

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

The March 29th, 2022, Town Council “continued” Work Session was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, March 29th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present:

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

Also Present:

Mr. Gary Shanaberger, Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, APD Chief of Police
Mr. Tom Fore, Public Services Director
Ms. Sharon D. Williams, Community Development Director
Mr. Jeff Arthur, Public Works Manager
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Assistant Town Clerk

1. Agenda Adoption

The adoption of the March 22nd Work Session covers this work session, as it was a continuation of that meeting. With a motion made by Councilman Tracy Emerson, and seconded by Councilman Tim George, the agenda was approved that evening with a 7-0 vote.

2. Citizen's Time

There were no citizen comments on this date.

3. Recognitions and Presentations

- Employee Compensation Market Study and Peer Analysis

Background:

During their December 2021 Regular Meeting, Town Council asked Staff to advertise RFPs to firms that would conduct a Compensation Study and Peer Analysis for the Town of Altavista. At the January 2022 Council Meeting, Staff informed Council that the Berkley Group was the only respondent to the RFP. Council then authorized Staff to move forward and award the task to The Berkley Group.

Mayor Mattox welcomed Margaret Smith and Beth McDaniel, with The Berkley Group, to present Council with the results of the market study and peer analysis.

Ms. Smith and Ms. McDaniel presented Council with an overview of what the town had asked for, and the results of the market study and peer analysis. Ms. Smith started by sharing some of the “goals” the town identified as desired results from the study.

- Attract and retain a qualified workforce
- Understand the current pay system's position in relation to the regional market
- Pay Systems that are competitive, while balancing fiscal responsibility
- Individual pay that reflects the value of employees, their work, and their commitment to the Town
- Ensure that paid time off policies and practices are aligned with comparable organizations

Town Council’s March 29th, 2022, Work Session – continued from March 22nd Work Session

Ms. Smith continued and shared the town’s foundational principals for conducting the compensation study.

Competitiveness:

- Match the market rather than lag or lead
- Generally, pay components between 95% and 105% of market averages indicates a competitive system.
 - *In a tight labor market, individual pay below 100% of the market average pay puts the Town at risk of losing experienced employees.
 - **Pay ranges that are less than 95% of market averages may result in difficulty attracting, recruiting, and retaining qualified candidates.

Awareness:

- Available labor – the days of large applicant pools are gone
- Social “contract” expected by newer workers is very different
- Value and desirability of benefits have eroded

Compliance:

- Ensure that the pay structure accommodates the mandated minimum wage increase, effective on January 1, 2023; and is flexible enough for future increases
 - *Commonwealth of Virginia minimum wage will increase to \$12 per hour

Ms. Smith continued and shared a brief overview of the market study process and how the Berkley Group gathers and develops the data to best help the town meet their goals. She stated the Berkley Group collaborates with Town Staff throughout the entire process.

Ms. Smith stated, along with Town Staff, the Berkley Group established a list of regional employers that were the town’s most likely competitors for employee applicants.

Town of Amherst	Amherst County
Campbell County	Chatham
Town of Bedford	Bedford County
Gretna	Lynchburg
Danville	Pittsylvania County
Amherst County Utility Services Authority	Campbell County Utilities & Service Authority
Bedford Regional Water Authority	Business & Learning Resources

Ms. Smith stated the listed employers were either the same or similar in nature to the Town of Altavista, which produced a sufficient amount of data to conduct the study with valid results for comparison.

Ms. Smith informed Council that 51% of the town’s jobs were at least 10% below the average minimum, mainly due to Altavista’s Pay Structure lagging the current market in both minimum and maximum pay ranges. She stated the town’s individual pay scale also lagged the market average actual pay.

Ms. Smith stated the Berkley Group recommended the Town of Altavista take a “multi-step approach, starting with assigning town jobs to a more competitive pay grade. She stated the town could also consider providing a general wage increase, with further adjustments if needed to align specific employee pay with market average pay.

Ms. Smith continued and shared that 58% of town employees were paid less than market average. She stated that percentage had a lot of variables to consider, such as time of service She named a few positions that “generally” do lag the market in pay, such as bus drivers, street and ground employees, department directors, and law enforcement.

Ms. Smith stated there were unique challenges currently facing law enforcement, such as societal pressures, negative media, and varying public support, that result in high turnover

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

rates and few applicants. She stated the Berkley Group recommended incentives for Certified Officers, as well as structural changes to assure predictable pay advancements.

Ms. Smith paused her presentation to asked if Council had any questions at that time.

Councilman Mitchell stated he noticed the study mostly compared other municipalities and asked if there were any private comparisons the town was also competing with.

Ms. Smith stated there was a small amount of data available pertaining to the private sector, but for the most part, they were unable to acquire much of that information for comparison.

Councilman George asked if VDOT was used as a comparison for this study, to which Ms. Smith answered they were not. She stated, while VDOT was a strong competitor for employers across the state, The Berkley Group wanted to keep the data regional to Altavista. She also said that VDOT had been unwilling to share their compensation data.

With not other questions at that time, Ms. Smith continued her presentation.

Ms. Smith stated the Berkley Group was also asked by the town to include paid time off and given holidays in the market study. She stated, while Altavista offered 40 hours of paid leave/vacation annually after an employees' first six months, the market average was 97 hours; after the first year, 80 hours to the market's 97 hours, and at the five-year anniversary, 104 hours to the market's 125 hours on average.

Ms. Smith informed Council that Altavista was considerably lower than the market average for how many hours of leave an employee could carry over from one year to the next: Altavista 80 hours vs. 225 hours as the market average. She stated the town was also lower in the number of holidays observed: Altavista gave 10 holidays off with pay, while the market average was 13.7, and the state gave 13.5 paid holidays.

Ms. Smith referenced the option of "retiree medical coverage" and stated, while Altavista did not currently have the option, the respondents of the study offered it either fully or partially until Medicare was available to the retired employee.

Ms. Smith stated that the Town Manager, Gary Shanaberger, also asked the Berkley Group to look into another benefit some law enforcement agencies offer, "take-home vehicles". She stated, out of ten respondents of the study, three organizations did not allow take-home vehicles, six of them did allow it if the officer lived within a certain distance of work, and one offered the benefit of a take-home vehicle without restrictions.

Mayor Mattox stated that the Town of Altavista did offer the benefit of having a take-home vehicle if an officer lived within town limits. He stated the town offered the benefit to encourage officers to live in Altavista.

Chief Merricks confirmed the Mayor's statement and stated, at that time, the town did not employ any officers that lived in Altavista.

Councilman George asked Chief Merricks if an officer received a stipend for living within town limits, to which Chief Merricks answered yes, \$1,500 per year.

Ms. Smith shared The Berkley Group's recommendations for the town to consider when tailoring their pay structure to fit Altavista's goals, culture, and internal equity.

- Use current pay structure, but start positions higher in "grade" in order to meet the market's minimum
- Assign jobs to competitive pay ranges and bring employee pay to new minimum, if current pay is below
- Provide a competitive general wage increase (COLA: cost-of-living adjustment)
- Address individual employee pay that still lags the market

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

Councilman Higginbotham asked if “overtime pay” was factored into the presented results.

Ms. Smith answered it was not, only base-pay was considered for the study. She stated, while overtime is an added opportunity for employees to make more money, it was not guaranteed, therefore the study focused on a 40hr per week/52 weeks per year schedule.

Ms. Smith shared the “next steps” from The Berkley Group’s recommendations.

Step 1: Revise the Structure

- Compare market minimums to pay structure
- Assign jobs to a competitive pay grade based on average market minimums and maximums
- Bring all employees’ pay to minimum of new pay range, if current pay is below

Ms. Smith stated, for Altavista, the cost to do so would be approximately \$62,000. She stated almost half of the town’s workforce (26 employees) would receive an adjustment to minimum pay. She stated there were 16 vacant positions that may also fit that category if hired, so the town would need to take that into consideration during the budget process.

Councilman Higginbotham questioned the town currently having sixteen vacant positions.

Ms. McDaniel stated the positions were considered “job titles” and that number could include positions that were no longer needed, thus the reason for the vacancy.

Mayor Mattox poled Town Directors for the number of positions that were currently vacant in their departments.

Tobie Shelton, Finance Director, stated her office was full, with no vacancies at that time.

APD Chief Merricks stated he had two cadets in the academy and was one officer down but had a potential to replace that position very soon.

Public Services Director Tom Fore stated, including the Wastewater Treatment Plant being down one employee, his departments were down six employees all together.

Mr. Fore stated the fore-mentioned town vacancies included titles such as Public Works Director and Utilities Director, to which were combined to create one director over public services. He stated there were also other positions/titles that were no longer used by the town and that may be why the vacant number was high.

Ms. Smith reminded Council, while the vacancy number may be revised to reflect positions that needed to be removed because they were no longer used, the town’s budget would not be affected unless one of the vacancies was filled.

Ms. Smith stated the town needed to determine whether it was more cost efficient to continue paying overtime or fill a vacant position, while considering how long an employee could sustain working overtime hours efficiently.

Councilman Emerson stated, in current times, it had become harder to get job applicants.

Vice Mayor Bennett stated he believed people were becoming more favorable to having a better “quality of life” and time off with their families and/or hobbies by working a 40-hour week with a proper wage, than trying to earn more money by working overtime.

Ms. Smith agreed and stated she believed the COVID pandemic accelerated that “want of flexibility and balance” for most people.

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

Step 2: Common Increase to All Employees

- Award a general increase to all employees
 - Helps maintain competitiveness within the region
 - A general increase advances current employee pay away from the minimum of the range

Ms. Smith stated implementing a general wage increase would, not only move employee pay away from the minimum market average, but also help the town stay competitive in the job market. She said, due to recent inflation, a lot of organizations, including the State, were considering a general wage increase starting at 5% or higher.

Councilman George asked if The Berkley Group had a recommendation to the town for what percentage to use if a general wage increase was approved.

Ms. Smith stated the decision was up to Town Council. She stated the percentage would need to be based on what was most feasible for the town, but the higher the percentage, the more competitive the town would be among other employers with job applicants.

Step 3: Consider Market Adjustments

- Compare resulting pay and consider additional market adjustments to bring individual pay in better alignment with market averages; also considering years of service
- Review for pay equity and consider individual adjustments for similarly situated employees

Ms. Smith stated, if the town moved positions up in pay grade, implemented a general wage increase, and were still under or at the market minimum for employees with several years of service, the town may want to consider an additional measure for those individuals.

Ms. Smith concluded the compensation market study and peer analysis presentation and stated the town's next step would be to consider the market study results and discussion to develop a plan that was feasible under the town's budget.

Councilman Higginbotham asked what it would cost the town to implement a general wage increase to all town employees.

Ms. Smith answered approximately \$24,000 per percentage point.

Altavista's Finance Director Tobie Shelton stated the amount was \$34,000 with benefits.

Mr. Higginbotham asked if that number included the FY2023 increase to health insurance premiums, to which Mrs. Shelton answered it did.

Councilman Mitchell asked what percentage for a wage increase was used as a placeholder in the FY2023 Draft Budget, to which Mrs. Shelton answered 3%.

Councilman Lowman stated, if the town approved a 3% wage increase and the state and other organizations compared to in the study also implemented a 3% or more increase, the town would continue its current situation of being under the market average. He stated the town would need to implement at least an 8% increase to stay competitive.

Ms. Smith stated it was smart to look at, not only catching up with the market's average on wages, but also what to do to stay caught up.

Councilman Emerson stated his employer was discussing giving a 5% wage increase and also a bonus to long-term employees of \$100 per year for each year of service as a way to combat the compression issues of a general (across-the-board) wage increase.

Ms. Smith stated that Altavista could consider doing the same, however there were a lot of variables to consider. She cautioned Council that a locality should never give an over-proportioned amount of funds/resources to long-term employees at the expense of not being able to hire new ones.

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

Ms. Smith stated, after a general wage increase is implemented, the town could consider giving a “bonus” to employees with twenty-plus years of service, in order to combat potential compression issues.

Councilman Emerson shared his opinion that wages/bonuses for police officers should be considered separately/differently than other town employees. He stated, if the county approved giving their officers a pay increase that following week, and the town only gives its officers the same increase as other town employees, the town would still be behind in the job market for public safety officers.

Ms. Smith stated, there were a variety of ways to do so, and although she was not a fan of a “step-system” pay structure, a lot of localities were using, or were going to, a step-system for their public safety officers. She said some localities start their officers at a higher starting rate than others to be more competitive and market sensitive.

Ms. Smith stated, concerning employee compensation and how to stay competitive in the job market, it was smart to use a combination of strategies between revised pay ranges, market adjustments, and individual adjustments. She said it was also important to target resources where they would be the most affective and feasible for the town.

Mayor Mattox shared his favor with how the school system substantially increased the pay of employees for the last two years of service before retirement because it favorably affected their VRS. He stated he believed it helped retain employees.

Ms. Smith stated that method could be considered two ways: either a person stayed until they were retirement age to be able to take advantage of the two years of increased pay, or they leave to find employment that offered higher pay or bonuses.

Ms. Smith reminded Council that it was hard to please everyone, all the time, and it was a balancing act for localities to maintain a feasible pay structure and retaining good employees, which was why The Berkley Group recommended using a combination of actions to implement the best overall plan for the town.

Councilman Emerson asked Ms. Smith if she believed the town should address this matter sooner rather than later.

Ms. Smith answered yes, so the town could be more competitive in the job market when recruiting new employees, and to help retain its existing employees. She said there were more jobs vacant now than there were just two years ago, so the current workforce had more options available.

Mayor Mattox asked Council if they had any additional questions regarding the employee compensation market study presented by The Berkley Group, to which there were none.

Mayor Mattox asked Town Staff if they had any questions or comments.

Public Services Director Tom Fore referenced the town's (16) vacant positions that Ms. Smith spoke of earlier in her presentation. He stated, while there was Class IV, III, and II Operators listed as positions for the Water Plant, his current staff at the Water Plant were all Class I Operators, which was what the town strived for their operators to be. Mr. Fore stated this was one of the reasons the town showed such a high number in vacancies.

Ms. Smith said the town spends a lot of time and money training their Class I Operators, so they need to be paid competitively so that they stay with the town. She stated that employees will ultimately do what is best for them and their families, so a fair wage is needed to retain them and keep them from considering other employment.

Mayor Mattox asked the Town Manager and Finance Director for their input on the matter.

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

Town Manager Gary Shanaberger suggested Council continue the work session on the following Tuesday and/or Thursday, so a final draft budget could be ready for the April 12th regular meeting deadline.

Mr. Shanaberger stated he believed The Berkley Group provided the Town of Altavista with a good plan to work with. He also shared his appreciation for Council's input. He stated that he would work with Mrs. Shelton, Mr. Fore, and Chief Merricks to develop a plan for their departments that would be fair to employees and feasible for the town.

Mr. Shanaberger stated, if Council approved of a continued work session, he and the fore-mentioned department directors would work together to have a draft completed and forwarded to Council for review before the meeting.

Mayor Mattox asked APD Chief Tommy Merricks for his thoughts on the matter.

Chief Merricks stated, concerning his department, giving his officers only a minimum wage increase would definitely cause "compression" within the department. He stated he would appreciate anything Council could do to deter that in regard to pay increases.

Vice Mayor Bennett stated, when he worked in the private sector, his employer conducted a wage and benefit survey every year with similar employers in the surrounding area. He asked Ms. Smith how often a municipality should conduct such a survey/analysis.

Ms. Smith shared her favor in accessing the matter "every year". She stated there were tools sponsored by the Institute of Government, to help localities with this task. She stated it would be wise to take a more comprehensive look at employee compensation every three to five years to stay competitive in the job market.

Vice Mayor Bennett concurred with Ms. Smith and recommended to Council to allow Town Staff to take a more aggressive approach in keeping the Town of Altavista's employee wages and benefits in line with the current job market.

There was a unanimous consensus of Town Council to do so.

Ms. Smith concluded by informing Council there were definitions at the end of the presented document to help with understanding the terminology used in the study.

Mayor Mattox asked Mrs. Shelton, Finance Director, for the amount of surplus, if any, was listed in the draft of the proposed FY2023 Budget.

Mrs. Shelton explained to Council there was a total surplus a little over \$800,000, split between the Enterprise Fund at \$450,000 and the General Fund at \$350,000, neither of which included CIP items.

Mrs. Shelton stated, while the Enterprise Fund would show a surplus of \$65,000 after CIP, the total General Fund CIP was almost \$1.5 million and would take a transfer-in from Reserves of approximately \$800,000 to balance the budget. She reminded Council that Phase II of the Spark Innovation Center Project was \$600,000 of the FY2023 proposed CIP but was a one-time expense to complete the project.

Mayor Mattox reminded Council that material costs were no going to be any cheaper and shared his favor with keeping Phase II of the Spark project in the budget to get the item completed and off of the town's project list.

Mayor Mattox asked the Town Manager if he believed Council could complete the budget process at the proposed Tuesday, April 5th work session.

Town Manager Gary Shanaberger answered he did believe the task could be accomplished and completed on Tuesday and if not, a Thursday, April 7th meeting could be scheduled. He stated he would have an employee compensation proposal ready for Council's review that evening, but Council still needed to discuss other items in the proposed budget.

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

There was a unanimous consensus of Council to continue that evening's work session on Tuesday, April 5th at 5pm.

Councilman Emerson suggested that Town Council offer the Town Manager a “number” (percentage rate) to work with when developing his wage increase proposal.

Mr. Shanaberger stated pay for entry-level positions needed to be looked at, as well as the police department because of the competitive market in that job field. He also stated there were ten employees that had been with the town for twenty or more years but were not up to the minimum market wage rate and he believed those salaries needed attention. He stated after that, an across-the-board wage increase would be accessed.

Mr. Shanaberger shared his favor in evaluating employee compensation each year during Council's budget discussions, not only to stay competitive in the job market but to also help retain existing employees.

Ms. Smith stated, during the initial process of the compensation study, the Town Manager also found that the job description for some town positions needed to be updated, so moving forward, the task of accessing wages against the current job market would be easier

Vice Mayor Bennett reminded Council of the current 8-9% inflation and the town's wages were behind the market. He recommended a 10% wage increase across-the-board.

Finance Director Tobie Shelton shared with Council how a 10% wage increase would affect the budget. She stated, if the proposed CIP remained the same and the 10% wage increase was implemented, it would require a \$952,000 transfer from Reserves to the General Fund to balance the FY2023 proposed budget. She stated, of that amount, \$600,000 was for the Spark project, \$70,000 was for a dog park, and another \$75,000 allocated to complete a trail.

Mrs. Shelton stated, regarding the Enterprise Fund and keeping CIP the same as proposed with a 10% wage increase, would only require a transfer from Reserves of \$29,000.

Councilman Lowman referenced the town's recent financial report by Davenport and asked if historical data, such as revenue growth, was considered during the budget process.

Mrs. Shelton stated she did consider revenue growth as part of the balancing process. She stated she looked at the previous three years of historical data to do so.

Dr. Lowman also asked if the town ever considered raising utility rates to help balance the budget.

Mrs. Shelton reminded Council of the utility rate increases implemented two years prior to help cover the cost of infrastructure improvements, which had not been done in fifty years.

Vice Mayor Bennett asked if real estate, personal property, or machinery taxes had ever been increased.

Mrs. Shelton stated that personal property and machinery & tools taxes had been \$2 per every \$100 of assessed value the entire time of her 22 years employment with the town. She stated real estate tax had previously been .20 and was currently .08 of the assessed value, which according to the recent Davenport study, was one of the lowest in the area.

Mayor Mattox stated he would greatly appreciate department directors reassessing their proposed CIP items to determine if any could be deleted or postponed a year or two in order to help balance the budget without using reserve funds.

Councilman Emerson suggested Council allow Mrs. Shelton and the Town Manager to use 10% as a starting point to calculate wage increases for town employees and bring the draft plan to Council at the proposed continued work session the following Tuesday.

Town Council's March 29th, 2022, Work Session – continued from March 22nd Work Session

Mrs. Shelton asked for confirmation if Councilman Emerson's suggestion was not for a 10% across-the-board wage increase, but using the dollar amount of that total to develop a plan that would distribute the amount to affectively bring town employee wages closer to the current market rates, to which Mr. Emerson concurred.

There was a consensus of Council to do so.

Councilman Higginbotham referenced that the Berkley's market study included the cities of Lynchburg and Danville and questioned if that was appropriate since Altavista was a town, not a city.

Ms. Smith informed Council that the only jobs considered from Danville were public safety positions. She also stated that the transit bus system in Lynchburg was not included because it was a separate entity from the city. Ms. Smith stated the study could be revised to exclude Danville police officers.

Councilman Emerson stated he believed the data gathered for the study was from local employers that were the Town of Altavista's competition in the job market.

Mayor Mattox asked for Council's input and there was a consensus of Council to keep the current study without removing any data.

Councilman Mitchell referenced a previous peer analysis completed by the town regarding employee wages. He stated that he was disappointed to find out from the Berkley study that the Town of Altavista was still as far behind in market minimums as they were.

Mr. Mitchell shared his favor with the Town Manager's recommendation for town employee wages being part of the town's budget discussions every year. He stated wage increases should not only be intended to retain employees but also to attract applicants when needed.

Mr. Mitchell also stated, with Altavista's Public Works Department currently being understaffed, it might be more feasible to consider outsourcing small tasks, such as grass mowing, to outside contractors. He asked Council to consider allowing staff to bring back any such tasks that might could be considered for outsourcing, to which Council concurred.

There were no further comments or questions from Town Council or Town Staff regarding the market study and peer analysis for employee compensation from The Berkley Group.

Mayor Mattox and Council thanked Ms. Smith and Ms. McDaniel for their time.

4. Items Referred from Previous Meetings

- Continued discussion pertaining to the FY2023 Draft Budget and FY2023-2027 Draft CIP. This item was postponed until the following Tuesday at the continued work session.

5. Matters/Updates from Town Staff

There were no additional matters from staff.

6. Matters from Town Council

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

Town Council’s March 29th, 2022, Work Session – continued from March 22nd Work Session

7. Closed Session

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

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

The motion was made by Vice Mayor Reggie Bennett and seconded by Councilman Tracy Emerson.

Motion carried.

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

Town Council went into Closed Session at 6:58 PM.
Notice was given that Council was back in regular session at 7:03 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy 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:	Dr. Scott Lowman	Yes	Mayor Michael Mattox	Yes
	Mr. Tim George	Yes	Vice Mayor Bennett	Yes
	Mr. Jay Higginbotham	Yes	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes		

Notice was given by the Town Manager that there were no actions taken by Council from this closed session.

8. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none. He adjourned this portion of the meeting at 7:05 PM, to be resumed at the continued work session on Tuesday, April 5th.

Michael E. Mattox, Mayor of Altavista

Gary Shanaberger, Town Clerk/Town Manager