

Council Regular Meeting May 12, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on May 12, 2020 at 7:00 p.m.

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

Council Members

Present:

Mr. Reginald Bennett
Vice-Mayor Beverley Dalton (by phone)
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Staff present:

Mr. J. Waverly Coggsdale III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

2. Invocation and Pledge of Allegiance

Mr. Tom Fore, Altavista Utilities Director, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Agenda Adoption

Mayor Mattox informed Council there were two amendments to the May 12th Agenda:

- Section #8 New Business: Use of Town Property Requests – COVID-19 Restrictions
- Section #9 Unfinished Business: RIFA - “withdrawal” Settlement Agreement

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed May 12, 2020 Council Meeting Agenda, to which there were none.

Mr. Emerson, seconded by Mr. Mitchell, motioned to approve the agenda as amended.

Motion carried.

Vote:

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

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4. Recognitions and Presentations

- a. Employee Milestone: Mrs. Jo Ann Myers, Human Resources/Accounting Specialist

Mr. Coggsdale informed Council, as of May 1st, 2020, Jo Ann Myers had been with the Town of Altavista for twenty years as an Accounting Specialist (Administration/Finance).

Mayor Mattox thanked Mrs. Myers for her continued service to the town.

5. Citizen's Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not on the May 12, 2020 Council Meeting Agenda.

There were no public comments or questions on this date regarding a non-agenda item.

6. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes
- April 7, 2020 Budget Work Session continued from March 24th
 - April 14, 2020 Council Regular Meeting
 - April 28, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports
- April 2020 Revenue and Expenditures
- c. Assistant Town Manager Job Description Amendment
- d. Avoca Museum – Roof Quote/Use of Proceeds from Sale of Former EMS Building
- e. Adoption of Resolution
- Allowing the Town of Altavista's Department of Utilities to Acquire Membership with The Virginia Water/Wastewater Aid Response Network (VA WARN)

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the May 12, 2020 Consent Agenda, to which there were none.

Mr. Bennett, seconded by Mr. Emerson, motioned to approve the Consent Agenda as presented.

Motion carried.

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

7. Public Hearing(s)

Mayor Mattox informed meeting attendees the Town Council would be holding three public hearings that evening in regards to (1) FY2021 Budget, (2) FY2021-2025 CIP, and (3) proposed utility rate increases for water and sewer.

Mayor Mattox stated the hearings were an opportunity for Town Council to hear citizen input or any concerns citizens may have regarding the three subject matters.

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Mr. Coggsdale stated, due to the ongoing restrictions related to the COVID-19 pandemic, the town had encouraged interested parties to submit their comments to the Town Manager via email, in written form via the drop box at Town Hall, or by using the U.S. postal service by 5:00 p.m. on Monday, May 11th. He stated any comments received would be provided to Town Council and read into the “minutes” of the meeting, as if the individual was present.

Mr. Coggsdale stated, following the public hearings, Town Council would have an opportunity to consider any submitted comments before entering into the final budget adoption process. He stated, should Council have items they need to discuss regarding the three public hearing topics, there would be an opportunity later in the night’s agenda, as well as utilizing the May 26th Town Council Work Session for that purpose.

Mr. Coggsdale reminded Council that staff would be seeking adoption of the FY2021 Budget and FY2021-2025 CIP at the June 9, 2020 Regular Town Council Meeting.

- FY2021 Budget with Altavista’s proposed Tax Rates and Master Fee List:

Mr. Coggsdale stated the proposed FY2021 Budget was submitted to Council as a “balanced budget”, with revenue estimated at \$10,084,110 and expenditures also estimated at \$10,084,110.

Mayor Mattox opened this public hearing at 7:06PM.

There were no public comments regarding the proposed FY2021 Budget.

Mayor Mattox closed this public hearing at 7:07PM.

Mayor Mattox asked Council if they had any questions regarding this matter, to which there were none.

- FY2021-2025 Capital Improvement Program (CIP)

Mr. Coggsdale stated the total CIP cost for fiscal years 2021-2025 being submitted to Council was \$29,006,180. He stated that number included \$1,683,510 for fiscal year 2021’s proposed improvement plan (CIP).

Mayor Mattox opened this public hearing at 7:08PM.

There were no public comments regarding the proposed FY2021-2025 CIP.

Mayor Mattox closed this public hearing at 7:09PM.

Mayor Mattox asked Council if they had any questions or comments regarding the proposed FY2021-2025 CIP Plan/Budget.

Mr. Mitchell referenced the CIP “funding breakdown”, specifically the \$64,880 being covered by “Grants”. He asked the Town Manager how the Town of Altavista could obtain a higher amount of grant funding.

Mr. Coggsdale stated grant funding was only available for certain items and at different times. He stated staff had always been dedicated to obtaining all grant funds available to the town, but would be focusing on the subject even stronger moving forward with the addition of a new Assistant Town Manager, which was currently a vacant position.

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- Utility (water & sewer) Proposed Rate Increases

Mr. Coggsdale reminded Council the FY2021 Budget included the proposed utility rate increases of 8% water and 4% sewer. He stated the proposed water and sewer rates would become effective on December 1st, 2020, but would not show on a (quarterly) residential utility bill until April 2021.

Mayor Mattox asked Council if they had any questions or comments regarding the proposed utility rate increases.

Mr. George asked the Town Manager for an update on Altavista's new Utility Relief Program that Town Council recently approved.

Mr. Coggsdale stated, per Council's previous discussions and direction to staff, Mr. Sandridge, Town Administrative Intern, was currently in the process of creating the application form for the program.

Mr. Coggsdale informed Council the program is attentively scheduled to go into effect December 1st, 2020. He stated the date would coincide with town resident's utility cycle for the first quarter of 2021 (usage from December 2020 through February 2021 – bill will be mailed and due in April 2021).

Mr. Coggsdale stated it was staff's intent to advertise the new Utility Relief Program in the fall of this year (2020), and include a notice with each October utility bill.

Mayor Mattox opened this public hearing at 7:10PM.

There were no public comments regarding the proposed utility rate increases.

Mayor Mattox closed this public hearing at 7:14PM.

Mayor Mattox encouraged town citizens to reach out to the Town Manager or a Town Council member, if they have a question or concern regarding any of the three public hearing subjects from that evening.

8. New Business

- a. Melinda Tank Pressure Zone Improvements – Project Bids

Mr. Coggsdale stated, for several years, Town Council and Town Staff have been discussing improvements to the distribution network in the Melinda Drive and Avondale Drive area in order to address and improve the low pressure issues customers were having.

Mr. Coggsdale reminded Council the construction portion of this project was originally estimated at \$617,500 in the Facility Assessment and Improvement Program several years ago. He stated, in 2019, the Town of Altavista awarded the engineering/SCADA design portion of this project to Woodard & Curran (for a cost of \$65,500).

Mr. Coggsdale continued and stated a "bid opening" for this project was held on April 21, 2020, with only one bid being received. He stated the sole bidder was Counts and Dobyns, Inc. with a Base Bid of \$1,441,175 and an Alternate "A" Bid of \$359,495.

Mr. Coggsdale stated, based on their review of the bid, Woodard and Curran concurred "the price was reasonable for the proposed scope of work", and were recommending award of the project to Counts and Dobyns.

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Mr. Coggsdale stated the “award” was recommended with the assumption the town is able to re-prioritize other projects in the CIP to reallocate funds to this project. He stated, originally, funds for this project were to come from the recent borrowing and \$683,000 (which included \$65,500 for engineering/SCADA) were allocated for this project.

Mr. Coggsdale stated the base bid from Counts and Dobyns would require an additional \$823,575; and “Alternate A” would require an additional \$359,495, for a total amount of \$1,183,070 needed if their bid was accepted.

Mr. Coggsdale stated, at that time, staff was requesting direction from Council on a couple of issues related to this project:

- (1) With the receipt of only one bid, Mr. Coggsdale asked Council if receiving only one bid was acceptable. He stated, if so, Council may consider award of the bid to Counts and Dobyns; if not, Council would need to reject the one bid and rebid at a later date.
- (2) Secondly, if one bid is acceptable, additional funding would need to be identified, as the bid exceeds the amount in the borrowing that was originally allocated to this project.

Mr. Coggsdale stated Town Staff was suggesting Council take time (up to 90 days allowed from receipt of bid) to evaluate the project and consider funding options.

Mayor Mattox asked Council if they had any questions or comments regarding this item.

Mr. Higginbotham stated, since there was only one bid received for this project, he suggested Council authorize staff to negotiate with Counts and Dobyns for a lower bid.

Mr. Coggsdale informed Council the engineer and contractor had discussed the submitted bid and a few “modifications” were realized for a savings to the town of \$50,000-\$60,000 off the original bid.

Mr. Mitchell asked who estimated the original cost of \$617,500 for this project.

Mr. Coggsdale stated the Melinda Tank Pressure Zone Project was part of the Facility Assessment and Improvement Program (FAP) for Altavista’s utility systems documented six years ago by the engineer firm Woodard and Curran.

Mr. Coggsdale reminded Council Woodard and Curran is the same firm that was awarded the engineering/SCADA design portion of this project. He stated Woodard and Curran concur the submitted bid was “reasonable” for the Scope of Work for this project.

Mr. Coggsdale also stated, over the years, the project had been modified as needed and subsequently, cost of materials and services had increased since the original estimate.

Mr. Fore stated, during a preliminary study for this project, additional homes were identified as needing to be a part of this project that were not in the original assessment. He stated the addition increased the project’s cost by \$359,000 and increased the number of homes that would be affected by the improvements to approximately eighty (80).

Mr. George asked Mr. Fore if he was comfortable with Counts and Dobyns submitted bid and with Woodard and Curran’s award recommendation.

Mr. Fore informed Council, as part of his initial process for new projects, he solicits input from multiple engineers. He stated the recent input from four engineers and their cost estimates were in line with the submitted bid and concurred with Woodard and Curran’s cost evaluation for the Melinda Tank Pressure Zone Improvement Project.

Mr. Bennett stated he felt the completion of this project was “long overdue”. He shared his favor with accepting the bid from Counts and Dobyns and moving this project forward.

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Mayor Mattox referenced his time growing up on Melinda Drive, and stated he was familiar with the low water pressure issues some of his former neighbors are experiencing.

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

All Council members were in consensus to allow Town Staff to continue their review of the submitted bid by Counts and Dobyns, for the Melinda Tank Pressure Zone Improvement Project, for an additional thirty days; and place this item on the June 9th, 2020 regular meeting agenda for further discussion and potential approval.

b. FY2020 Town Paving Bids (Re-bid)

Mr. Coggsdale reminded Council, at their April 14, 2020 regular meeting, Town Council considered the recommendation for the bid award regarding the town's FY2020 Paving Project. He stated, at that time, Council decided to "reject" all bids received and rebid the project due to the current market conditions related to decreasing gas/oil prices.

Mr. Coggsdale stated, per direction from Council, staff reached out to four local paving contractors and bids were due on Friday, May 8, 2020. He stated staff had received the bids and a town consultant had reviewed them.

Mr. Coggsdale reminded Council this project would be awarded based on "unit price". He informed Council, during the consultant's review of the submitted bids, the lowest bidder, Boxley Materials, had made a mistake on their submission regarding unit price. He stated the contractor's unit price did not coincide with the "total" estimated quote.

Mr. Coggsdale stated the town's consultant contacted Boxley in regards to the mistake and asked for their intention regarding the matter. He stated Boxley concurred they had made the mistake and stated they would "honor the bid as submitted".

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. George referenced the "mistake" made by Boxley and asked, if Boxley was awarded the project as the lowest bid submitted, how much of a cost savings that would mean for the town.

Mr. Coggsdale stated, if the project was awarded to Boxley and they honor their bid to include their mistake, the town would stand to save approximately \$25,000-28,000.

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

Mr. Higginbotham, seconded by Mr. Emerson, motioned to authorize Town Staff to award Altavista's FY2020 Paving Project to the lowest bid submitted by Boxley Material, with the contingency the contractor honor their bid submission with the (unit price compared to the total estimate discrepancy) mistake included totaling \$375,037.50.

Motion carried.

Vote:

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

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c. Altavista Police Department (APD) Proposal - Officer Recruitment/Retention

Mr. Coggsdale informed Council of a recent proposal by APD Chief Thomas Merricks regarding “recruitment and retention of officers” for the Altavista Police Department. He stated, in his memo regarding the proposal, Chief Merricks pointed out “the APD had experienced considerable turnover in the last year”, and stated the town needed to find proactive measures to combat the issue.

Mr. Coggsdale stated, based on Chief Merricks’ proposal, one position in the police department would be eliminated and the funds retained from that position would fund both the proposed increases to existing officer salaries, as well as the starting salary of new officers. He stated the proposal offered the town a potential for an overall annual savings.

- Current FY2021 APD Salary Allocation: \$673,463.98
- Proposed FY2021 APD Salary Allocation: \$656,295.20
- Potential Annual Savings estimated: \$17,169

Mr. Coggsdale stated staff had discussed this subject with Chief Merricks and was seeking Council’s input regarding the proposal or other possible solutions. He stated, if Council desired, staff would place Chief Merricks’ proposal on their next work session agenda, in order to allow Council further discussion and consideration regarding the matter.

Mr. Coggsdale stated, due to time constraints, Chief Merricks may need to know more quickly whether or not Council was agreeable to him sending two new recruits to the July 2020 training program at the Central Virginia Police Academy in Downtown Lynchburg.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Higginbotham shared his favor in placing the item on the next Council work session.

Mayor Mattox asked Chief Merricks to come before Council and elaborate on his reasons for proposing an increase to APD salaries.

Chief Merricks stated the Altavista Police Department was not facing anything different than other police departments. He stated, however, with Altavista being a small locality, it greatly effects the town when the police department is short one or two officers at a time.

Chief Merricks reminded Council the APD currently has four vacant officer positions. He stated the department may be facing a fifth vacant position in the near future, but he was unsure of that situation at that time.

Chief Merricks informed Council he was currently in the negotiation process with two “Certified” officers to potentially occupy two of the vacant APD positions. He stated he would know the outcome of those negotiations within the next couple of months.

Chief Merricks also informed Council of two individuals he would potentially like to send through the next police academy training program in July 2020. He stated he had completed both of their background checks and felt the two individuals would be good candidates for the Altavista Police Department’s other two vacant positions.

Chief Merricks stated he felt his proposal to remove one of the vacant APD positions from the budget in order to increase salaries for existing officers, and also to increase the starting pay for newly hired officers, would help, not only with recruitment, but with the retention of the good officers Altavista already employs. He stated the increase of APD salaries would bring Altavista more “inline” with other surrounding locality pay scales, which he felt would deter existing APD officers from seeking other employment.

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Mr. Mitchell asked Chief Merricks what part of his proposal needed immediate attention and what part/parts could Council continue to discuss and consider at a later date.

Chief Merricks stated, due to the close timeframe for admission, he would need to know whether or not Council would allow him to send two recruits/potential APD candidates to the July 2020 police academy training program.

Mr. Mitchell asked, if Council approved the proposed salary increase, would the two new recruits be starting under the increased pay scale.

Chief Merricks answered stating it would ultimately be Council's decision. He stated, under current APD departmental guidelines, the two new recruits would not receive the proposed pay increase until they successfully completed their police academy training.

Mr. Mitchell asked Chief Merricks, if his proposal was approved by Council, how he intended to fill/cover the (40) man hours lost by deleting one of the APD vacant positions.

Chief Merricks stated he intends to get "creative" with officer scheduling to make the proposed plan work for the department. He stated, for example, the APD Investigator would become a "hybrid" position; meaning, along with regular duties, that person would help cover shift work as well.

Mr. Emerson stated he was impressed with Chief Merricks' proposal and his creativeness in offering a solution to an unforeseeable problem (multiple APD vacancies). He stated he liked that the plan not only supported retention of the department's existing officers, but also addressed (pay) hurdles faced when recruiting new officers.

Mr. Emerson stated, in order to get and/or keep "good officers", a department needs to be competitive with its wages. He stated most surrounding localities had already increased their starting pay for new officers to the amount in Chief Merricks' proposal.

Mr. Emerson shared his favor with Council voting on Chief Merricks' proposal that evening in order to move this item forward. He stated this would allow the APD to send needed recruits to the police academy sooner (July 2020) rather than later (January 2021).

Mr. Higginbotham referenced the proposal by Chief Merricks and shared his favor in allowing him to move forward with sending two recruits to the July 2020 police academy. He stated, but he would rather place the other portion of the proposal on the next work session, allowing for Council to have further discussion and consideration on the proposal.

Mr. Emerson stated, with four vacant officer position currently in the Altavista Police Department, and possibly five in the near future, he felt this matter was "time sensitive" and stated the town would be better served by Council voting on this item that evening.

Mrs. Dalton stated she appreciated Chief Merricks taking into consideration the "fiduciary responsibility" Council holds when considering a proposal/item. She applauded him for "thinking outside the box" for a solution to the problem that was currently affecting his department, and that the solution required no additional funds from the town/budget.

Mrs. Dalton stated she felt Chief Merricks' proposal was viable to both the APD and the Town of Altavista, and she shared her favor in voting on the proposal that evening.

Mr. George asked if Lynchburg's police academy would be open for training by July 2020.

Chief Merricks stated, as far as he was aware at that time, the academy would be open.

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Mr. Emerson informed Council he had recently been in contact with the Director of the Central Virginia Police Academy in Lynchburg. He confirmed the academy would remain open due to the training program being “essential” to new police officers.

Mr. Bennett referenced the mention of the APD possibly being without a “fifth” position in the near future. He asked Chief Merricks if it would be beneficial for the APD to send three recruits to the academy, rather than two.

Chief Merricks stated he was unsure at that time to whether the mentioned officer would definitely be leaving the APD. He stated he was prepared with a plan either way.

Mr. Bennett referenced a study recently announced regarding “the safest towns in Virginia” and stated Altavista was number thirteen (13) on the list in the study.

Mr. Bennett shared his favor with Council voting on this item that evening and allowing Chief Merricks to move forward with his recruitment/retention plan for his department.

Mr. Mitchell thanked Chief Merricks for bringing Council “solutions instead of problems”.

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

Mayor Mattox stated his appreciation for Chief Merricks’ intent to have “quality over quantity” in regards to the police officers of the Altavista Police Department.

Mayor Mattox stated he felt Chief Merricks does outstanding work for the Town of Altavista and thanked him for the continued accomplishments he brings to the community.

Mr. Emerson, seconded by Mr. George, motioned to accept Altavista Police Chief, Thomas Merricks, Retention and Recruitment Proposal for the Altavista Police Department as presented. The approval allows Chief Merricks to send two new APD recruits to the Central Virginia Police Academy in July 2020. The approval also allows the APD to increase the salaries of its existing police officers for “retention” purposes.

Motion carried.

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

d. Use of Town Property Request(s) – During COVID-19 Shutdown

Mr. Coggsdale stated this item held two separate requests for Council’s consideration; one from Vista Fitness and one from the Altavista Band Booster Club. He gave Council a brief overview of each request.

▪ Vista Fitness Center – Request to Use a Portion of English Park for Fitness Classes:

Mr. Coggsdale informed Council of a request the town recently received from Vista Fitness Center, located on the corner of Broad and 7th Streets. He stated the request was in regards to the use of a (undesignated) portion of English Park for fitness classes.

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Mr. Coggsdale stated the request followed the Governor’s recent “easing of certain temporary restrictions” related to the COVID-19. He shared with Council an excerpt from the Governor’s most recent Executive Order, which states: *“fitness and exercise facilities may reopen for outdoor activities, only as long as the business complies with the Guidelines for All Business Sectors and the sector-specific guidelines for fitness and exercise facilities”*.

Mayor Mattox asked Council if they had any questions regarding this item/request.

Mr. Mitchell stated he had no objection with the fitness center temporarily using a small portion of English Park for “outdoor fitness classes”, as long as they adhere to the Governor’s guidelines for doing so.

Mr. Emerson stated other localities were allowing their gyms to temporarily utilize their local parks during this restricted (COVID-19) timeframe. He stated he felt it was a great idea and was in favor of approving Vista Fitness’s request.

Mr. Higginbotham stated he had no objection to Vista Fitness’s request, but suggested, if the request was approved, the owner of the fitness center coordinate with the town’s Public Works Director, David Garrett, regarding where in the park the fitness classes will be taking place and when. He stated, for safety reasons, the location of the classes needs to be known by and acceptable for the town.

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

Mr. Emerson, seconded by Mr. Bennett, motioned to approve the request by Vista Fitness allowing them to temporarily hold fitness classes at English Park.

The Town Attorney, John Eller, stated it was Council’s responsibility to practice “due diligence” regarding the public’s safety in both request under this item.

Mr. Eller recommended Council add a contingency to the request approvals. He stated, to protect the public’s safety and the town from any potential liabilities, the motions should state the requesting parties are required to adhere to the safety precautions and “Phase I” opening guidelines mandated in the Governor’s recent Executive Order #61.

Mr. Higginbotham, seconded by Mr. Mitchell, motioned to amend Mr. Emerson’s motion for the approval of Vista Fitness’s request to include the requirement the fitness center adhere to the Governor’s Executive Order #61 and any orders thereafter.

Motion carried.

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

▪ Altavista Band Boosters (ABB) Club – Request to Open Altavista Trade Lot:

Mr. Coggsdale stated the Altavista Band Boosters had indicated to Town Staff their intent to open their monthly “First Saturday” at the Trade Lot on Saturday, June 6th.

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Mr. Coggsdale stated the Altavista Trade Lot could be categorized as a “Farmer’s Market” type business, which allows it to be open if all Governor mandated COVID-19 guidelines/precautions are met and followed.

Mr. Coggsdale stated, accordingly, the ABB plans to have one open space (9ft) between each vendor. He stated they will be requiring all Band Booster volunteers to wear face covers (masks) while prepping and/or serving food. He stated the trade lot vendors would also be required to wear face covers and offer hand sanitizer.

Mr. Coggsdale stated, in addition, the Altavista Band Booster Director, Andy Hicks, inquired if the restrooms, located in the trade lot parking lot, could be opened for the volunteers (and potentially the vendors) working that day.

Mayor Mattox asked Council if they had any questions regarding this item/request.

Mr. Mitchell stated he had no objection to the Altavista Trade Lot opening on June 6th, as long as the ABB adheres to the Governor’s Phase I guidelines for doing so.

Mr. Mitchell stated he felt the bathrooms at the trade lot should only be open for the “First Saturday” event and then closed again from public use until further directed by the state/Governor.

Mr. Emerson stated, since the event would be considered a “farmers market”, he was also in favor of allowing the Altavista Band Boosters to open the trade lot on June 6th.

Mr. Emerson referenced the ABB request for use of the trade lot bathrooms during the First Saturday event. He suggested allowing the ABB to have a key to the bathrooms, under the contingency they are responsible for cleaning the facility during the event and at the end of the event before returning the key to the town.

Mr. Higginbotham agreed with Mr. Emerson’s suggestion for the ABB to be responsible for the bathroom key and cleaning of the facility during their event.

Mr. George suggested staff review the Governor’s most recent Executive Order to investigate whether or not there were restrictions related to opening public bathrooms. He stated there may be guidelines in the order that would help or hinder the ABB request.

The Town Manager, Mr. Coggsdale, agreed to investigate the matter.

Mr. Bennett referenced all of the public bathrooms located in the Town of Altavista’s public parks. He stated he felt it was important to the community to have the bathrooms reopened as soon as possible.

Mr. Bennett stated, if the Governor’s Phase I guidelines allowed for the bathrooms to be open, if properly cleaned and in a timely manner, he suggested the town hire a janitorial service to clean the bathrooms on the weekends when Town Staff was not available to do so.

Mr. Coggsdale stated, if the bathroom is used even once, the facility is no longer “clean”. He stated it would not be feasible for the town to have someone sanitize the bathroom after every use.

Mayor Mattox reminded Council that large department stores and restaurants do not clean their bathrooms after “every use”, but rather they have a set cleaning schedule.

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Mrs. Dalton, considering the Town Attorney's recommendation, suggested any approval of the Altavista Band Booster's request (to have the public bathrooms, located at the trade lot, be open during their First Saturday Event) include the contingency the ABB place a sign on both bathroom doors stating the "times" the bathrooms have been cleaned/sanitized. She also suggested having a sign reading "Use at Your Own Risk".

Mr. Higginbotham shared his favor with Mrs. Dalton's suggestion. He also suggested the Band Boosters be the responsible party for cleaning the bathrooms during their event. He suggested they be cleaned every hour the bathrooms are open/available.

Mr. Emerson stated he recently had a conversation with Andy Hicks, Director for Altavista Band Boosters, regarding their request. He stated he felt they would be willing to be responsible for sanitizing the bathrooms during their event.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the Altavista Band Booster request allowing them to open the Altavista Trade Lot on June 6, 2020 for a First Saturday Event. The motion included allowing the public bathrooms, located at the trade lot, to be open for this event, with the ABB responsible for cleaning/sanitizing the bathrooms every hour they are open that day (7:00am-3:00pm). The ABB will also be responsible for placing a sign on the bathrooms to read "Use at Your Own Risk".

This approval includes a contingency the Altavista Band Boosters, and all vendors participating in the "First Saturday" event, adhere to the safety guidelines mandated by the Governor's #61 Executive Order, and any/all subsequent orders thereafter.

Motion carried.

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

Mr. Coggsdale asked Council for their input and direction regarding earlier mention of Altavista opening all public bathrooms located in the town's parks.

Mr. Higginbotham suggested placing this item on a future agenda for further consideration. He stated this would allow staff time to investigate whether or not opening public bathrooms were prohibited, or if the most recent executive order allowed localities to open them, but with specific guidelines for doing so.

All Council members were in consensus to place this item (opening public bathrooms) on a future agenda for further discussion and consideration.

9. Unfinished Business

a. FY2021 Budget and FY2021-2025 Capital Improvement Program Discussion

Mr. Coggsdale stated this time had been allocated in the agenda to give Town Council an opportunity to further discuss item(s) related to the public hearing, conducted earlier that evening, pertaining to the proposed FY2021 Budget and the FY2021-2025 Capital Improvement Program (CIP).

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Mr. Coggsdale stated, this was also an opportunity for Council to discuss or give staff direction on any other items related to the proposed budget/CIP. He informed Council there would also be a time allocated during Council's May 26th Work Session for further discussion of this item.

Mr. Coggsdale reminded Council the potential "budget adoption" is scheduled for Tuesday, June 9th at Council's Regular Meeting.

There were no comments or questions from Council at this time regarding this item.

b. Staunton River Regional Industrial Facilities Authority (RIFA)
- Town of Altavista Withdrawal Settlement Agreement

Mr. Coggsdale, Town Manager, reminded Council of their previous direction to staff to seek a "settlement agreement" with the Staunton River Regional Industrial Facilities Authority (SR RIFA), with the assistance of Greg Haley (Gentry Locke).

Mr. Coggsdale stated the SR RIFA had adopted a resolution in October 2019 that stated the Town of Altavista, per the Cost and Revenue Sharing Agreement, owed SR RIFA \$56,000 in general dues for 2019-2020 and 2020-2021.

Mr. Coggsdale stated, per Altavista's decision to withdraw from the authority, the town made a substantially lower offer several months ago. He stated, earlier that week, Mr. Haley indicated the SR RIFA's attorney responded to the town's offer with a "settlement agreement" in the amount of \$15,000.

Mr. Coggsdale stated, if Town Council accepts the offer, they will need to authorize the Town Manager to execute the settlement agreement and pay \$15,000 to the Staunton River Regional Industrial Facilities Authority.

Mr. Coggsdale reminded Council there were already funds in the budget allocated for the town's "annual dues" to the SR RIFA from the original agreement. He stated those funds could be utilized to cover the \$15,000 cost of Altavista's withdrawal settlement.

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

Mayor Mattox asked the Town Manager how much money the town would be saving by withdrawing from the SR RIFA.

Mr. Coggsdale stated, after all debts were paid associated with this item, the town would save an estimated \$33,000 from the original \$56,000 agreement amount.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to authorize the Town Manager to execute the Town of Altavista's Withdrawal Settlement Agreement with the Staunton River Regional Industrial Facilities Authority (SR RIFA), to include a settlement payment to the authority in the amount of \$15,000.

Motion carried.

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

10. Reports and Communications

Town Manager's Report for the May 12, 2020 Council Meeting

Any updates since the last Council meeting are in *Italic* at the end of each item...

PROJECTS/ITEMS

COVID-19 Pandemic response: Staff continues to participate in a variety of responses; *including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town Staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible.*

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin early April. *Contractor is on site and sidewalk is being laid out and poured. Completion date is projected May 29, 2020.*

Booker Building Evaluation/Visioning Process: The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. *The proposals for Reuse Alternatives for the Booker Building are due May 15th.*

Dalton's Landing Canoe Launch Project Update: The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. *DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents.*

Personnel Recruitment:

Main Street Coordinator: *Staff is working with AOT representatives to move this process forward to the interview stage.*

Assistant Town Manager: *Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position.*

Eagle Trail Overlook/Observation Deck: Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. *Councilman Higginbotham is reaching out to local Boy Scout troops pertaining to participation with this project.*

Melinda Tank Pressure Zone Improvements For the status of this project, see the current Woodard & Curran Update.

Clarion Road Control Valve Improvements For the status of this project, see the current Woodard & Curran Update.

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Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. *Substantial Completion Inspection scheduled for Friday May 8th. For additional information, see the current Hurt & Proffitt Update.*

Trail Project (mausoleum area): Staff is working on getting quotes for signs. Vendor is working on the design/sample of the signs. *This item has been delayed due to unforeseen circumstances. Staff is working to address the situation.*

WWTP Phase 1 Electrical Design Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see weekly Peed & Bortz Project Status Report. *For additional information on Phase I, see page 1, Phase II see page 6, and for Phase III see page 7 of Peed & Bortz's update.*

WWTP Clarifier #1 Project For update, see the current Hurt & Proffitt Status Report.

WWTP Emergency Overflow Pond (DEQ): *Staff is currently working on an update to DEQ.*

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement. *Greg Haley has provided staff with a settlement agreement that will be discussed with Council at their May 12, 2020 meeting.*

Brownfields Grant Program: Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. *Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps.*

SolSmart Solar Community Designation: Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5th. *Town Staff continues to work on completing all necessary steps and submitting information for the designation process.*

Main Street Sidewalk Extension Project (VDOT TAP): Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project.

Lynch Creek Sewer For the status of this project, see current Hurt & Proffitt Status Report.

WTP Filter Rehab Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz's update.

WWTP Aeration Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz's update.

Riverview Sewerline Replacement Project For the status of this project, see weekly Dewberry Project Status Report.

McMinnis Waterline Replacement Project For the status of this project, see weekly Hurt & Proffitt Status Report.

Altavista Parks and Trails (APT) Master Planning/ Project Implementation: The Splash Pad and Playground improvements opened in mid-September and the Splash Pad closed in early October and will reopen May 2020. Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. *Phase II is underway and 8 new decorative heads have been installed.*

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. *Staff has completed tree and stump removal for the area and grading has resumed.*

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. *Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14th of May 2020, Final Completion June 13, 2020. For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report.*

Farmer's Market Shade Improvements: Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements. *Staff has created a pro-type for this and it will be placed at the Trade Lot.*

Spring Paving: The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11th Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12th to start working on the bidding documents. The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11th and the bid opening will be on March 16th at 2:00 PM at the Town Hall. *Town Council rejected the recent bids and directed staff to re-bid due to recent low gas/oil prices. Staff has re-bid this item and will present a recommendation to Council at the May 12, 2020 meeting.*

Town of Hurt Solid Waste Collection Services: *Town Council approved the agreement and weekly service will begin on Friday, July 3rd, 2020. Town staff is working with Hurt in regard to collection route.*

Utility Financing: Town staff has completed the bank loans for the utility financing. *Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark.*

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. *The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021.*

Shreve Park Playground Equipment Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. *Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session.*

English Park Passive Area (Large Field Trail): Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Town Manager before presenting to Council. *This item will be placed on the May Work Session.*

VDOT PROJECTS (Non-Town Funds)

VDOT Rt. 29 Bridge Replacement Project Update: Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town's understanding that this project is substantially complete.

Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project): This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

Mr. Coggsdale gave Council a brief update on a couple of items in his May report:

- **Brownfields Grant Program:**

Mr. Coggsdale informed Council the Town of Altavista was awarded a \$300,000 Grant (Virginia Brownfield Assistance Fund Planning Grant) from the Environmental Protection Agency (EPA). He stated staff was currently "finishing up" paperwork with the EPA in order to complete the grant process.

Mr. Coggsdale stated staff continues to collaborate with Cardno, Inc., an Environment Consultant Service, regarding the town's Brownfields Assessment Project.

Mr. Higginbotham asked how the town could use the EPA grant funding.

Mr. Coggsdale stated Altavista was required to use the \$300,000 EPA Grant for assessment purposes only regarding their Brownfields Project. He stated, once the initial assessment was complete, and a remediation plan was formed, the town could then apply for "remediation funding/grants" from the EPA for this project.

- **Dalton's Landing Canoe Launch Project:**

Mr. Coggsdale informed Council the town recently received an approval from the Federal Highway Administration (FHWA) for this project. He stated the approval was the town's final step needed in order to move forward with bidding this project. He stated staff has been in contact with Gay & Neel (project's engineering firm) to start the bid process.

Mr. Coggsdale stated he and Town Staff would be glad to answer any questions Council may have regarding the presented "monthly reports", to which there were none.

11. Matters from Council

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

- Mr. Mitchell asked the Town Manager, Mr. Coggsdale, if VDOT had "fixed" the rough groove in the road located along the Main Street and Lynch Mill Road intersection.

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Mr. Coggsdale stated VDOT had “patched” the area, as best they could, until the road can be fully paved at the end of their construction project in that area.

- Mr. Higginbotham referenced the River Overlook Project located on a trail in English Park. He informed the Town Manager he has contact information from Mr. Tim Wagner, a local Boy Scout Troop Leader, regarding a potential Eagle Scout the town could utilize for the project.

Mr. Coggsdale thanked Mr. Higginbotham and stated he would contact him to obtain the Troop Leader and Eagle Scout’s information.

- Mr. George referenced the three (3) new park benches located on the English Park Trail. He thanked Altavista’s Public Works Department for doing such a good job installing the benches and on the placement locations.

Mr. George asked the Town Manager how much it would cost a citizen, business, or organization to donate a park bench.

Mr. Coggsdale stated he would send a copy of the town’s newly revised and adopted Donation Policy to each Council member for reference to the cost of the park benches.

Mayor Mattox referenced the current 2020 fiscal year’s budget. He stated, with the current budget’s fiscal year coming to an end soon, there was a possibility the town would end the year with a “surplus” in funds.

Mayor Mattox asked Council, if the town was fortunate enough to end the 2020 fiscal year with a fund surplus, for Council to consider not placing the funds in Reserves as the town usually would, but instead, re-allocating the funds to be used towards projects that were delayed or deleted from the FY2021 Budget, due to the potential loss of revenue pertaining to the current COVID-19 pandemic.

Mayor Mattox referenced such projects as “bathroom options” for the English Park Trails, and the FY2020 Paving Project that had the number of streets reduced. He stated these projects would be an asset to the community if they could be completed as originally intended by the town.

All Council members were in consensus to place this item on a future agenda, after the end of the 2020 fiscal year, for further discussion and consideration.

There were no additional comments or concerns from Council.

Mayor Mattox thanked his fellow Council Members, Town Staff, and Town Employees for their continued hard work for the Town of Altavista.

Mayor Mattox thanked all citizens attending the May 12, 2020 Council Meeting through the newly available electronic means. He encouraged citizens to call or email the town office if they had any questions or comments they would like to share with Council.

12. Closed Session

CLOSED SESSION

DATE: Tuesday May 12th, 2020

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

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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 (Town Council Appointment)

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

A motion was made by Councilman Higginbotham, seconded by Councilman Emerson.

Motion carried.

<i>VOTE:</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>
	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Vice-Mayor Beverley Dalton</i>	<i>Yes</i>
	<i>Mayor Michael Mattox</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>
	<i>Mr. Timothy George</i>	<i>Yes</i>
	<i>Mr. Reggie Bennett</i>	<i>Yes</i>

Council went into closed session at 8:07p.m.

Notice was given that council was back in regular session 9:02p.m.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

<i>VOTE:</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>
	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Vice-Mayor Beverley Dalton</i>	<i>*left meeting @8:15p.m.</i>
	<i>Mayor Mike Mattox</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>
	<i>Mr. Timothy George</i>	<i>Yes</i>
	<i>Mr. Reggie Bennett</i>	<i>Yes</i>

13. Adjournment

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

The meeting was adjourned at 9:03 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk