

COUNCIL WORK SESSION SEPTEMBER 26, 2017

The work session 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 September 26, 2017 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Timothy George  
Mrs. Tanya Overbey  
Mr. Jay Higginbotham (arrived at 5:04 p.m.)

Council members  
absent:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. Dennis Jarvis, Economic Dev. Director  
Deputy Chief Kenneth Moorefield, APD  
Mr. David Garrett, Director of Public Works  
Mr. Tom Fore, Director of Public Utilities  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mrs. Dalton, seconded by Mr. George, made a motion to add Radar Unit Purchases to the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mrs. Tanya Overbey	Yes

Mrs. Dalton, seconded by Mr. George, made a motion to approve the agenda as approved.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations

- a. Altavista on Track—Emelyn Gwynn & Nat Perrow

Mr. Nathaniel Perrow, President of Altavista on Track, addressed Council and thanked them for their continued support of the Main Street organization and appreciated the contribution to the 10 year event and Main Street signage that has been placed in town. Mr. Perrow stated some of their goals include signage on Route

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29 at the Route 43 exit noting a historical district. He feels that would drive people to the downtown district. He noted they have received one bid and is seeking another bid on the signage. He stated they are excited about the boat launch and the ability to partnership with the town. Mr. Perrow mentioned the Giblet Jog is scheduled for Thanksgiving Day and is their major fundraiser.

Mayor Mattox thanked Mr. Perrow for the work Altavista on Track is doing in the community.

5. Items for Discussion

a. Altavista on Track—10 Year Main Street Designation Anniversary Resolution

Mr. Coggsdale presented Council with a 10 Year Main Street Designation Anniversary Resolution for their consideration and approval.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting.

b. Approval of Addition to Hillcrest Street to Paving Contract

Mr. Coggsdale advised staff presented Town Council with a Change Order from the paving contractor that would add Hillcrest Street to the paving list at the September Regular Meeting. Town Council discussed, but due to two members not being present and two members needing to abstain from the vote, there was not a quorum to approve. Council asked that this be placed on the September Work Session for approval.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to add Hillcrest to the current paving list as outlined in the Change Order.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Abstained
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Abstained
	Mrs. Tanya Overbey	Yes

c. VDOT Tap Grant Applications

i. Rt. 43 Gateway Streetscape Project

Mr. Witt advised the Route 43 Gateway Project grant was first applied for in 2013. This project would be the culmination of the previous 6 projects and with the purpose of creating an entrance into our downtown while allowing for safe passage of pedestrians coming from the Altavista Combined School. Staff based the original budget estimate on the bids for projects 5 & 6 and VDOT agreed to pay for the pedestrian actuators at the crosswalks on Route 43 and 7<sup>th</sup> Street. However, VDOT later informed the Town that their funding source for the actuators was no longer available and the Town was asked to amend the budget and reapply for another TAP grant, which the Town did. The Town was awarded the grant for the additional funding and the project estimate, approximately 4 years ago, was \$648,315. He added while these estimates were good at the time of the applications, once the Town contracted with Hurt & Proffitt to design the project, an engineer's estimate of probably cost was developed. The estimate now stands at \$830,945 or approximately \$182,700 more than originally thought. Mr. Witt stated VDOT is doing TAP grants every other year. He asked permission to move forward with the grant application noting there would be a public input session scheduled for the October 10<sup>th</sup> Town Council meeting.

ii. Rt. 29 Bridge Light Project

Mr. Coggsdale referred to the proposal to get the Rt. 29 bridge lighting designed and installed as part of the current project UPC to be advertised next September 11, 2018. He advised there are some funds that have been earmarked in the urban allocation that could be used. He noted the lighting would begin approximately 125' this side of the underpass and would extend to the intersection of Business 29 and Route 43. It is felt this could be done with the \$250,000 allocation.

Mr. Witt noted the Tapp grant is an 80/20 match

d. Financial Items

- i. FY2017 Year End Carryovers
- ii. FY2018 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised of some FY2017 yearend carryovers and FY2018 Budget amendments/department transfers. Staff is requesting to carryover unexpended funds totaling \$559,700 for items/projects budgeted in FY 2017 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the items/projects are ready to be procured.

It was the consensus of Council to add the FY2017 Year End Carryovers and the FY2018 Budget Amendments/Departmental Transfers to the October 10<sup>th</sup> Town Council meeting consent agenda.

e. Information Technology (IT) Upgrades for Police Department

Mr. Coggsdale advised staff is seeking Council's consideration of approval of funds to upgrade the Police Department's technology in regard to the evidence system and storage of video files from the body and car cameras. The proposal is provided by Integrated Technology Group (ITG) that provides IT services to the Town. The proposal for the upgrades totals \$4,411.68. The quote includes one month of maintenance/service agreement, which is a recurring cost. An additional \$800 would need to be added to include this on our existing Maintenance Services Agreement (MSA) with ITG, which would bring the total to \$5,211.68. The recurring cost would be \$100 per month and would need to be budgeted in future years. The Police Department Budget includes \$500 in its Office Suppliers line item for replacement of the Evidence Computer, which will not be required due to this upgrade. At this time staff is seeking authority to transfer the \$500 from the Office Supplies line item and Council's appropriation of the remaining \$4,711.68 from Reserves for this project.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

Radar Unit Purchases

Chief Milnor addressed Council advising he is presently down from having radar in every vehicle to only two operating radars; these radars are approximately 8 to 10 years old. He requested approval to order seven new Kustom Signals Golden Eagle II radar units off of the state contract at a price of \$2,020 each. This would allow for a new radar in each vehicle. He proposed that these be purchased at a total cost of \$14,140.00 utilizing Federal Asset Forfeiture funds in the amount of \$18,554.21. Chief Milnor noted he plans to put the radar units in the CIP for review on intervals of five years.

Mr. Higginbotham asked if it would be more sensible to buy 2 or 3 this year and then phase them in.

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Chief Milnor stated he could do this but with 2 or 3 officers working the streets and officers working a DMV grant, he doesn't not have enough working radars.

Mr. Higginbotham stated if 3 were purchased this year and then the ones purchased next year would be with new technology.

Mayor Mattox questioned the number of officers using the take home car policy.

Chief Milnor advised there was one officer at this time.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

- f. Utilities Facility Assessment and Improvement Plan (FAIP) Update-Woodard & Curran

Mr. Nate McLaughlin, P.E., Senior Project Manager, Woodard & Curran, addressed Council to update them on the work they are doing on the Water and Wastewater system. He introduced Mr. Leroy Kendricks, P.E., Senior Principal, Mr. Ron Hidu, P.E., Senior Technical Manager, Mr. Jim Rivard, P.E., Senior Principal and Mr. Turner Perrow, Jr., P.E. Mr. McLaughlin started the following PowerPoint:

**Overview**

**Water and Wastewater Systems**

- 1. Demand Projections / Flows and Loads**
- 2. Assets Description and Assessment**
- 3. Regulatory Compliance**
- 4. Capacity Analysis**
- 5. Capital Improvement Plan**

Mr. Hidu explained the following:

**Water Treatment & Distribution:**

- Sources (total 3.65 MGD)**
- Water Treatment Plant with capacity of 3.0 MGD**
- Reynolds Spring - 0.3 MGD**
- McMinnis Spring - 0.35 MGD**
- Campbell County – 75k GD typical (400,000 contract)**
- Storage**
- Bedford Tank - 700,000 gallons**
- Clarion Tank - 800,000 gallons**
- Melinda Tank - 1,500,000 gallons**
- Dearing Ford Tank - 300,000 gallons**

**Uses (ADF):**

- Abbot Laboratories - 1.4 MGD**
- Dominion Power - 0.8 MGD**
- Domestic Services - 0.48 MGD**
- Total ADF = 2.68 MGD**

**Short-Term Recommendations:**

**Source Water Protection Plan Development \$50,000**  
**Emergency Power Installation \$500,000**  
**Subtotal \$550,000**

Security Upgrades \$170,000  
Filtration Improvements \$450,000  
Chemical Storage and Dosing Improvements \$160,000  
Sedimentation Basin and Solids Handling Improvements \$2,250,000  
SCADA Improvements \$465,000  
**Subtotal \$3,495,000**

**Short-Term Recommendations:**

Standard Details and Specifications Development \$30,000  
Raw Water Flow Control Valve Installation \$40,000  
Route 668 Bridge Crossing Vulnerability Assessment and Options Evaluation \$50,000  
Route 668 Bridge Crossing Plan Development \$150,000  
Clarion Tank Flow Control Valve Installation \$40,000  
Clarion Tank Pressure-Reducing Valve and Altitude Valve Installation \$75,000  
Melinda Tank Flow Control Valve Installation \$40,000  
Tank Electrical Improvements \$30,000  
SCADA Improvements \$431,000  
**Subtotal \$886,000**

Mr. Higginbotham questioned the Route 668 work stating he thought something had already been done with this bridge.

Mr. Coggsdale stated the work that was done pertained to the Bedford Avenue project.

**Short-Term Recommendations:**

Bedford Pump Station Improvements \$75,000  
Beverly Heights Pump Station Installation \$225,000  
Holly Hills Drive, Northgate Road, and Old Pocket Road Pump Station Installation \$225,000  
Melinda and Avondale Drive Pump Station and Piping Network Installation \$675,000  
SCADA Improvements \$52,000  
**Subtotal \$1,252,000**  
**Total Short-Term Recommendations \$6,183,000**

**Intermediate Recommendations:**

Staunton River Intake Rehabilitation, Electrical Improvements and Emergency Power Installation \$65,000  
McMinnis Spring Infrastructure Replacement \$340,000  
Reynolds Spring Infrastructure Replacement \$340,000  
**Subtotal \$745,000**

Town of Hurt System Reconnection \$40,000  
Clearwell Tracer Study \$10,000  
**Subtotal \$50,000**

**Intermediate Recommendations:**

Meter Replacement \$1,200,000  
Tank Construction \$5,000,000  
**Subtotal \$6,200,000**  
**Total Intermediate Recommendations \$6,995,000**

**Long-Term Recommendations:**

Reed Creek Rehabilitation \$10,000 - ??  
**Subtotal \$10,000 - ??**

Filter Air Scour Installation \$375,000  
Additional Filter Construction to Increase Plant Capacity to 5 MGD \$2,500,000  
**Subtotal \$2,875,000**

**Long-Term Recommendations:**

McMinnis Spring Main Replacement \$1,350,000  
Reynolds Spring Main Replacement \$3,450,000  
Main Street Parallel Water Main Installation \$1,560,000  
Route 668 Bridge Crossing Replacement \$2,120,000  
Ogden Road Water Main Replacement \$580,000  
Beverly Heights Water Main Replacement \$2,605,000  
**Subtotal \$11,665,000**  
**Total Long-Term Recommendations \$14,550,000**

**Summary:**

Short-Term Improvements \$6,183,000  
Intermediate Improvements \$6,995,000  
Long-Term Improvements \$14,550,000  
**TOTAL \$27,728,000**

**Wastewater Treatment & Collection:**

- Treatment - 3.6MGD capacity
- Pump Stations
- Main Lift Station
- Riverview Pump Station - 1.0MGD average flow
- Collection

**Short-Term Recommendations:**

Aeration Basin 1 New Surface Aerators (4) \$700,000  
Aeration Basin 2 New Surface Aerators (4) \$700,000  
Aeration Basin 3 New Fine Bubble Diffusers \$340,000  
Aeration Basin 4 New Fine Bubble Diffusers \$340,000  
Replace Blowers (4) \$730,000  
Add Mechanical Ventilation to Blower Room \$30,000  
Reconfigure RAS Piping \$70,000  
Aeration Basins Structural Repairs \$40,000  
Blower Building Structural Repairs \$60,000  
Upgrade Clarifier Basin Splitter Box \$320,000

**Short-Term Recommendations:**

Replace Mechanism in Secondary Clarifier 1 \$540,000  
Replace Mechanism in Secondary Clarifier 2 \$540,000  
Repaint Mechanism in Secondary Clarifier 3 \$110,000  
New Drive for Secondary Clarifier 3 \$160,000  
Replace Scum Pump \$80,000  
Clarifier Structural Repairs \$140,000  
Sludge Pumping Station Structural Repairs \$60,000  
Replace Thickened Sludge Pump \$80,000  
Spare Thickened Sludge or Scum Pump (Not Installed) \$40,000  
Truck Loading Conveyor \$330,000

**Short-Term Recommendations:**

Replace Soda-Ash Feed System \$170,000  
Solids Handling Building Structural Repairs \$1,830,000  
Personnel Building Structural Repairs \$1,190,000  
Electrical Distribution System Upgrades \$6,250,000  
SCADA System Upgrades \$850,000  
**Subtotal \$15,700,000**

**Short-Term Recommendations:**

Replace Mechanical Screen with Extended Screen and Wash-Compactor  
at WWTP Pump Station \$880,000  
Replace Remaining Two Pumps at WWTP Pump Station \$230,000  
Replace Remaining Two Pumps at Riverside Pump Station \$230,000  
**Subtotal \$1,340,000**

Inflow & Infiltration Metering Study \$250,000  
Sanitary Sewer Evaluation Study (SSES) \$680,000  
CCTV Collection System: Part 1 \$400,000  
**Subtotal \$1,330,000**  
**Total Short-Term Recommendations \$18,370,000**

**Intermediate Recommendations:**

Replace Grit Removal System \$900,000  
Replace Influent Screen \$510,000  
New Rotary Drum Thickener 1 \$250,000  
Digested Sludge Pumps (2) \$130,000  
Screw Press \$990,000  
Complete Replacement of Polymer Feed System \$420,000  
Digesters Structural Repairs \$20,000  
Replace UV System \$890,000  
Site Paving \$980,000  
Administration Building Structural Repairs \$30,000

**Intermediate Recommendations:**

Sludge Holding Facility Structural Repairs \$20,000  
Main Lab Building Structural Repairs \$50,000  
Chlorine Storage Building Structural Repairs \$50,000  
**Subtotal \$5,240,000**

WWTP Pump Station Structural Repairs \$100,000  
Demo Existing Mechanical Screen at Riverside Pump Station \$40,000  
Riverside Pump Station Structural Repairs \$210,000  
**Subtotal \$350,000**

**Intermediate Recommendations:**

CCTV Collection System: Part 2 \$400,000  
**Subtotal \$400,000**  
**Total Intermediate Recommendations \$5,990,000**

**Long-Term Recommendations:**

New Rotary Drum Thickener 2 \$250,000  
**Subtotal \$250,000**

CCTV Collection System: Part 3 \$800,000  
**Subtotal \$800,000**  
**Total Long-Term Recommendations \$1,050,000**

**Summary:**

Short-Term Improvements \$18,370,000

Intermediate Improvements \$5,990,000

Long-Term Improvements \$1,050,000

**TOTAL \$25,410,000**

Mr. Rivard addressed the water rates as follows:

- Water and Sewer Rates among the LOWEST in VA.
- Water Rates
  - \$2.18 per 1000 Gallons - Business and Residential
  - \$2.14 per 1000 Gallons – Industrial
- Sewer Rates
  - \$3.07per 1000 Gallons – Business and Residential
  - \$3.14 per 1000 Gallons - Industrial
- Other Connection/Account Fees
- Develop Rate Recommendations to Fund future O&M and CIP
- Develop Alternative Rate Structures

Mr. Perrow distributed a cost summary of the short, intermediate and long term improvements.

Mrs. Overbey thanked Woodard & Curran for their work on these projects.

Mrs. Dalton stated she assumed this work would help Council prioritize what needs to be done first.

Mr. Rivard stated this report is directed towards being a “living” document.

Mayor Mattox asked if Reynolds Springs and McMinnis Springs were improved, would that improve production?

Mr. Hidu stated the rate capacity is what is allowed to be drawn from those springs presently. The goal of the upgrades is to maximize the amount of water from these sites.

Mayor Mattox asked if the possibility of a reservoir has been investigated yet.

Mr. Hidu stated Campbell County has a reservoir which has been beneficial to them noting there are some pros and some cons. It may make the water more treatable at certain times with certain flows with the river. It may require additional pumping of the water. They are still discussing the advisability of a reservoir. He noted he did not see this as being an immediate project.

Mr. Higginbotham stated his first impression of the presentation is that everything is bad and that everything needs to be replaced. He stated he would like specifics of what the real problems are. Mr. Higginbotham referred to the “emergency power installation”, noting there are two power plants located local. He did not know if power had ever been lost to warrant generators being installed.

Mr. Kendrick stated one thing that needs to be discussed with Mr. Fore and Mr. Bond is the reliability of the electricity at the Wastewater Treatment Plant. Having so many service entrances at the plant is problematic from an emergency power standpoint. The existing generation at the plant is not adequate to run the plant. He noted they would be meeting with Mr. Fore next week to discuss.

Mr. Higginbotham noted the PCB lagoon is an overflow that can be used if the electricity goes off.

Mr. Kendrick stated he could not comment on that.



Mr. Higginbotham stated this is what Mr. Bond has said all long. He felt that Mr. Bond has used the pond when water came in and overloaded the plant. He converted the flow there.

Mr. Kendrick stated as policy, the Town is better served to increase the resilience to not have to fall back on the PCB lagoon.

Mr. Higginbotham mentioned the idea of Dominion Energy using the effluent water that would save approximately 800,000 gallons of fresh water that could be used elsewhere. He felt if Woodard & Curran could make this happen, it would be worth some of the cost listed on the summary.

Mr. Kendrick stated there are several questions to answer, is Dominion Energy acceptable with this idea, what is their existing onsite treatment, whether they are using treatable effluent water or potable water. He did not feel he would be advocating using the effluent water until there was another use for the fresh water saved.

Mr. Higginbotham noted water is being purchased from Campbell County. He did not feel it made sense to treat water to make it drinkable and then putting it into a steam. He asked if Woodard & Curran could analyze this.

Mr. Fore noted Dominion Energy is still using river water for blending in the cooling tower even though they are purchasing water from the town. Mr. Fore felt while we have Dominion Energy as a customer, we should continue until another customer request water.

Mr. Higginbotham stated the Melinda Water Tower has been a problem for the past 25 years, he asked Woodard & Curran for an intelligent answer to resolve this issue. He noted he is not worried about the rate schedule until you can tie down what dollars will give the biggest bang for the buck.

Mr. Rivard stated about this time last year they looked at how this tower could be made more efficient. He noted some changes were submitted. The modification would have served the immediate neighborhood very well, boosted the local pressures on the streets right around the tank. He noted a local problem can be solved and thinking we can gain. To put the Melinda tank into better use, it will require additional boost stations.

Mr. Higginbotham noted the Town does not have a lot of growth.

Mr. Rivard stated what they are trying to position the town for is to quickly and definitely answer the questions that yes we can provide you with that many gallons.

Mr. Higginbotham referred to the facility in the Town of Hurt feeling this was more realistic solution then to cut a deal with. Mr. Higginbotham stated he had no interest in designing a plan and then sitting it on the shelf. If a waterline is needed, the cheapest way would be to put it out for design build and hire a contractor. He did not feel this was a good use of the taxpayers' dollars. We need to get the system functioning as well as possible.

Mr. Rivard stated the purpose of this document is to generate discussion.

Mr. George stated obviously rates will have to be increased and asked if there was a particular percentage in mind.

Mr. Rivard stated he didn't want to speculate. He stated once they go over comments from tonight and come back they may have better answers.

Mrs. Brumfield clarified that Reed Creek is not a backup.

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Mr. Hidu stated Reed Creek is an alternative source and there is a draw permit from it. It is not a significant percentage of what is being produced now.

Mr. Fore stated Reed Creek could be pulled from in an emergency but at less than a million gallons per day.

Mrs. Brumfield stated the VDH is requiring the Water Plant to be upgraded once 80% of the MGD is pulled. The average daily flow is 2.68; we are already pulling more than the 80%. How long with the VDH allow this?

Mr. Fore stated the average is 2.2 at the plant. He wants the maximum use from the springs and he limits the amount of water purchased at CCUSA. He stated there are days that the point just above 2.4 but most days are below.

Mrs. Brumfield referred to using a decanting system as backwash and asked for some figures on this. She noted it would cost money to install but would get the money back.

Mr. Rivard stated that is called recycling. It is typically done when there are rural systems that are far away from sewer systems; unless they are forced to recycle they try not to. It is upsetting to the process because it is a different water. It has already been treated once chemically. There are chemical cost to doing this.

Mrs. Brumfield thought potable water was used to backwash.

Mr. Rivard stated this is right but the potable water has different alkalinity and PH. He explained this can be a public safety issue.

Mrs. Brumfield was concerned that finished potable water was being using to backwash and could be saved if there was a decanting system in place.

Mr. Rivard stated potable water is being put on the underside of the filter where the clean water is coming, blowing solids out of the top, capturing and sending to the Wastewater Plant. This is concentrated dirt and organic particles; if this was going to be used you would be introducing untreated water to the underside of the filters. This would be contaminating the bottom of the filters. To not use the backwash would make the plant more stable.

Mr. Fore added the biggest waste is draining the basins down; he noted the cost of a sludge sucking unit at the bottom of the tanks that takes the solids off the bottom continuously so that 100,000 gallons of water is not lost every time the tanks are taken down. He noted this saves three or four days of operation of the plant. He stated there is a savings because we are not recycling but keeping the water and moving the solids per say.

Mayor Mattox thanked the staff of Woodard & Curran. Referring to the cost, he stated over the past 50 to 70 years things have been patched and piece milled on the utility systems. Council is trying to prepare for future growth. The cost is approximately \$50 million and spreading this out over the life expectancy this systems could make it reasonable.

### g. Project Updates

Mr. Coggsdale referred to the 7<sup>th</sup> Street project and stating at this time, the entrance area remains out of the project. The design should mitigate the issue of water in the building. Mr. Coggsdale stated the engineers have drawn up the necessary paperwork.

Mr. Eller stated when this was previously discussed there was a problem with the alcove. He advised the engineers and Mr. Higginbotham discussed the matter and

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have determined it is ago to pour the concrete across the front of the building with going into the alcove.

Mayor Mattox asked if there is a complaint after the work is completed, would the town be held harmless.

Mr. Eller responded that there was always that chance.

Mr. George questioned how the Parks Bathrooms project was coming along.

Mr. Garrett stated he was planning to start on the bathrooms in November.

Mr. George asked if the basketball courts would be restriped.

Mr. Garrett advised this should be completed within the next two weeks.

Mr. George referred to a letter received from a citizen in reference to hunters in the Green Hill Cemetery and read the following:

*I am very upset; in one of my visits with my dad at Green Hill Cemetery I was met with nothing other than a hunter. Not only is this disrespectful to those lying in peace, this is dangerous. Do I need blaze orange to respect my dad? I understand the need for hunting; however, I find it appalling and disrespectful in the town cemetery. When I bought the plots, I assumed it would be a peaceful and respectful placed. That is worse than those who choose to sleigh ride in there. This is a place for peace and serenity not dodging hunters. Please consider the people who still morn their love ones.*

Mayor Mattox asked staff to review this matter.

Mayor Mattox extended “thank you” to the Altavista Rotary Club for their display of the United States of American Flags in the town. He asked if Council was interested in donating to this project.

Mr. Jarvis updated Council on the project stating they have raised \$650.00 towards the additional needed flags.

Mrs. Dalton stated this is a great project and Council has responded to the request that was made. She noted this is a Club project and if additional assistance is needed, she felt they would ask. She felt Council should resist until a formal request is made by the Altavista Rotary.

Mayor Mattox asked that the Altavista Rotary have a representative make a formal request.

### 6. Public Comments

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

Mayor Mattox asked if anyone else would like to speak. No one came forward.

### 7. Closed Session

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

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

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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 Mrs. Dalton, and seconded by Mr. George.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mrs. Tanya Overbey	Yes

Council went into closed session at 7:03P.M.

Notice was given that council was back in regular session 8:17 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, 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. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mrs. Tanya Overbey	Yes

8. Adjournment

Mayor Mattox adjourned the meeting at 8:18 p.m.

\_\_\_\_\_  
Michael E. Mattox, Mayor

\_\_\_\_\_  
J. Waverly Coggsdale, III, Clerk