

Regular Council Meeting—May 9, 2017

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on May 9, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

Council members

present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Pledge of Allegiance

Mayor Mattox reminded citizens to remain standing after the invocation for the Pledge of Allegiance and thanked Mrs. Carol Day for suggesting that Council begin the meeting with the Pledge of Allegiance.

4. Mayor Mattox asked if there were any questions or changes to the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

5. Recognitions and Presentations

Mayor Mattox welcomed Ms. Margaret Carmel, reporter for *The News and Advance*, to the meeting.

6. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

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7. Consent Agenda

- a) Minutes- Regular Meeting April 11, 2017/Council’s Work Session April 25, 2017
–The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Use of the Parks for “Gus the Bus” Program
- d) Delinquent Utility Account Write Offs

Mrs. Overbey, seconded by Mrs. Dalton, motioned to approve the consent agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

8. Public Hearing

a. FY2018 Budget and Capital Improvement Program

Mr. Coggsdale advised tonight would offer an opportunity for the public to comment on the Proposed FY2018 Budget and Proposed FY2018-2022 Capital Improvement Program (CIP). He mentioned after the public hearing, Town Council would have an opportunity to consider the comments before final adoption of the budget and noted should Council have items that they need to discuss, the May 23rd Town Council Work Session could be utilized for that purpose. Adoption of the Budget and CIP is scheduled for the regular meeting of Town Council on June 13, 2017.

Mr. Coggsdale advised based on past discussion by Town Council, the total advertised budget overview as:

REVENUE

General Fund Revenue (estimate)	<u>\$ 4,604,800</u>
Enterprise Fund Revenue (estimate)	<u>\$ 4,865,910</u>
Highway Maintenance Fund (estimate)	<u>\$ 861,650</u>
Cemetery Fund (estimate)	<u>\$ 28,000</u>
TOTAL REVENUE (estimate):	<u>\$10,361,060</u>

EXPENDITURES

General Fund Expenditures	<u>\$ 4,469,310</u>
Enterprise Fund Expenditures	<u>\$ 4,865,910</u>
Highway Maintenance Expenditures	<u>\$ 861,850</u>
Cemetery Fund Expenditures	<u>\$ 57,400</u>
Transfer to General Fund Reserves	<u>\$ 65,000</u>
Transfer to Gen. Fund Reserve (Surplus)	<u>\$ 41,590</u>
TOTAL EXPENDITURES:	<u>\$10,361,060</u>

Mr. Coggsdale advised there is no change to the tax rates nor the utility rates. To balance the budget, the Enterprise Fund requires a “transfer in” of \$1,199,010 from the Enterprise Fund Reserves. There is no proposed increase to the Utility Rates (Water & Sewer) in the proposed budget. The Capital Improvement

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Program (CIP) for FY2018 – FY 2022 totals \$13,294,740; the FY2018 Capital Improvement Program items/projects represent \$2,795,420 of the total and is included in the Proposed FY2018 Budget.

Mayor Mattox opened the public hearing at 7:05 p.m. and asked if anyone would like to come forward to speak on the proposed FY2018 Budget and Capital Improvement Program.

No one came forward.

Mayor Mattox closed the public hearing at 7:06 p.m. Mayor Mattox asked Council for comment.

There were no comments from Council.

b. Rezoning-Downtown Revitalization Overlay District to C-2

Mr. John Jordan, 2205 Beech Avenue and Chairman of the Planning Commission addressed Council. He advised of a request to rezone the 600 Block of 7th Street converting 600 7th Street from “Downtown Revitalization Overlay” District to “C-2 General Commercial” District. The property is currently zoned C-2, so in effect this application is seeking to remove it from the overlay district regulations. Through the process, additional properties were added to the request, including Town property (part of Shreve Park and the Trade Lot, as they lie within the block). He noted the Planning Commission received an application from Mr. Mitch Hailey, owner of the property, along with a letter from Mrs. Tina Reynolds, owner of property also in the 600 block of 7th Street, requesting the rezoning. The Planning Commission conducted a public hearing on this request/application and recommends approval.

Mayor Mattox opened the public hearing at 7:08 p.m. and asked if anyone would like to come forward to speak on the proposed rezoning of the Downtown Revitalization Overlay District to C-2.

No one came forward.

Mayor Mattox closed the public hearing at 7:08 p.m. Mayor Mattox asked Council for their comments.

There were no comments from Council.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve rezoning of the 600 Block of 7th Street converting from “Downtown Revitalization Overlay” District to “C-2 General Commercial” District.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

c. Text Amendments to the Zoning Ordinance

Mr. Coggsdale advised the Planning Commission has reviewed and offers up seventeen (17) text amendments to Chapter 86 “Zoning” to the Town Code. The text amendments are generally for clarification purposes; however, a definition change in Section 86-32 allows a tenant, as well as owners to operate a bed and

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breakfast. He presented Council with a listing of Code Sections that are subject to change:

Section 86-22.	Definitions, general terms.
Section 86-32.	Use Types.
Section 86-132, 192, & 292.	Permitted Uses (R-1, R-2, and R-MHP Districts)
Section 86-293.	General Regulations for residential manufactured home parks.
Section 86-674.	Development and approval of towers.
Section 86-731.	Board of Zoning Appeals Created; membership; organization.
Section 86-731.1	Board of Zoning Appeals, ex parte communications; proceedings.
Section 86-732.	Board of Zoning Appeals-Powers and duties.
Section 86-736.	Requirements for granting of variance; powers regarding variances.

He noted two sections that have substantial changes are Section 86-22 Definitions, general terms (Accessory building or structure and Yard, front) 86-32 Use types (Bed and Breakfast).

Chairman Jordan noted this involves 17 text amendment changes in Chapter 86 of the Zoning code. The principle ones deal with changes to an accessory building or structure and bed and breakfasts.

Accessory building or structure means a building or structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use. Where an accessory building or structure is attached to the principal building in a substantial manner, as ~~by a wall or roof~~ a covered structure made of materials complementary to the principal structure, such accessory building shall be considered a part of the principal building. A walkway alone shall not be considered a substantial connection for the purposes of this ordinance. For purposes of this chapter, any swimming pool in a residential district shall be considered an accessory structure.

Yard, front means a yard between the front building line and the street right-of-way extending across the full width of the lot. For the purpose of placement of accessory buildings when the principal building exists on the lot the term front yard shall mean a yard between the front building wall and the street right-of way extending across the full width of the lot.

Bed and Breakfast--changes to the sections related to the operations of a Bed & Breakfast, if adopted, would permit the owner or tenant to operate it (the tenant would need permission from the owner). Chairman Jordan noted a special use permit has to be submitted, approved by the Planning Commission with final approval coming from Town Council.

Mayor Mattox opened the public hearing at 7:14 p.m. and asked if anyone would like to come forward to speak on the proposed Text Amendments to the Zoning Ordinance.

No one came forward.

Mayor Mattox closed the public hearing at 7:14 p.m. Mayor Mattox asked Council for comment.

There were no comments from Council.

Mr. George, seconded by Mrs. Dalton, motioned approval of the amendments to Chapter 86 "Zoning" as presented.

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Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

d. Comprehensive Plan Update

Mr. Coggsdale advised the Planning Commission previously reviewed and updated the Town's Comprehensive Plan submitting their recommendation to Town Council. Planning Commission Chairman Jordan and the Assistant Town Manager delivered a PowerPoint presentation at the October 25, 2016 Town Council Work Session going over the process and detailing changes to the Comprehensive Plan. He noted the Town Council has worked through the document and sought to have more information included in the Transportation Chapter.

Chairman Jordan advised the Planning Commission has worked on this document for a couple of years with the Transportation portion being reworked after what they thought was the completion of the update to the Comprehensive Plan. The Virginia Department of Transportation had some changes in their requirements that called for changes in the Comprehensive Plan. He noted the Planning Commission is requesting Council's approval.

Mayor Mattox thanked Chairman Jordan and his Board for their work.

Mayor Mattox opened the public hearing at 7:17 p.m. and asked if anyone would like to come forward to speak on the proposed Text Amendments to the Zoning Ordinance.

No one came forward.

Mayor Mattox closed the public hearing at 7:17 p.m. Mayor Mattox asked Council for comment.

There were no comments from Council.

Mrs. Dalton, seconded by Mr. Emerson, motioned approval of the Comprehensive Plan update as recommended by the Planning Commission.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

e. Text Amendments to the Cross Connection Control Ordinance

Mr. Coggsdale advised the Town's existing ordinances that deal with "cross connections" in the Utilities Section of the Town Code (Section 78) are in need of updating for compliance with state/federal regulations. The proposed amendments would create two separate Divisions under Article IV. Water of the

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Utilities Chapter. The first division is existing language, while the second division will be amended language dealing with the Cross Connection Control Ordinance (Section 78- 125 through 132).

Mayor Mattox opened the public hearing at 7:18 p.m. and asked if anyone would like to come forward to speak on the proposed Text Amendments to the Cross Connection Control Ordinance

No one came forward.

Mayor Mattox closed the public hearing at 7:19 p.m. Mayor Mattox asked Council for their comments.

Mr. George asked if there would be a charge to the citizens.

Mr. Coggsdale stated there would be no fee from the Town. When a house is built, there are some devices that address this issue.

Mr. Fore noted the code requires a backflow preventer be installed in the home if the locality does not have one on the line. Any fees are paid directly to the inspector.

Mrs. Dalton, seconded by Mr. George, motioned approval of the Text Amendments to the Cross Connection Control Ordinance.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

9. New/Unfinished Business

a. Trade Lot Agreement Revision-Altavista and Boosters

Mr. Coggsdale advised the Town has an agreement with the Altavista Band Boosters concerning operation of the Trade Lot. The Band Boosters took on the “Cruise Ins” and would like to make this a part of their “First Saturday Trade Lot” activities. The “Cruise Ins” would follow the First Saturday activities during the months of May to October and accordingly, the Band Boosters seek to amend the Trade Lot Agreement to extend their time beyond the established 6:00 p.m. Based on their request, the “Cruise Ins” would run until 8:30 p.m. and they are seeking to have the Trade Lot Agreement amended to allow this time extension on Saturday for the months of May through October.

Mrs. Dalton, seconded by Mrs. Overbey, motioned approval to amend the Band Boosters agreement with the Town extending their time beyond the established 6:00 p.m. for the months of May through October to 8:30 p.m.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

b. Classification/Compensation Study

Mr. Coggsdale advised the Town contracted with Springsted to conduct a Classification/Compensation Study with the final report being received last week. He noted staff is seeking Council's direction on the Job Titles/Descriptions, Salary Grade/Ranges, and the Implementation Option. If this portion of the study is approved, implementation would not occur until the FY2018 Budget is adopted.

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the Job Titles/Descriptions, Salary Grade/Ranges, and the Implementation Option.

Mrs. Overbey stated she appreciated the work involved in putting this plan together. She feels this is a valuable tool to help Council achieve paying staff fairly and is glad to see Council move forward.

Mr. Emerson agreed with Mrs. Overbey. He noted he is satisfied with the process Council is looking at and stated, "you get what you pay for". He stated he does support the Town's workers and the Police Department. He has seen a big turnaround within the year noting he is very pleased with how the town's department is working with the Sheriff's Office and the State Police. He stated he hopes the Town employees recognize they are appreciated and the work they do.

Mrs. Dalton stated it is difficult to sit on Council and make decisions about employees' salaries when you are shooting in the dark and really don't know what fair and market compensations are. This is the reason for the study, which makes Council's job easier. She said the Town manager has a recommendation for Council that she can fully support and goes towards paying the employees fairly.

Mr. Higginbotham asked if the study still has Christiansburg and Farmville included.

Mr. Coggsdale stated Ashland and Woodstock were removed.

Mr. Higginbotham stated Christiansburg has 20,000 people and Farmville has 9,000 people. He did not feel apples to apples were being compared. He noted when Ashland and Woodstock were removed, there was a net savings of \$10,000. He stated the employees making less than \$50,000 a year he did not have a problem with a pay increase but over that he felt individual employees should be looked at in closed session. He felt Christiansburg and Woodstock would give bad data. He stated this would cost the town \$130,000 a year.

Mr. Coggsdale stated the salary side is \$100,000 a year.

Mr. Higginbotham asked if the benefits would add a 30 percent increase.

Mrs. Shelton stated the benefits total \$22,400.

Mr. Higginbotham stated this would cost the town \$122,000 noting this is the taxpayers' money that is being spent. He felt there was a responsibility to the citizens as well as to the employees. Mr. Higginbotham suggested going into Closed Session to discuss some of the inequities.

Mayor Mattox felt it was inappropriate for Council to look at individual employees and evaluate their work. This is the responsibility of the Town Manager and the department heads.

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Mrs. Brumfield asked if everyone is evaluated, as she is unaware of anything. She felt if employees meet expectations or exceeds expectations they should be rewarded.

Mr. Coggsdale noted this plan will create a new standard and start from a new level, there will be a new performance measurement and evaluation system. He stated in the future Council will decide how to maintain and work the plan going forward and part should be performance evaluations and creating a pool of money for those who perform beyond. He noted this would be covered in next year's budget discussions.

Mrs. Dalton felt it was Council's responsibility to establish the pool of monies to be used for salaries and the Town Manager's responsibility to do the evaluations and to make the adjustments (merit, status quo, use of the evaluation system). She did not feel it was Council's job to evaluate the 50 plus town employees. She commented on the cities included in the study stating not every single town or city has the exact same profile as the Town of Altavista but felt the results of the study was the consultants best efforts given that some adjustments were made. Mrs. Dalton felt the results of the study was a viable plan and Council should go with staff's recommendation.

Mr. Higginbotham referred to an email sent out by the Mayor stating he would like to see the study without Christiansburg.

Mayor Mattox stated he was supporting Mr. Higginbotham's request.

Mrs. Dalton stated there has been ample opportunity to adjust this and for Council to review.

Mr. Higginbotham stated he asked for this when the Springsted representative was here and again asked Mr. Coggsdale and only two cities were removed.

Mr. Coggsdale noted he followed the direction of Council at the time which was to remove Ashland and Woodstock.

Mr. Higginbotham clarified the representative of Springsted said she would take the four out and Mr. Coggsdale said he went back to the transcript and this is what was said. Mr. Higginbotham stated his point tonight is Council wants to include Christiansburg and Farmville as comparable towns.

Mr. George stated he is happy with the method that was used and agrees the employees should be paid fairly, not only because it is the right thing to do but for retention. He did not feel it was fair for him to judge any employee because he does not work here and does not want to put himself in that position.

Mrs. Brumfield stated she is satisfied that there is a plan and meant for the department heads to handle the evaluation. She felt some employees go above and beyond and they should be compensated.

Mr. Coggsdale clarified at this meeting Council would be adopting the Job Titles/Descriptions, Salary Grade/Ranges, and the Implementation Option; the money side of this coincides with adoption of the budget.

Mayor Mattox felt it was the responsibility of the Town Manager and the department heads to handle the evaluations of the employees and if needed give merit pay. He asked that Council remember, "you get what you pay for".

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	No
Mrs. Tanya Overbey	Yes

10. Reports

a. Town Manager's Report

Booker Building

Scheduling a visit to The Prizery in South Boston.

Strategic Planning Retreat

Staff is working with finding an acceptable date for Council.
Working with facilitator on creating a draft agenda.

After discussing, Council decided to hold their Planning Retreat on August 30, 2017

Staunton River RIFA

Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
Staff working with Peed & Bortz on the Utility Assessment for this project.

Mr. Higginbotham asked how soon Council would hear from Staunton River Regional Industrial Facility Authority

Mr. Coggsdale stated Mr. Jarvis is working with the Staunton River Regional Industrial Facility Authority for the content of the agreement and Mr. Fore is working Peed & Bortz on the Utility Assessment.

Mr. Fore noted they are about 30 days out in finishing the Utility aspect.

Mr. Jarvis noted a draft should be to legal counsel by June or July.

Broadband Planning Study

Update provided at April 25th Town Council Work Session.
Staff working on additional information and implementation scenarios.

Water Plant Projects

Water Treatment Plant Electrical Updates project (Southern Air) Kick off meeting conducted on May 4th.

SCADA Phase I project (Moore's Electric) underway.

Mr. Fore advised the basic foundation of Phase 1 is in place and communication is coming from the Melinda tanks.

Water Model/GIS Mapping – Completed

Dominion Effluent Reuse – Dominion is currently in spring outage maintenance mode and reports no additional progress on this item since last report. Staff working on connecting with Dominion officials to advance this discussion.

Mr. Fore mentioned the engineer that he has been talking with is tied up with spring outage maintenance.

b. Departmental Reports

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11. Informational Items/Late Arriving Matters

a. Calendars-May/June

12. Matters from Town Council

Mr. Emerson asked if an answer was received about the in-kind services from the County for the Canoe Launch.

Mr. Coggsdale stated this is an issue that can be brought back up.

Mr. Emerson suggested the in-kind services from the County for the Canoe Launch be brought back up if Council agrees.

Mr. Coggsdale indicated he would draft a letter and send to the Campbell County Administrator.

Mr. Higginbotham asked if staff could do some homework on the Machinery and Tools tax before the next work session to see if we are competitive on that in the region. He wants to know whether the tool tax helps or hurts industries and whether it is fair.

Mr. Coggsdale questioned the region.

Mr. Higginbotham stated the Region 2000 was good.

Mr. Coggsdale noted this tax is applied in different ways.

Mr. Higginbotham also asked for the numbers that are collected in town.

Mr. George thanked PCM, Inc. for the new building donated for the press box and noted that it looks nice. Mr. George added the Colonels Club who is requesting that the existing concession stand building be painted the same color has contacted him.

It was the consensus of Council to match the color of the existing concession stand building with the color of the new building.

Mr. Coggsdale mentioned there might be a problem finding the time to paint the building.

Mr. George suggested the Town purchase the paint and allow the members of the Colonel Club to paint the building.

It was the consensus of Council to allow Mr. Coggsdale to work this matter out.

Mr. Emerson asked if the park ownership has been completed.

Mr. Coggsdale stated there is an issue with the railroad.

Mr. Eller stated the county has an easement with Norfolk Southern and that is being solved; this item is holding up the deed.

13. 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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A motion was made by Mrs. Dalton, and seconded by Mr. Emerson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

Council went into closed session at 7:58 P.M.

Notice was given that council was back in regular session 8:05 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, 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.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

14. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

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

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk