

## Town Council Work Session, March 22, 2022

The March 2022 Work Session for Altavista's Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, March 22, 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  
Ms. Sharon D. Williams, Community Development Director  
Mr. Tom Fore, Public Services Director  
Mr. Jeff Arthur, Public Works Manager  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Assistant Town Clerk

### 1. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed March 2022 Council Work Session Agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve the agenda as presented.

Motion carried:

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

### 2. Recognitions and Presentations

None scheduled for this date.

### 3. Citizen's Time

Mayor Mattox welcomed Ms. Tawala Waller and Mr. Ben Powell, representing K.R.U. (Kids R Us), a non-profit organization operating in the Town of Altavista.

Ms. Waller reminded Council that their organization held a Community Easter Egg Hunt on the grounds behind the Booker Building for three consecutive years until the COVID pandemic forced them to postpone the event for two years. She stated that she was advised by Town Staff to come before Council with their request to resume the event.

Mayor Mattox asked Staff if they had all the information they needed pertaining to this event, to which the Town Manager answered they did.

Ms. Waller confirmed that, if approved, the event would be held on Sunday, April 17th.

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Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the request by Kids R Us (K.R.U.) to utilize the grounds located behind the Booker Building in English Park to hold a Community Easter Egg Hunt event.

Motion carried:

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

### 4. Items Referred from Previous Meetings

#### 4.1 Information Pertaining to Avoca's Events Coordinator Position

This information would be received during Item 5.3, budget discussions.

### 5. Discussion for Items New and Unfinished

#### 5.1 Special Event Permit Request

Karla Powell, representing Anxious 4 Nothing (a skateboard outreach ministry from Bedford, VA), requested Council's consideration to allow her organization to set up mobile skateboard ramps in the back section of English Park, next to the Eagle Trail parking lot.

Ms. Powell informed Council she had received several requests from children in the Altavista area asking that the outreach ministry come to town. She said Anxious 4 Nothing used qualified instructors that teach skateboarding at all levels and carried the appropriate insurance to hold these events. She stated the organization was a 501C Non-profit and offered the ministry free of charge to the children that attend.

Ms. Powell stated, if approved, the event would take place on Saturday, April 10th, from 3:30-5:30 pm.

Mayor Mattox asked the Town Manager and Department Directors if they needed any additional information from Ms. Powell regarding the request.

Town Manager Gary Shanaberger and APD Chief Tommy Merricks both stated they did not foresee any issues with the requested event.

Public Services Director Tom Fore asked Ms. Powell for confirmation, if approved, which area in English Park the event would take place, to which she replied, the request was to utilize the last parking lot on Eagle Trail, just past the train trestle.

Councilman Tracy Emerson made a motion, seconded by Councilman Scott Lowman, to approve the request by Karla Powell to allow Anxious 4 Nothing, a youth skateboarding ministry, to hold an event at English Park on Saturday, April 10<sup>th</sup>, from 3:30-5:30pm.

Motion carried:

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

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### **5.2 Davenport Presentation – 2022 Town of Altavista Financial Report**

Mr. RT Taylor, Davenport, presented Town Council with the final portion of Altavista's 2022 Financial Report. He stated the final analysis, as directed by Town Council, included a Peer Analysis of localities in Altavista's local region, to compare current utility rates.

Mr. Taylor informed Council that Altavista had the second-to-lowest water rates, second only to neighboring Chatham, VA., and the lowest sewer rates of the compared localities. He stated that Altavista was also inline, on average, among their peers pertaining to service availability and service connection fees.

Mayor Mattox asked Town Council if they had any questions for Mr. Taylor pertaining to the 2022 Financial Report presented to the Town of Altavista, to which there were none.

Mayor Mattox thanked Mr. Taylor and Davenport for the good work they continue to do for the Town of Altavista.

Mr. Taylor thanked Town Council and the Town of Altavista for their business relationship with Davenport and for the opportunity to continue serving the town.

Mayor Mattox also shared his appreciation for Mr. Tom Fore, Altavista's Public Services Director, the Public Works and Utilities Departments, and all Town Staff for their work and efforts in keeping the Town of Altavista's utility rates competitive in the local area. He stated it was an asset for the town to be able to promote the low rates to existing industry and potential new industries looking to locate in Altavista.

Vice Mayor Bennett suggested the town inform its utility customers of this information, perhaps in the quarterly newsletter or the town website.

Mrs. Tobie Shelton, Altavista's Finance Director, stated it was too late to add the information to this quarter's newsletter, as they had already been printed and inserted into the utility bills going out that week, but staff would place the information on the website.

### **5.3 Delivery of the FY2023 Draft Budget and FY2023-2027 Draft Capital Improvement Plan**

Altavista's Finance Director Tobie Shelton referenced item 4.1 on the agenda, that was not yet discussed, and asked Council if they wished to address that item first before moving forward, to which they did.

Mrs. Shelton presented Council with the salary information they previously requested for consideration during the budget process, pertaining to the Avoca Events Coordinator position being transitioned from part-time into full-time, at the request of the Avoca Board of Directors.

Mrs. Shelton shared with Council the monetary difference between the position being part-time and full-time. She stated the draft budget included the part-time position for 587 work hours per year, at \$9,900, however, if approved for full-time, would cost the town \$47,808, which included benefits.

Councilman Lowman asked what amount previously the town would contribute to the Altavista Area Chamber of Commerce when the Chamber hosted the Uncle Billy's Day Festival, to which Mrs. Shelton answered \$20,000.

Mayor Mattox asked what monetary amount the Chamber had requested for fiscal year 2023, to which Mrs. Shelton confirmed \$30,000.

Councilman Emerson asked, if approved for full-time, how the Events Coordinator would be divided between the town and Avoca.

Dr. Lowman stated he believed the Avoca Board intended for the position to be split 50/50.

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Avoca Executive Director Caleb Lafoon stated he was available if Council had questions.

Dr. Lowman informed Council that in previous conversations with Altavista On Track (AOT) and the Chamber of Commerce, they were in favor of the Avoca Board's proposal of this position. He stated an updated job description and other details were not yet determined, waiting on Council's consideration of the proposal/request.

Mr. Lafoon stated, if approved, having a full-time Events Coordinator would allow Avoca to offer more educational events at the museum, as well as expand the number of community events the town offered. He stated the position would include collaboration with other town partners, such as AOT and the Chamber for the added events.

Councilman Mitchell suggested, if the request was approved, the town should require a Memorandum of Understanding (MOU) with Avoca regarding the Events Coordinator being a full-time position and determine the number of hours the person would spend with each organization.

Mr. Mitchell stated it was up to the Town Manager to consider whether the proposed position would fit with the town organization as a whole and, if so, where the person would reside, at Avoca or Town Hall,

Mayor Mattox shared his favor with the idea of the town having an Events Coordinator, however, due to some unfortunate events over the past couple of years with other town partners/organizations, he believed the person should be overseen by the town to ensure accountability, and their office should be located at Town Hall.

Councilman Mitchell stated, if the intent was to approve Avoca's request by the next budget cycle (FY2023), the details of the position needed to be worked out with an MOU. He suggested having a placeholder in the draft budget in case the position was approved.

Town Manager Gary Shanaberger shared his perception of Avoca's request and stated, while the proposal had good merit, he agreed with Councilman Mitchell and stated he believed additional time was needed to consider all of the details of the matter before a final decision was made.

Mr. Shanaberger reminded Council that the Assistant Town Manager was designated as the liaison between the town and Avoca. He stated the new assistant would be onboard in another week and may have considerable insight and input on this matter, however, it was ultimately up to Town Council whether the request should be considered further.

Councilman Higginbotham stated, if approved, he did not believe the position should reside at Town Hall, but at Avoca, so that person could assist with Avoca's multiple events annually, while still collaborating with the town and its other partners on their events.

Vice Mayor Bennett shared his favor with the Events Coordinator being located at Town Hall because it was a "place of neutrality" for the town partners.

Mr. Bennett also suggested the town consider funding the position on a one-year trial basis as an interim. He stated, if the coordinator was productive and successful, the Town Manager could then consider transitioning the position into full-time, and make any adjustments needed to the job description.

Councilman Emerson shared his favor with the town having an Events Coordinator that would oversee all town events for Altavista On Track, the Chamber of Commerce, and Avoca. He stated, no matter where the person's office was, that person would work for the town, not for any one organization/town partner; and would be able to continue moving forward with an event, even if one of the groups was without a Director.

Councilman Lowman stated he considered the \$47,800 as an investment for the town that would be returned in revenue generated from the additional events the town would be able to host by having an Events Coordinator.

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Councilman George asked for Avoca's thoughts and if the town was considering their request in its intended manner.

Avoca Executive Director Caleb Lafoon stated he believed Council shared a lot of good input and direction. He said, if Council desired, the Avoca Board would be glad to put together a more detailed proposal for consideration.

Mr. Lafoon stated, when the Avoca Board authorized him to present the request to Council, they agreed that Avoca could house the Events Coordinator as well as facilitate the position for the town and town partners. He stated, by sharing volunteers and monetary resources, he believed there would be less volunteer burnout.

Councilman George asked if the existing part-time Avoca position worked at the gift shop.

Mr. Lafoon stated the existing position filled in at the gift shop when volunteers were unavailable. He stated, in the proposal, the full-time position would be responsible for the Avoca Gift Shop, which included facilitating its volunteers. He stated the proposal was "in concept" and the details could be amended.

Mayor Mattox stated he believed the proposed position, if approved, should work directly under the Town Manager. He stated there was a lot of details to consider regarding the request for this position and the Town Manager would need ample time to work through those details, therefore, he asked Council not to rush the process.

Mayor Mattox stated, while Avoca and other town organizations would have authorization to utilize the Events Coordinator, the position would be a town employee, therefore the town would be responsible for that employee. He shared his favor with the position residing at Town Hall, to ensure that revenue from events was accounted for and accurately appropriated.

Councilman Mitchell suggested the Town Manager collaborate with Avoca to discuss the potential details of the position.

Town Manager Gary Shanaberger agreed and stated he believed other town partners needed to be a part of the conversation as well, such as AOT and the Chamber of Commerce. He stated the new Assistant Town Manager would be at Town Hall soon, and since that person would be the liaison between the town and Avoca, they should also be a part of the discussion regarding the proposed Events Coordinator position.

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

There was a consensus of Town Council to postpone consideration of the request until further along in the draft budget discussion process, allowing the Town Manager to consider the request further. The consensus also included authorizing staff to put a "placeholder", in the amount of \$47,800, in the FY2023 Draft Budget and allowing the Town Manager time to consider the matter further before making a decision whether to approve the new position.

Mayor Mattox thanked Mr. Lafoon and Ms. Martin, Avoca Board President, for attending the meeting that evening and sharing their request.

At this time, Finance Director Tobie Shelton moved forward with item 5.3.

Background:

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

Mrs. Shelton stated the budget process was one of the most important tasks that Council conducts each year, as it lays out the town's goals and objectives to be achieved during the next fiscal year.

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Mrs. Shelton presented Town Council, for their consideration, the FY2023 proposed Operations Budget and FY2023-2027 proposed Capital Budget. Over the past few months, Council received and discussed the Capital Improvement Plan proposed for the next five fiscal years, with a focus on FY2023.

Mrs. Shelton gave Council a brief overview of the proposed Operations Budget, beginning with revenues and expenditures. She stated there was no increase in property taxes in FY2023, however the draft did include previously approved water (10%) and sewer (5%) rate increases to meet projected debt service requirements for infrastructure improvements

Mrs. Shelton also shared the following items included in the draft Operations Budget:

- Compensation Adjustment 3.00% increase (place holder)
- VRS Contribution (required) 8.70% increase
- VRS Life Insurance Program 1.34% no change
- Health Insurance Premiums 10.5% increase

Mrs. Shelton stated, after \$9,379,530 of expenditures, \$10,236,760 was expected in revenue, leaving a projected \$857,230 as surplus before CIP.

Mrs. Shelton reminded Council of two requested items that needed to be decided before the budget was finalized/adopted.

- Parks & Recreation Committee request for \$50,000 to utilize at their discretion. Mrs. Shelton stated this item was not currently funded in the draft budget.
- Avoca's Events Coordinator, which was currently in the budget as a part-time position, Avoca Board of Directors' request to transition the position to full-time.

Mrs. Shelton moved forward by sharing the FY2023 Draft CIP Budgets for both the General Fund and Enterprise Fund. She stated the General CIP Budget totaled almost \$1.5 million and had multiple funding sources, with General Fund Revenue being the highest contributor. She reminded Council that a few of the FY2023 CIP budget items were not recurring, but a one-time item; Phase II for the Spark Innovation Center, the Dog Park in English Park, and the Walking/Biking Trail at Lane Access Road.

Mrs. Shelton referenced the Enterprise CIP Budget, which totaled approximately \$7.2 million, and stated the budget would be funded through grants, bonds, Enterprise revenue, and potential new debt. She reminded Council that ARPA grants would be utilized to fund a new utility metering system, McMinnis and Reynolds Spring improvements, and the UV light system at the wastewater facility.

Mrs. Shelton referenced the schedule for the remaining budget process and shared its upcoming dates. She stated there was a lot to accomplish in a short period of time.

- April 12th First Reading of FY2023 Budget  
\*Designate Public Hearing for May 10th
- April 20th First Public Hearing Advertisement in local newspaper
- April 27th Second Public Hearing Advertisement in newspaper
- May 10th Public Hearing for the FY2023 Proposed Budget
- June 14th Adoption of the FY2023 Budget

Mrs. Shelton thanked Town Staff for their hard work and efforts put forth to draft the FY2023 proposed budget and FY2023-2027 proposed CIP for Council's consideration. She told Council that staff would be glad to answer any questions Council may have regarding the budget and CIP as presented.

Mayor Mattox referenced the 3% increase for employee compensation and stated, at that time, the number was merely a placeholder, and a percentage would not be determined until Council reviewed the market study and peer analysis from the Berkley Group.

Councilman Mitchell asked if staff had received the peer analysis.

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Town Manager Gary Shanaberger stated, from a recent conversation with the Berkley Group, he expected to receive the market analysis and peer study by Friday of that week and would send it by email to Town Council. Mr. Shanaberger stated the next agenda item was for Council's consideration to have an additional work session in order to discuss the study and analysis before the next regular meeting in April.

Mayor Mattox asked Council if they could all attend an additional work session the following Tuesday, March 29th, which they all answered yes. There was a consensus of Council to "extend the current meeting until that date.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tim George, to approve the continuation of the March 22nd Council Work Session until Tuesday, March 29th, starting at 5:00 p.m.

Motion carried:

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

Councilman Mitchell asked Council to also consider including in the draft budget, a \$47,800 placeholder for Avoca's request for a full-time Events Coordinator. He stated the placeholder would allow the Town Manager additional time to consider the request.

There was a consensus of Council to authorize staff to add a \$47,800 placeholder in the FY2023 Draft Budget for this item.

Councilman Higginbotham referenced the for-mentioned 10% increase in the town's health insurance. He asked if the town could look at this item for potential savings.

Mrs. Shelton stated that the town was currently on a "low deductible" plan and reminded Council the town's insurance rates decreased during the previous fiscal year. She stated, per surrounding peers, their insurance rates were also increasing.

Mayor Mattox stated he appreciated Mr. Higginbotham's question and saving money when possible, but he would like to keep the existing insurance plan as it saved town employees money on their deductibles.

Councilman Emerson asked what the deductible was under the town's current policy.

Mrs. Shelton stated a town employee had the option of either a \$500 or \$1,000 deductible.

Mr. Emerson shared that his employer, Campbell County Sheriff's Office, had a \$2,500 deductible for single and \$4,500 for family, so he believed the town's plan was reasonable.

Mrs. Shelton stated the high deductible plans usually include a Health Savings Plan. She stated the town looked into the option a couple of years ago and found it would cost the town more money to do so.

There were no additional questions or comments regarding the matter.

Mayor Mattox asked if Phase II of the Spark Innovation Center Project was included in the FY2023 Draft Budget, to which Mrs. Shelton stated it was. She stated the \$582,540 allocated in the draft budget under Community Development was all for the Spark project.

Councilman Mitchell asked if staff intended to acquire grants for Phase II of this project, to which the Town Manager confirmed staff would continue their efforts to do so.

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Councilman Higginbotham asked Council if they believed it was feasible to move forward with Phase II, or if the town should consider waiting until grants were secured.

Councilman Emerson reminded Council of their consensus to move forward with Phase II because material costs were continuing to rise.

Mr. Higginbotham also referenced the Vista Theater Project and asked if the \$1 million was in the budget as well, to which Mrs. Shelton stated the \$1 million that Council approved for the theater was allocated for the project in Reserves.

Councilman George asked if ARPA funds (American Rescue Plan Act) could be used for the Vista Theater Project to replace the old roof and front façade.

Mrs. Shelton stated \$460,000 of the town's ARPA allowance was used to finish out the Spark Innovation Center Project, but none had been designated for the Vista Theater Project. She reminded Council of their approval to use the remaining ARPA funds for improvements to the town's infrastructure.

Mayor Mattox asked Council if they had any additional questions, to which there were none. He thanked Mrs. Shelton for her work on the town budget and also the day-to-day work she does. He also thanked Town Staff for the hard work they do for the town.

### 5.4 Consideration of "Special-called" Budget Meeting

Background:

During the budget process for the next/upcoming fiscal year, Council may elect to schedule additional meetings to allow themselves more time to discuss the draft budget and proposed CIP items.

This item was referenced earlier in the meeting, resulting in an approval by Town Council to continue their March 22nd Work Session on Tuesday, March 29th at 5pm, for further review and consideration of the FY2023 Draft Budget and CIP.

## 6. Updates and Informational Items

### 6.1 Boundary-line Adjustment for Dearing Ford Industrial Park

Town Manager Gary Shanaberger thanked Town Attorney John Eller for his assistance and working with Campbell County Attorney, Trip Eisenhower, on this matter. He then shared the project's progress and stated Campbell County had a timeline for completion of the boundary-line adjustment, however, with the town's recent addition of eighty-nine acres to the property, the town was required to conduct a new survey and obtain an updated plat.

Mr. Shanaberger informed Council that Staff released an RFP for the work and received two quotes, Hurt & Proffitt and Peed & Bortz. He stated, while Peed & Bortz was \$1,000 less than Hurt & Proffitt, their timeframe for completion was four weeks longer. He informed Council there was money in the budget to cover the cost of the survey and asked for Council's consideration to authorize staff to move forward with the survey process.

Mayor Mattox asked the Town Attorney, John Eller, if it was worth \$1,000 to wait four additional weeks for Peed & Bortz to do the work.

Mr. Eller stated the decision would be up to Council, but the sooner they decided, the better. He informed Council that the Campbell County Board of Supervisors would be presented with the item on April 5th, and if approved, the Altavista Town Council would consider the item at their April 12th meeting, with the potential for a Public Hearing on May 10th.



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With no further discussion on the matter, Councilman Higginbotham made a motion, seconded by Councilman Emerson, to accept staff's recommendation and authorize the Town Manager and Town Attorney to move forward in the boundary-line adjustment process by contracting Hurt & Proffitt to conduct a new survey of the Dearing Ford Industrial Park, to include the additional eighty-nine acres of land recently purchased.

Motion carried:

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

- Town Manager Gary Shanaberger referenced the Dearing Ford Industrial Park and stated, once the fore-mentioned boundary-line adjustment process was complete, Town Staff would move forward with zoning the property.
- Mr. Shanaberger also informed Council that, during a recent visit accompanying AEDA Chairman Bill Gillespie to Graham Packaging, the Plant Manager, Jason Hall, extended an invitation to the entire AEDA Committee and Town Council to tour the facility. He stated a date for the tour was tentatively scheduled for Tuesday, April 26th, at 10:15am.

### 7. Matters from Council

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

- Councilman Lowman referenced a previous conversation by Council regarding an old fire truck they considered purchasing for the new Spark Innovation Center. He stated the owner recently inquired if Council was still interested in the truck for \$3,500.

Council Mitchell stated, with the town unable to have the truck outside of the Spark Center for visual interest, the only other use he could think of would be to use it to clear mud from the boat ramp after storms, which was usually done by the fire company.

Councilman Emerson suggested asking the owner to donate the truck to the town as a tax write-off, and the town could showcase parts of the truck inside the new Spark Innovation Center, which was once a firehouse.

- Councilman Emerson referenced the Compensation Market Study and Peer Analysis that The Berkley Group was conducting for the town. He informed Council that Campbell County was considering a pay increase for their employees and, if approved, the town would need to consider doing the same, once they received the study and analysis for review and consideration.
- Councilman Mitchell thanked Town Staff for the work they do. He stated the town had a lot of "neat" projects in the works and he was proud to live in Altavista.
- Mayor Mattox referenced the Booker Building in English Park and stated he believed the facility would be a wonderful place for a "Food Court." He asked Council to consider discussing the option at a future date.

### 8. 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,

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*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.*

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

*Section 2.2-3711 (A)(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 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 6:13 PM.

Notice was given that Council was back in regular session at 6:40 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		

With a motion made by Councilman Jay Higginbotham and seconded by Councilman Wayne Mitchell, Town Council voted 7-0 in favor of reappointing Marie Mitchell to the Altavista Planning Commission for another four-year term, ending April 30th, 2026.

## 9. 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 6:48 PM, to be resumed at the continued work session on Tuesday, March 29th.

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Michael E. Mattox, Mayor of Altavista

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Gary Shanaberger, Town Manager/Town Clerk