheriff's Office to partner with the APD and Town of Altavista for periodic access to their firing range for police officer training purposes.

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

Councilman Mitchell asked Sheriff Clark what type of training his department would be needing the site for.

Sheriff Clark informed Town Council the Campbell County Sheriff's Office was required to conduct training on a quarterly basis. He stated they would not always need the facility for fire-arms training. He stated they could require handcuff training, or arms retention.

Sheriff Clark stated he intended for the agreement to be a "partnership", and he would collaborate with Chief Merricks and the APD when his department needed to use the site.

Sheriff Clark stated, if allowed to use the APD Firing Range, his officers would keep the firing range in proper (clean) order, by picking up after themselves, and assisting with grass and property maintenance, if needed.

Sheriff Clark informed Town Council, if Chief Merricks approved, the Altavista Police Department was welcomed to join any of Campbell County's officer training at any time.

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Councilman Mitchell asked Sheriff Clark where his officers currently trained.

Sheriff Whit stated the Campbell County Sheriff's Office currently trained its officers at the Lynchburg PD Firing Range, for a cost.

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

Mayor Mattox asked APD Chief Merricks whether or not he felt the agreement/partnership would be a good idea for Altavista.

Chief Merricks stated he felt both the Altavista Police Department and the Campbell County Sheriff's Office were "on the same side", and he was in favor of the partnership.

Chief Merricks stated he had suggested the MOA (memorandum of agreement) to Sheriff Clark for liability purposes, just in case an officer was hurt during training.

Mayor Mattox stated he felt the more the two departments could work together, the better the outcome for the community.

Mayor Mattox asked Council if they wished to place the item on the June Consent Agenda.

Councilman Mitchell suggested the item be placed on a regular agenda for additional consideration. He stated he would like the matter to be discussed further "internally" with the APD, to determine whether compensation for using the firing range was appropriate.

Councilman Emerson shared his favor with approving Sheriff Clark's request. He informed Council, as a member of the Campbell County Sheriff's Office, he was aware of how hard the sheriff office had been trying to acquire their own firing range for years, but without success.

Mr. Emerson stated he felt Campbell County Sheriffs and APD Officers training together was invaluable, due to both departments assisting each other on numerous occasions in the past, and the continuous effort both departments strive to continue to work together.

Mr. Emerson stated, if the town needed officer assistance, the county would be there to help; and if the county needed officer assistance, he was certain the APD would also be there to help.

Mr. Emerson stated he did not feel the consideration should be about compensation, but about having the town's and county's police officers trained to the best of their ability for the betterment of the county, the town, and its community.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the request by the Campbell County Sheriff's Office to allow the department access to Altavista's PD Firing Range; with a MOA to be the collaboration between APD Chief Merricks and CC Sheriff Whit Clark.

Mayor Mattox asked Council if they had any additional comments or concerns in regard to this matter.

Vice Mayor Bennett referenced his previous experience on the Campbell County Parks and Recreation Committee, which at that time, also took care of English Park in Altavista.

Mr. Bennett stated he remembered the town receiving assistance from the county and its Board of Supervisors, if ever needed. He stated Campbell County and the Town of Altavista worked together in a "spirit of cooperation".

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Mr. Bennett stated he felt, the more the town and the county could work together, the more that could be accomplished for the strength of the community.

Sheriff Clark stated, if the APD or the Town of Altavista needed his department's assistance, he assured Town Council they would continue to receive it, whether Campbell County Sheriffs were approved to use the town's firing range or not.

Councilman Higginbotham shared his favor with the proposed partnership between the two police departments for use of the APD's firing range.

Mr. Higginbotham stated, however, he did not like for an item to be brought before Council and be expected to be voted on the same evening. He stated he agreed with Councilman Mitchell that all agenda items should be thoroughly discussed and considered by Town Council before being voted on.

Councilman George stated Council members, as well as Board of Supervisors, come and go, but he felt that should never get in the way of their efforts to continue having a good standing relationship between the town, the county, and the County Sheriff's Office.

Mr. George shared his favor with the presented/proposed partnership between the APD and the CC Sheriff's Office for use of the APD's firing range.

Councilman Lowman shared his excitement of the prospect for the Altavista Police Department and the Campbell County Sheriff's Department working more closely together. He stated he felt it would be a "win-win situation" for everyone involved.

Mayor Mattox stated this partnership has been an ongoing project during his entire time as mayor and a council member. He shared his favor with both police departments working together as a "team" for the safety and betterment of the community.

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

Motion carried.

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

Mayor Mattox thanked Sheriff Clark for his commitment and service and for his department's hard work they do each and every day for their community, including the Town of Altavista.

### 3. 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 May 11, 2021 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens Town 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.

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## 4. Town/Community Partner Updates

### A. Altavista On Track (AOT)

AOT Main Street Coordinator George Sandridge gave Town Council a brief update on a couple of the organization's current projects, since Council's regular meeting in April.

- Mr. Sandridge referenced AOT's recent application submission to the DHCD (Department of Housing and Community Development) for a Downtown Investment Grant. He stated the funding from this grant would be utilized to further Altavista's Downtown District Business Investment Grant Program, which helped new businesses in the downtown district with their first month's rent and utilities.

Mr. Sandridge stated AOT was still waiting for a response from DHCD in regard to this application.

- Mr. Sandridge also referenced AOT's recent application submission to the USDA (United States Department of Agriculture) for a Rural Business Development Grant. He stated, if approved/received, it was AOT's intent to utilize the funding of this grant to purchase the property at 616 Broad Street, Altavista.

Mr. Sandridge informed Town Council that AOT would hear from the USDA within the next month, with a definitive yes or no answer, in regard to this grant application.

- Mr. Sandridge stated Altavista On Track's monthly meeting was scheduled for the Thursday following this meeting, at 5:15 p.m. He stated anyone interested in the meeting was welcomed to attend.

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

Councilman Emerson referenced the Dalton's Landing Canoe Launch opening later that week. He asked if AOT had any upcoming events planned to incorporate the new site.

Mr. Sandridge stated not at that time. He informed Town Council the new canoe launch was identified in AOT's FY2022 Work Plan as a "possible marketing tool" for Downtown Altavista.

Mr. Sandridge referenced the Chamber of Commerce and their new Executive Director Grace Mattox. He stated, when working with Ms. Mattox and the Chamber, he would mention the suggestion for having some type of an event at the new canoe launch.

Mayor Mattox thanked Mr. Sandridge for the Altavista On Track updates. He stated the town appreciated him "turning over every rock" and doing his due diligence in finding available funding through grant opportunities.

### B. Altavista Area Chamber of Commerce (the Chamber)

The Chamber of Commerce Board of Directors Co-Chair Susan Hammack shared with Town Council the Chamber's most current updates.

- Ms. Hammack introduced everyone to the new Altavista Area Chamber of Commerce Executive Director Grace Mattox. She stated she felt Ms. Mattox would bring a fresh and dynamic new perspective to the Chamber through her education and experience.

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Ms. Hammack informed Town Council there would be a formal “Meet and Greet” at the Chamber’s Office, located at the Altavista Train Station, on May 27<sup>th</sup> at 8:30AM.

Ms. Hammack concluded her portion of the Chamber’s presentation, and stated Ms. Mattox would be continuing the Chamber’s updates that evening.

- Ms. Mattox referenced the Chamber’s recent “Movie Night” Event held at the Altavista Trade Lot. She stated, with the positive feedback she received, she felt the event had been successful.

Ms. Mattox stated, if interest remained high, it was the Chamber’s intent to hold the Movie Night Event quarterly. She stated there had been requests to show “children’s” movies.

- Ms. Mattox informed Town Council the Chamber would be continuing their monthly “Coffee and Conversation” events. She stated the next in-person event would be held on Thursday, May 27<sup>th</sup> at the Altavista Train Station.
- Ms. Mattox then referenced one of the Chamber’s annual summer events, TGIF. She stated the first TGIF for 2021 would be held on Friday, May 28<sup>th</sup> at the Altavista Train Station, instead of the regular location, the Avoca Museum.

Ms. Mattox informed Council the Avoca Museum was booked on May 28<sup>th</sup> with a previous engagement.

Ms. Mattox reminded Council the TGIF events were held on the last Friday of each summer month, May through August. She stated all TGIF events, after May, would be held again at the Avoca Museum, not the Train Station.

- Ms. Mattox stated, as soon as the existing COVID restrictions were removed, it was the Chamber’s intent to resume holding their “Lunch and Learn” and “Business Jive After Five” events, as previously planned.

Ms. Mattox thanked Town Council and the Town of Altavista for their continued support of the Altavista Area Chamber of Commerce. She stated she would be happy to answer any questions Council may have in regard to the Chamber’s upcoming events.

Councilman Mitchell referenced the Chamber’s recent request to hold the previously approved and allocated funds for the town’s annual Uncle Billy’s Festival (previously hosted/sponsored by the Chamber) as a placeholder in the FY2022 Budget, for the Chamber to utilize towards a potential Fall Festival. He asked for an update on the item.

Ms. Hammack answered stating that Coby Worsham and Brent Ashwell, both on the Chamber’s Board Directors and Chamber Civics Committee Members, were overseeing that particular event. She stated it was still the Chamber’s intent to have a Fall Festival.

Mayor Mattox asked if Council had any additional comments or questions in regard to the Chamber of Commerce, to which there were none.

Mayor Mattox thanked Ms. Hammack and Ms. Mattox for their time and the Altavista Area Chamber of Commerce for the good work they continue to do for the Altavista community.

All Town Council members welcomed Ms. Mattox to her new position as Executive Director with the Altavista Area Chamber of Commerce.

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At this time, Town Manager Waverly Coggsdale informed Town Council they only had a few more minutes before the start of the public hearings, scheduled to begin at 6:30 PM. He asked if they would like to take those few minutes and address another item on the agenda.

- Town Council moved to Agenda Item 7C., The Town of Altavista and Altavista On Track's Annual Contract Review Discussion.

### Background:

The Town of Altavista is a Virginia Main Street Community and Altavista On Track (AOT) manages the town's Main Street Program, as set forth by the Virginia Department of Housing and Community Development (DHCD). The initial "Agreement" between the Town of Altavista and Altavista On Track was executed on June 12, 2020, and ends on June 30, 2021. The agreement automatically renews unless a written notice from either party is provided by or before May 31<sup>st</sup> of each sequential year. The current agreement between Altavista On Track and the Town of Altavista calls for an annual meeting to discuss the ongoing relationship, planned AOT activities, AOT (yearly) Work Plan, board composition, and any other topics of interests to both parties.

Town Manager Waverly Coggsdale stated Town Staff was seeking to set the joint meeting for Tuesday, May 25<sup>th</sup>, which was prior to Town Council's Work Session, set to begin at 5:00p.m.

Mr. Coggsdale stated staff was recommending the work session begin at either 4:00, 4:15, or 4:30p.m., in order to allow an additional 45–60 minutes for the purpose of the joint meeting.

Mayor Mattox asked George Sandridge, AOT Main Street Coordinator, if he felt the joint meeting would go beyond 45 minutes.

Mr. Sandridge stated, while reviewing the current MOU between the two parties, he felt the joint meeting should not take more than thirty (30) minutes to conduct. He stated the meeting would consist of AOT updating Town Council on their activities over the past year, and a brief overview of AOT's recently adopted FY2022 Work Plan.

Mr. Sandridge stated, after that, AOT would be seeking feedback/input from Town Council for what they wanted to see AOT accomplish in the Downtown District over the next year.

Mayor Mattox asked for Council's input on which time to start the May 25<sup>th</sup> work session.

Mr. Coggsdale stated, if approved, the work session would start at an earlier time than normally conducted, therefore, the action would require an official "vote" to do so.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve the amended start time for the May 25<sup>th</sup> Council Work Session to 4:30p.m., in order to allow for a brief joint meeting between Town Council (The Town of Altavista) and Altavista On Track, to review the MOU between the two parties, for consideration of renewal.

Motion carried.

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



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At this time (6:31p.m.), Town Council conducted the three scheduled public hearings – Item #6 on the May 11<sup>th</sup> Agenda.

### **Explanation:**

The Town of Altavista is required to hold public hearings to allow citizens an opportunity to make comments on any matter pertaining to the FY2022 Budget, the FY2022-2026 Capital Improvement Plan (CIP), and FY2022 Utility Rate Increases. If needed, additional discussion among the Town Council can be held later during this meeting, as well as, during the May 25th Council Work Session. Approval/adoption of the proposed budget, CIP, and rate increases is scheduled for Council's Regular Meeting on Tuesday, June 8, 2021. The Budget provides for the town's Real Estate Tax Rate to remain at 8 cents (\$0.08) on every one hundred (\$100.00) of assessed value of real estate. The Personal Property Tax Rate will remain at two dollars (\$2.00) on every one hundred (\$100.00) of assessed value. Except for utility rates, all other rates and fees remain the same. The increase in utility rates will be addressed during tonight's third public hearing.

### **A. Town of Altavista proposed FY2022 Budget**

Mayor Mattox opened the public hearing in regard to this item at 6:31 p.m.

Mayor Mattox asked if anyone would like to address Council in regard to this matter.

No one came forward to speak.

Mayor Mattox closed this public hearing at 6:32 p.m.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed FY2022 Budget. There were no comments from Council at this time.

### **B. Town of Altavista proposed FY2022-2026 Capital Improvement Plan (CIP)**

Mayor Mattox opened the public hearing in regard to this item at 6:33 p.m.

Mayor Mattox asked if anyone would like to address Council in regard to this matter.

No one came forward to speak.

Mayor Mattox closed this public hearing at 6:34 p.m.

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

### **C. Altavista Utilities - Rate Increase (water and sewer)**

Mayor Mattox opened the public hearing in regard to this item at 6:34 p.m.

Mayor Mattox asked if anyone would like to address Council in regard to this matter.

No one came forward to speak.

Mayor Mattox closed this public hearing at 6:35 p.m.

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

Town Manager Waverly Coggsdale stated there was time set aside on the agenda later that evening (Item 8G) for Council to give input and direction to staff in regard to the three public hearing items.

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## 5. Consent Agenda

- A. Approval of Council Meeting Minutes
  - April 13th, 2021 Regular Meeting
  - April 27th, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
  - April 2021 Revenue And Expenditures
- C. Approval of Town Council's Strategic Work Plan (established at 2021 Retreat)
- D. Dalton's Landing Canoe Launch
  - Approval of Maintenance Agreement with Larry Dalton
- E. Approval to convert AOT's existing Façade Loan Program to a Grant Program

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the May 11th, 2021 Consent Agenda, to which there were none.

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

Motion carried.

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

## 7. New Business

- A. Public Works (PW) Department Fund Reallocation Request—for Repair of Garbage Vehicle

Background:

Sanitation (garbage) collection is a key service offered to citizens of the Town of Altavista, which Altavista also currently provides to the Town of Hurt through an annual contract. Recently, the inside packer blade on the 2016 Heil (newest) garbage truck was making a loud noise while packing the garbage inside of the body. PW found that a section of wear plates on the inside rails of the packer had broken and was causing the packer to be in a bind while packing the garbage. Terry Lambert, PW Fleet Mechanic, was able to make a temporary repair to get the truck back into operation. After further investigation, PW found the following necessary repairs: • Replace Wear Pads on Packer Panel • Replace Wear Plates on Packer Guide Tracks • Replace Packer Cylinders, Pins and Bushings • Replace Cylinder Hoses. Total repairs estimated at \$12,499.22, with a two-week repair time. Estimated from Mid Atlantic Waste System, the region's Heil Dealership Repair Center. There is a plan in place to order the necessary parts and begin using the town's 2004 Peterbilt Garbage Truck (backup), in order to assure continuous service, while the Heil is being repaired. Mr. Lambert determined that the EMC engine computer in the Peterbilt is bad. Mr. Lambert consulted with the Peterbilt Dealership in North Carolina and was told the truck would need to be towed to the dealership for this repair. The dealership is currently estimating the cost of the repairs, including a towing fee, verbally \$8,000.

Altavista Public Works Director David Garrett addressed Council in regard to this item.

Mr. Garrett stated he spoke with Assistant Town Manager Amie Owens and Town Treasurer Tobie Shelton in regard to the two garbage trucks and their maintenance issues. He informed Council they were able to find unused funds in the current fiscal year's PW CIP items that could be used towards the repairs of the two garbage trucks.

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Mrs. Shelton confirmed there were a couple of funding options available to utilize for the PW Garbage Truck repairs. She informed Council there was still \$4,500 remaining under PW "Sanitation Repairs and Maintenance" line item in the FY2021 General Fund.

Mrs. Shelton stated there were also two Public Works FY2021 CIP items that came in under their initial budget; (1) Tractor Mower, with a savings of \$5,850, and (2) Rotary Cutter, with a savings of \$5,200.

Mrs. Shelton also informed Town Council the Public Works Fuel System Computer Upgrade, a \$10,000 General Fund CIP item, had been postponed from FY2022 to FY2026.

Mrs. Shelton stated, with Council's approved, any of the fore-mention funds could be "reallocated" and utilized to repair the town's two garbage trucks as presented.

Mayor Mattox stated he was in favor of doing so. He asked Town Council if they had any questions or concerns in regard to Public Works' request, to which there were none.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve the request by Altavista's Public Works Director David Garrett; and authorize the Town Treasurer to reallocate funds saved (still available) in the FY2021 CIP for use towards repairing both of the Altavista Public Works Garbage Trucks as presented.

Motion carried.

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

### B. Altavista Police Department (APD) - Request to Send a Police Officer Candidate to the Central Virginia Police Academy

Background:

The Altavista Police Department has a vacant position. Based on the lack of available "certified" officers for the position, APD Chief Merricks intends to hire an individual and send the new employee to the Central Virginia Criminal Justice Academy for the required six (6) month training, which begins in July.

Altavista Police Department Chief, Tommy Merricks, addressed Town Council in regard to this item.

Chief Merricks stated the officer that recently departed from the APD also held a pilot's license. He informed Council the individual left to further pursue his career in that field.

Chief Merricks informed Council the candidate he is looking to hire recently graduated from college and is a local resident to the area, living on a family farm in Lynch Station.

Chief Merricks stated, if approved, he would send the candidate to the police academy, and the individual would be required to enter into a three-year contract with the APD.

Mayor Mattox asked Town Council if they had any questions in regard to Chief Merricks' request, to which there was none.

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Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve APD Chief Merricks' request to authorize him to hire a new police officer candidate and send the individual to the Central Virginia Police Academy in Lynchburg, VA.

Motion carried.

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

Mayor Mattox shared his appreciation for what Chief Merricks and the Altavista Police Department does for the citizens of Altavista and the community every day.

### C. Annual Contract Review between the Town of Altavista and Altavista On Track (AOT)

This item was addressed earlier in this evenings meeting, right before the start of the three public hearings.

## 8. Unfinished Business

### A. Reserve Fund Policy and Pending/Future CIP Project Funding Discussion

Background:

The Town of Altavista's existing Fiscal (Financial Policy), adopted September 2020, indicates the town will maintain an undesignated General Fund balance equal to 100% of General Fund annual recurring revenues (based on previous year's Financial Report). The Enterprise Fund (Water & Sewer) will have a minimum unrestricted cash balance equal to 50% of total water and sewer expenditures (based on previous year's Financial Report).

Town Manager Waverly Coggsdale referenced Town Council discussing this item at their April 27, 2021 Work Session. He stated there was a consensus of Council to place the item on tonight's agenda for further discussion/consideration.

Mr. Coggsdale stated, during the previous discussion, there was mention of the potential to change the town's Fiscal Policy in regard to, specifically, the General Fund.

Mr. Coggsdale stated Town Staff was seeking direction from Town Council on this matter.

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

Councilman Mitchell stated he would like to see a detailed spreadsheet pertaining to the town's reserve funds, both allocated and unallocated, from FY2021 and also projected for FY2022. He stated he felt this would give Council a better perspective when considering what percentage of reserve funds should be maintained.

Mr. Coggsdale informed Town Council the balances dated on the FY2020 Financial Report (Audit), per the current "policy", were as follows:

- General Fund: \$ 6,133,612 (100% Recurring Revenues)
- Enterprise Fund: \$ 1,996,828 (50% Expenditures)

Mr. Coggsdale stated a Reserve Fund was a fund that could be utilized in case there was ever a *state of emergency* and the town needed to fund its operations from reserves.

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Mr. Coggsdale stated it would be up to Council to decide whether they wished to change the amount in reserves for each fund, or leave the policy as it currently stands. He stated the change could be a “percentage or a flat number/amount” or both.

Mayor Mattox stated he did not feel it was currently feasible to keep a large amount of money in the bank, because there was very little interest accumulating, due to inflation. He stated he would rather see a portion of those funds allocated for CIP use for betterment of the community.

Councilman Mitchell stated he felt all of Council agreed that reinvesting in the community was the “path they wanted to follow”, however, Council needed to decide specifically how much of the reserve fund should be “freed up” for additional CIP use.

Mayor Mattox stated Council could evaluate the current and future desired projects, such as the Spark Innovation Center and Vista Theatre, as a guideline during that consideration.

Vice Mayor Bennett suggested allowing staff to configure how much money the town would need to keep in its Reserve Fund, in order to continue operations during a crisis.

Mr. Coggsdale stated the best the town could do would be to “plan the best they can”. He stated most localities only keep 30% in their Reserve Fund for emergencies.

Mr. Coggsdale stated this item was on the agenda at this time for discussion purposes. He stated Council could decide to continue this discussion at a later date.

There was a unanimous consensus by Town Council to place this item on a future meeting agenda for further discussion and consideration.

Mayor Mattox suggested the item be postponed from an agenda until additional information was received in regard to costs and funding for the Spark Innovation Center and Vista Theatre Projects.

Mr. Coggsdale agreed to do so.

### B. Dearing Ford Business and Manufacturing Center Discussion

#### Background:

Last year (2020), the Town of Altavista purchased the Dearing Ford Business and Manufacturing Center from Campbell County. The property is divided into two separate parcels: one is a developed Tier 5 Industrial site containing 21.75 acres, and the other an undeveloped site, located behind Wal-Mart, containing 28.10 acres.

Recently, the Lynchburg Regional Business Alliance filed a GO Virginia application on the town’s behalf, in regard to a proposed natural gas line extension to the industrial park. This infrastructure improvement is in response to a potential tenant of the park. The estimated cost of the gas line extension is \$1.2 million; with the grant application seeking \$800,000 and the town providing a \$400,000 match.

Town Manager Waverly Coggsdale informed Town Council the GO Virginia’s Region 2 Council voted to recommend to the GO Virginia State Board approval of this request. He stated the board was scheduled to meet on Tuesday, June 15<sup>th</sup>.

Mr. Coggsdale stated staff appreciated the hard work put forth by Megan Lucas at the Lynchburg Regional Business Alliance on behalf of the Town of Altavista in this matter.

Mr. Coggsdale also referenced a recent discussion by Town Council regarding their potential interest in conveying the Dearing Ford Business & Manufacturing Center property to the Altavista Economic Development Authority (AEDA).

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Mr. Coggsdale reminded Town Council, in order to consider conveyance, Council was required to conduct a public hearing on the matter.

Councilman Mitchell asked, if approved, were there any other “legal obligations” the town needed to conduct in order to convey the property to the AEDA.

Mr. Coggsdale stated he was not aware of any, but staff would investigate the matter with the Town Attorney and have an answer by the next Council meeting.

Councilman George referenced the \$400,000 match required by the town if the grant was approved. He asked if the Campbell County Board of Supervisors had been approached in regard to helping the town pay for the project/match.

Mr. Coggsdale stated Campbell County had been made aware of the potential project on an “administrative level”. He stated the next step would be to inform the Board of Supervisors, especially if Council desired to seek funding from them for the project.

Vice Mayor Bennett suggested Council consider, first, authorizing the Town Manager to contact a Campbell County Board of Supervisors Representative and informing them of the project, before moving forward with asking for fund assistance.

Town Council members were in consensus to do so.

Councilman Mitchell suggested, if Council decided to request funding assistance for this project from the county, to first figure out what that amount/percentage would be before bringing the item before the Board of Supervisors.

Councilman George suggested comparing the revenue the town would receive compared to the revenue the county would receive in regard to this property when considering what amount, or percentage, of funding to request from the county.

Councilman Mitchell stated he felt that would be “reasonable”.

Council was in a consensus to do so.

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

### C. Dalton’s Landing Canoe Launch – Access Policy/Rules

#### Background:

There will be a sign at the entrance/exit gate stating that operating hours are from dawn until dusk; and before and after that time, the parking lot gate will be closed and locked, with no overnight parking. While there is a mechanism for the routine daily opening and closing of the Dalton’s Landing Canoe Launch site, as outlined in the agreement with Larry Dalton, there has not been a formal procedure as to whom to contact in the event that someone’s vehicle is locked in the parking lot after hours-of-operation are over.

Assistant Town Manager Amie Owens stated staff was seeking Town Council’s direction related to the process for after-hours gate opening; and what, if any, fees would be associated with such unlocking.

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

Councilman Emerson stated, initially, he was in favor of the gate being allowed to be unlocked, without charging a fee to do so. He stated, however, if the matter became a reoccurring issue, the town could then consider charging a fee if the gate had to be opened after the hours of operation.

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Mr. Emerson stated, if the responsible party for opening the gate after-hours was going to be the Altavista Police Department (APD), they would need access to the gate keys for themselves and possibly the Game and Fishery Wardens (Conservation Officers).

Town Manager Waverly Coggsdale stated the draft design for the Dalton's Landing site signs included the "non-emergency" 911 dispatch phone number for after-hour instances.

Vice Mayor Bennett stated the number of times the APD were called to unlock the gate would need to be monitored to determine if the instances were reoccurring by the same individual.

Mr. Coggsdale asked Councilman Emerson, Campbell County Sheriff's Office Investigator, if calls to the dispatch phone number were "logged" for a reference to history, to which Mr. Emerson stated they were.

Town Attorney John Eller referenced the sign samples and asked if "dawn to dusk" would be clear enough for patrons of Dalton's Landing to understand the hours-of-operation timeframe intended by the town.

Councilman Emerson stated the morning hours would not be as much of an issue as the evening hours.

Mr. Emerson informed Council the Code of Virginia Game Laws state "thirty minutes before light and thirty minutes after dark".

Mayor Mattox stated, with such matters, the town would make a decision, and if it did not work as planned, the town would make adjustments accordingly.

Councilman Higginbotham suggested using the phrase "sunrise to sunset" for the hours-of-operation indicated on the rule signs at Dalton's Landing.

Mr. Eller stated that was in the state rules indicated for personal watercraft at lakes.

Town Council was in consensus to do so.

Ms. Owens informed Council that a "soft opening" for Dalton's Landing Canoe Launch was tentatively scheduled for Thursday, May 13<sup>th</sup>.

Mayor Mattox thanked Ms. Owens for the "great job" she did in regard to this project.

### D. Clarion Road Waterline Extension Project

#### Background:

At the February 9, 2021 Town Council Meeting, Town Staff informed Council that a local business had requested the town install a new 12" line to their facility, with no cost to the town; and once installed, the line would be transferred to town ownership. Also at the meeting, staff requested Council's consideration for a partial waiver of the connection fees related to the construction of the new water line. Council accepted staff's recommendation and approved the partial waiver.

Altavista Utilities Director Tom Fore addressed Town Council in regard to this item.

Mr. Fore informed Council that the Statement of Work Agreement for this project, between the Town of Altavista and said business, had been signed.

Mr. Fore stated, at this time, Town Staff was seeking Council's approval to move forward with this project, now that the agreement was signed.

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Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve Town Staff's request and allow them to move forward with assisting, administratively, on the installation of a twelve inch (12") water line to the business in this matter, in accordance with the Statement of Work Agreement between the two parties.

Motion carried.

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

### E. COVID-19 Rules, Regulations, and Guideline Updates

Town Manager Waverly Coggsdale addressed Town Council in regard to this item.

Mr. Coggsdale informed Council that the Governor of Virginia recently released a new Executive Order, in which water activity facilities, such as pools and splash pads, were able to open back up for operation, however, there were still a few guidelines to adhere to.

Mr. Coggsdale referenced Altavista's splash pad facility, located in English Park. He stated Assistant Town Manager Amie Owens and Public Works Director David Garrett were working together to make sure all signage at English Park, the town playgrounds, and the splash pad conveyed the current CDC/COVID guidelines.

Mr. Coggsdale confirmed with Ms. Owens, and informed Town Council the English Park splash pad was tentatively scheduled to open on Saturday, May 22<sup>nd</sup>. He stated the new, temporary, signage would be paid for out of any remaining CARES Act funds.

Mr. Coggsdale referenced the new and ongoing COVID guideline updates. He asked Council if they wanted all updates to be placed on a meeting agenda for discussion, or would they rather have Town Staff implement any new guidelines and "openings" as they were released, such as facility and pavilion rentals.

All Town Council members were in consensus to allow Town Staff to implement any new COVID guidelines pertaining to town facility openings, as the Governor releases them.

Councilman Emerson referenced the English Park Boat Ramp/River Access. He asked if the matter of whether or not the town was required to charge a fee for this access had been resolved.

Town Manager Waverly Coggsdale, confirmed by Assistant Town Manager Amie Owens, stated the "20 year Agreement" between the Town of Altavista and the State of Virginia had expired and not renewed.

Mr. Coggsdale stated, moving forward, the town was responsible for the maintenance at the boat ramp area. He stated accordingly, the town also had the option to charge an access fee if so desired, however, Town Council recently voted against doing so.

Councilman George referenced the May 22<sup>nd</sup> opening of the town's splash pad. He stated the proposed, temporary, signs for the splash pad mentioned only allowing one hundred (100) participants at a time.

Mr. George asked if a town employee would be at the splash pad enforcing this guideline.



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Mr. Coggsdale stated there were still a few requirements the town needed to follow. He stated there would be temporary signage placed at the splash pad with the most current guidelines, which would remain until those requirements were lifted/released.

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

### F. Capital Improvement Plan (CIP) Updates

The Town of Altavista's FY2021 Capital Improvement Plan (CIP) was approved by Town Council last June and became effective on July 1, 2020.

A Pedestrian Bridge Project was included in the FY2021 CIP for English Park. This bridge will connect the existing smaller and larger field; and a gravel trail will also be installed to provide a loop to Eagle Trail. This item was presented to Town Council at their November 2020 Work Session and they requested a not-to-exceed cost of \$50,000 for purchase and installation of the bridge. Council authorized the purchase of the bridge at their December 8, 2020 Regular Council Meeting, as part of the Consent Agenda.

Town Manager Waverly Coggsdale addressed Town Council in regard to this item. He referenced the FY2021 CIP Update Spreadsheet given to Council in their meeting packet and stated the document was prepared by the Assistant Town Manager Amie Owens.

Mr. Coggsdale stated the update was intended to let Council know the status of all the FY2021 CIP projects to date. He stated, moving forward, it was staff's intent to deliver such CIP updates to Council on a quarterly basis.

Mr. Coggsdale then referenced the English Park/Eagle Trail Pedestrian Bridge Project. He stated the bridge was ordered and scheduled to be delivered by late May/early June.

Mr. Coggsdale informed Council that staff was currently working on the abutment design for the bridge's placement, in order to get a better estimate of cost for the abutment.

Mr. Coggsdale reminded Council there was \$50,000 allocated in the budget for this project. He stated staff was making every effort possible to assure the project would be completed within that budget, including installation.

Councilman Mitchell asked what the timeframe of completion was for this project.

Mr. Coggsdale stated the completion of this project would depend on how soon the abutments could be installed in order to move forward with the placement of the bridge when it arrived (previously noted as late May or early June).

Councilman George referenced the previously approved restrooms for the back (newer) part of English Park. He asked for an update for their installation.

Mr. Coggsdale stated the restroom project was designated in the FY2022 CIP.

Assistant Town Manager Amie Owens stated, once the FY2022 Budget and CIP were approved/adopted, this project was tentatively scheduled to begin in July 2021.

Mr. Coggsdale referenced the Eagle Trail Pedestrian Bridge Project again. He stated there had been some previous discussion in regard to where to place the bridge.

Mr. Coggsdale stated there were two options available; the initial location and an alternate location, which was closer to the river.

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Councilman George stated he felt the alternate location was the more beautiful of the two options, but he had concerns if that location would be a viable option, due to the pedestrian bridge already being ordered.

Councilman Higginbotham stated the difference in distance between each placement option was slight enough that it would not be an issue. He referred to Altavista Public Works Director David Garrett for confirmation.

Mr. Garrett informed Council the slight difference in distance was not an issue, because the abutments could be adjusted to compensate for the difference.

Councilman Mitchell asked, if the town chose the alternate option, would the cost increase.

Mr. Garrett stated he felt it shouldn't, but he was unsure until the GEO test was complete.

Mr. Coggsdale stated the cost would also depend on the "type/style" of abutment used.

Councilman George stated he was comfortable with the alternate option after hearing from his engineer co-councilman, Mr. Higginbotham.

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

Town Council was in consensus to move the Eagle Trail Pedestrian Bridge Project forward using the "alternate" bridge placement location.

Mayor Mattox thanked the Town Manager and Assistant Town Manager for their work on this project.

### G. FY2022 Budget and FY2022-2026 CIP Discussion

Background:

The "Budget" is the town's spending plan for the Fiscal Year. The town's fiscal year runs from July 1st to June 30th of the following year. Once Town Council adopts the budget, the funds are allocated to allow Town Staff to carry on the town's day-to-day operations. Traditionally, following the required public hearings, the Budget and Capital Improvement Program are placed on the next month's regular meeting agenda for adoption.

Town Manager Waverly Coggsdale stated this time was allocated for Town Council to consider the proposed FY2022 Budget and FY2022-2026 CIP and any changes or corrections they may wish to address before moving forward with adoption of both at their next regular meeting in June. He stated Council would also have another chance to do so at their May 25th Work Session.

Mayor Mattox referenced the town's "street sweeper", initially in the FY2022 Draft CIP for replacement. He asked Public Works Director David Garrett for an update on the potential to repair the piece of equipment, instead of replacing it at this time.

Mr. Garrett informed Council that he reached out to the equipment dealership and they came down to evaluate the amount of repairs the street sweeper needed.

Mr. Garrett stated he had not received an estimated cost for the repairs from the dealership as of this date, but his in-house (town) mechanic estimated the repair costs to be between \$15,000 and \$20,000.

Mayor Mattox shared his favor with repairing the town's current street sweeper over purchasing a new one at this time.

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Town Manager Waverly Coggsdale asked if it was Town Council's desire to reallocate the funds initially allocated in the FY2022 CIP Budget for this item to "reserves" for when the street sweeper needed to be replaced in the future.

Town Council had a unanimous consensus to do so.

Mr. Coggsdale stated Town Staff would use a 50/50 split between the General Fund and the Highway Fund for the estimated \$20,000 needed to repair the street sweeper.

Councilman George referenced the Town Staff Reports given to Council in their meeting packets. He asked for confirmation of the amount shown for March 2021 for Meals Tax.

Mr. Coggsdale stated the meals tax for March 2021 was the highest monthly amount that had been received/recorded during his time as the Town Manager.

Mayor Mattox stated, with the decrease of COVID restrictions recently, he felt the increased amount was a reflection of how so many people were ready to get out and enjoy going to restaurants and eateries again, since the start of the COVID pandemic a year ago.

Councilman George also referenced the "Meals Tax Compliance Audit" the town was currently in the process of. He asked for an update on the progress of the audit.

Altavista Finance Director Tobie Shelton stated the auditors had picked up the "information" they requested from four (4) town restaurants/establishments. She stated they were in the process of evaluating (auditing) those businesses for compliance.

Mayor Mattox asked Town Council if they had any additional questions, comments, or concerns in regard to Altavista's proposed FY2022 Budget, or FY2022-2026 Capital Improvement Program, to which there were none.

### 9. Reports and Communication

- A. Town Manager's April 2021 Monthly Report
- B. April 2021 Departmental Reports
- C. Council Monthly Calendars – May and June

Town Manager Waverly Coggsdale stated the Departmental Reports and Council Calendars were delivered to Town Council at an earlier date with their May Council Meeting Pre-Packet.

Mr. Coggsdale stated the Town Manager's Report was a "verbal" update at this point, with a written report to follow later that week.

Mr. Coggsdale stated he and Town Staff would be happy to answer any questions Town Council may have in regard to the monthly reports.

Councilman Emerson referenced the Eagle Trail Overlook, located in English Park. He asked for an update regarding the previously discussed project to dedicate the overlook to Pat deBernard. He also asked for an update of when the previously approved chairs would arrive for the overlook.

Town Manager Waverly Coggsdale informed Town Council he tracked the chair order for the status of their delivery. He stated the overlook chairs would arrive by the end of May.

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Mr. Coggsdale stated, in regard to dedicating the overlook to Mr. deBernard, he would collaborate with Town Council to determine what they wanted the dedication plaque to read.

Mr. Emerson suggested extending an invitation for the dedication ceremony, not only to his wife, but also to the Mr. deBernard's children.

Mr. Coggsdale asked for Council's direction for where they wanted the dedication plaque displayed at the overlook site.

Mr. Emerson stated he felt the concrete bench on the front lower part of the overlook needed to be more noticeable that there was actually a bench there. He suggested the town address that issue, and then place the dedication plaque mid-way of the overlooks base, and above the concrete bench.

All Council members were in consensus to do so.

Councilman George stated he felt David Garrett, Altavista Public Works Director, would have some ideas on how to more prominently define the overlook's bench.

Mr. Garrett stated, under Council's direction, he would be happy to help with the project.

Mr. Emerson suggested having a wood bench top and side handrails in the same stain color as the new chairs for the overlook were going to be.

Mr. Coggsdale stated Town Staff would collaborate with Council in order to best address the desired look of the overlook bench, without taking away from its overall esthetic on the trail.

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

### 10. Matters from Council

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

- Councilman Mitchell referenced a town business that recently came before Town Council asking for a "grace period" to help them catch up on their town taxes due. He asked for an update on the matter.

Town Manager Waverly Coggsdale stated, confirmed by Town Finance Director Tobie Shelton, the said business was fully up-to-date on their town taxes.

Mayor Mattox thanked Town Staff and Town Council for their due diligence in regard to the FY2022 Budget and CIP process. He stated he felt this was a good meeting and he appreciated everyone's efforts, input, and hard work.

### 11. Closed Session

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

Section 2.2-3711 (A)(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.

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Section 2.2-3711 (A)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

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

Motion carried.

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

Town Council went into Closed Session at 7:27 p.m.

Notice was given that Town Council was back in regular session at 8:04 p.m.

### FOLLOWING CLOSED SESSION:

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

### CERTIFICATION OF CLOSED MEETING

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

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

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

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

## 12. Adjournment

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

The meeting was adjourned at 8:05 p.m.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk