

The Altavista Town Council Work Session was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on October 23, 2018 at 5:00 p.m.

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

Council members

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

Also Present:

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

2. Agenda Approval

Mayor Mattox introduced two amendment requests.

- g. English Park RFP Negotiation Request
- h. Bedford Ave. Basketball Court Re-facing Request

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

Motion carried:

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

No one came forward with comments on this date.

4. Introductions and Special Presentations

- a. FY2018 Financial Report (Audit) Presentation by David Foley, a Partner with the Firm Robinson, Farmer, Cox Associates.

Mrs. Tobie Shelton, Town Finance Director, introduced Mr. Foley as his firm's manager of this year's financial audit for the Town of Altavista.

Mrs. Shelton asked Council to consider the presentation of the audit report and, if accepted, the FY2018 Financial Report be placed on the November Regular Council Meeting Consent Agenda.

Mr. Foley addressed Council with a summary of results from his audit on the 2018 fiscal year's financial report for their review.

Mr. Foley stated at the conclusion of the audit, there are two documents he is required to issue to Staff and Council; (1) the audited Financial Report, and (2) a Communication with Those Charged with Governance Report.

1. Audited Financial Report

Mr. Foley referenced the financial report stating on page two of the report is the opinion of his team after the audit process was complete. He stated his team gave an “unmodified opinion” to the Town’s financial statements, which is the highest outcome that can be given for an audit. He added the definition of an “unmodified opinion” means the Town of Altavista prepared its financial statements in accordance with general accepted accounting principles.

Mr. Foley referenced page seven of the Financial Report which shows the Town’s Governmental Fund statements consisting of the breakdown for the town’s assets and liabilities. He informed Council the Town ended its 2018 Fiscal Year with total assets of \$16,900,000, which included an increase in funds in the amount of \$686,000 from revenue and expenditures reported.

Mr. George asked if the \$686,000 included carryovers from last year.

Mr. Foley stated the \$686,000 only included revenue and expenditures from this fiscal year.

Mr. Foley continued the presentation by referencing page eleven of the audit report regarding the Town Water and Sewer Fund. He stated this fund had a total of \$12.7 million in assets at the end of the 2018 fiscal year.

Mr. Foley referenced page twelve of the audit report stating Water and Sewer revenues were \$3.5 million and expenses were \$3.7 million; also referencing the same page Mr. Foley stated the Town showed a decrease in Water and Sewer funds of \$371,000 for the 2018 fiscal year.

Mr. George asked Mr. Foley to elaborate on the \$371,000 decrease to the Water and Sewer Fund reported in the audit report.

Mr. Foley stated the decrease in the Water and Sewer fund was mainly from depreciation.

2. Communications Report

Mr. Foley stated his firm is required by law to communicate to Council any and all findings from the audit process. He also stated Town Management is responsible for appropriate use of accounting policies and supplying his team with full disclosure to financial documents for the audit process.

Mr. Foley stated Mrs. Shelton and Town Staff had all financial statements and documents needed accessible and well prepared for his team to accurately complete this year’s audit and concluded the presentation stating Mrs. Shelton and Town Staff are excellent to work with and are always available to answer questions and pull any additional documents needed for the audit which makes his team’s job in the audit process much easier.

Mayor Mattox thanked Mr. Foley for his and his team’s work.

Mr. Coggsdale shared his appreciation for Mrs. Shelton and her staff for all the hard work they do in planning and preparing for the yearly audit.

Mayor Mattox thanked Mr. Coggsdale, Mrs. Shelton, and Town Staff for all the work they do for the Town Office and the Community.

5. Items for Discussion

a. Utility Bill Adjustment Policy Review

Mr. Coggsdale reminded Council of a citizen named Mrs. Lucinda Hicks that came to the October Regular Meeting to request a water bill adjustment. This would be her second adjustment request within a twelve month period.

Mr. Coggsdale stated the current policy only allows Staff to authorize the first request and Council would be responsible for consideration of the second request.

Mr. Coggsdale requested direction from Council whether to amend the policy to allow Town Staff the ability to authorize all water bill adjustments, or to leave the current policy as it stands for Staff to review the first adjustment request and Council the second request if both are within a twelve month period.

Mayor Mattox asked Council to each give their opinion on the current Utility Policy.

Mr. Emerson stated if a citizen has a problem with Staff's decision the issue would then end up coming to Council. He continued the current policy is working well and suggested leaving the policy as it reads now.

Mayor Mattox stated he was in favor of giving Staff full authorization to consider all future water bill adjustment requests where a citizen has evidence of their effort in trying to fix a leak. He also stated a citizen may be uncomfortable coming before Council with a request when Staff is capable to handle such issues.

Mrs. Dalton asked how often this type of request comes before Council.

Mr. Fore, Utilities Director, stated he had at least one adjustment request each water billing cycle, and there are usually only one per year that go in front of Council for consideration.

Mrs. Dalton stated with the rarity of such an issue being brought to Council, she believed the current policy should stay as it reads now.

Mr. George agreed with Mayor Mattox that a citizen could be intimidated to appear before Council and he felt Staff could handle all water bill requests.

Mr. Higginbotham stated he would like to keep the policy as it currently reads because it would keep Council involved and up to date on the frequency of such issues.

Mrs. Overbey stated with the rarity of the issue coming before Council she felt the policy would be sufficient as it currently reads.

Majority ruled for the current Utility Bill Adjustment Policy to stay as it is.

b. Consideration of FY2019 Town Council Meeting Calendar

Mr. Coggsdale offered Council a proposed 2019 Meeting Calendar for their consideration. He stated the proposed calendar stayed with the current curriculum of Council, meeting on the second Tuesday of each month at 7pm for regular meetings and the fourth Tuesday of each month at 5pm for work sessions.

Mr. Coggsdale requested direction from Council on the proposed calendar.

Mayor Mattox asked for a vote from Council members whether or not to accept the meeting calendar as it is proposed or if they had any amendment suggestions or questions for Mr. Coggsdale concerning the calendar.

It was the consensus of Council to put the proposed meeting calendar on the November Regular Meeting Consent Agenda.

c. Consideration of FY2020 Budget/CIP Calendar

Mr. Coggsdale addressed Council with a request for them to review and consider the proposed FY2020 Budget/CIP Calendar.

Mr. Coggsdale stated it would be a good time for Council to provide Staff with any feedback or thoughts on goals and objectives they would like Staff to pursue during the departmental and revenue consideration of the draft budget.

Mr. Coggsdale informed Council Staff will begin work on the Capital Improvement Plan (CIP) in December and seek to get Council's input/tentative approval earlier in order to establish necessary financial levels in the draft budget and in addition, staff is providing the option for a Continued Budget Work Session on Wednesdays the day after each Town Council Work Session in January, February and March. He stated the optional days are to assure Council has ample time to consider the items related to the budget without sacrificing time needed for regular on-going town items/issues with the additional meetings only being utilized if Council feels they are necessary to complete the budget process.

Mr. Coggsdale also informed Council the Altavista Community Transit System (ACTS) proposed budget will be considered in December in order for staff to have ample time to prepare the grant application that is due in January. He continued Staff will provide the ACTS draft budget to Council in mid-November.

Mr. Coggsdale requested after consideration of the Budget and CIP Calendar, for Council to approve the CIP/Budget request at that night's meeting so Staff could begin communication with the outside agencies associated with the CIP in order to bring the discussion of rates to Council sooner rather than later in the budget process, which is tentatively on the calendar for Council's January Work Session. He continued by stating the earlier the decision, the sooner Staff can also start financially planning for the approved items.

Mayor Mattox asked Mr. Coggsdale if there are items in the CIP that are not in that calendar year, if there would be some type of question mark or distinction, so Council would know whether or not the item is a pressing issue to discuss.

Mr. Coggsdale stated the items in the CIP draft are for Council to consider and decide if there is an immediate need for discussion or if the item can be addressed at a later date so the budget can then be prioritized.

Mayor Mattox asked Council if there were any additional questions for Mr. Coggsdale concerning the Budget/CIP draft.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proposed Budget/CIP draft as requested by Staff.

Motion carried

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

d. Streetlight Request - Main Street

Mr. Coggsdale stated Staff was recently approached by Mr. Calvin Watson in regards to the Town installing a decorative streetlight in front of his business on Main Street to match the existing ones already in town. The Town's decorative streetlights currently end at Steve Farmer's Auto lot.

Mr. Coggsdale informed Council that Mr. Watson recently moved his business (Watson & Stone Barber Shop) to 1212 Main Street, former site of B&D Auto, down below Steve Farmer's Auto. He continued stating several months ago VDOT extended the sidewalk from Steve Farmer's Auto Sales to the end of Mr. Watson's property, which then prompted Mr. Watson to make the request.

Mr. Coggsdale stated Staff is seeking Council's thoughts and direction on the Town's policy in regards to extension of the decorative lights.

Mayor Mattox asked if this request would fall under Highway Funds.

Mr. Coggsdale stated it would not fall under Highway Funds because of VDOT extending the sidewalk down to Mr. Watson's property, the requested streetlight location is now being considered part of Main Street.

Mr. Higginbotham asked if a cost for the additional streetlight had been obtained.

Mr. Coggsdale stated the cost had not yet been obtained for review, but Staff would be glad to do so if Council decided to move forward with the request.

Mr. Garrett, Public Works Director, stated he is currently working on getting a cost for a new underground meter, which would be necessary to install more streetlights, if Council decided to approve the request.

Mr. Higginbotham asked Mr. Garrett would it be possible to tie into the last meter box on the block located at Steve Farmer's Auto.

Mr. Garrett stated he would not be able to use the meter box at that location to add new lights further down the street because it is the last one on the meter system and is currently running at its full capacity.

Mrs. Dalton asked if there are any other lights, other than a decorative light, at the area in question.

Mr. Coggsdale answered yes there is a regular VDOT street light at the location.

Mayor Mattox stated the Town currently has a residential policy regarding street lights, but asked Mr. Coggsdale if there was a commercial policy in place.

Mr. Coggsdale answered no there is not a commercial policy regarding streetlights currently in effect.

Mayor Mattox asked for direction from Council whether or not to move forward with having Staff figure the Town's cost for putting the requested street light/lights at the 1212 Main Street location.

Council members were in consensus to have Staff acquire a cost for the light/lights installation so a more informative decision can be made regarding the request.

e. YMCA Family Center Request

Mr. Coggsdale informed Council of a request from Steve Jester, YMCA Executive Director, for financial assistance from the Town in the removal of several trees from the YMCA Family Center location, which is a Town-owned property, to make room for a storage building addition.

Mr. Coggsdale stated the request came after the YMCA underwent internal renovations and found they were in need of an additional storage building on the property. Mr. Coggsdale showed Council pictures of the area on the property of the proposed storage building addition.

Mrs. Overbey asked if the tree removal process would be something Town Staff could assist with or if an outside company would have to be used.

Mr. Higginbotham asked what the size of the trees were that needed removing.

Mr. Garrett stated there were no trees larger than approximately eighteen inches in diameter at the YMCA project.

Mr. Coggsdale stated he had discussed Staff assisting in the tree removal with Mr. Garrett, Public Works Director, and Mr. Garrett stated Staff could take care of removing all of the trees needed for the project, but would have to acquire a "Lift Truck" from an outside company for such a project as the Town does not own that particular piece of equipment.

Mr. Garrett continued to state his Staff is already in the process of removing trees from other locations in town and if Council approved, Staff could take care of the tree removal request by Mr. Jester and the YMCA while they were in possession of the Lift Truck.

Mayor Mattox asked Council to give Staff direction on the tree removal assistance request.

Council members were in consensus to allow the Town Public Works Staff to assist in the removal of any necessary trees for the storage building addition project at the YMCA Family Center Facility as requested by Mr. Jester.

f. Police Department "Report Management System" Update

Mr. Coggsdale announced APD Chief Merricks would be sharing information with Council and answering any questions they may have regarding the request for an update to the Altavista Police Department's Report Management System.

Chief Merricks stated the Altavista Police Department had been working in conjunction with the Campbell County Public Safety Administration in regards to a new records management system project, Zuercher Suite RMS System. He continued stating Campbell County has been the lead on this project and has worked through the procurement process, which included both Altavista and Brookneal Police Departments.

Chief Merricks stated the new system would be a replacement for Altavista's current system, DaPro, which has reached the end of its useful life and would no longer be supported for updates in the very near future.

Chief Merricks continued stating with the Town having to soon choose another system and since both Campbell County and the Town would be potentially going with the same new system, it would be to the Town's advantage to transition at the same time because the Town would have an input in formulating the new modules to best suit Altavista's departmental needs.

Mr. Higginbotham asked how long the APD had used the DaPro system and how much it would cost the Town if Council approved the new system request.

Mr. Coggsdale and Chief Merricks both answered approximately fifteen years.

Chief Merricks stated the new system would cost approximately \$35,000 and then an additional cost for installing the corresponding computers into the Police cars.

Mr. Coggsdale stated the FY2019 Budget has \$75,000 already appropriated for this particular capital improvement project.

Mr. Emerson stated the Campbell County Sheriff's Office had also used the DaPro System and in his opinion it has been used "way too long" because the system is out of date and not user friendly between the Police Departments.

Mr. Emerson stated Campbell County had changed over their system to the Zuercher Suite RMS System. He stated the system cost the County approximately \$250,000 because of the larger size of the upgrade needed for the County compared to the Town. He continued the advantage of the Town adopting the new system now would be the discount it would receive for signing up early.

Chief Merricks stated the Town would receive a discount for signing up for the new system when Campbell County did, due to training, etc. He continued as an add-on to Campbell County, the Town would be sharing all of the data information (name, vehicle and location alerts) from both the 911 Call Center and the Campbell County Sheriff's Office.

Chief Merricks also shared with Council the many advantages the new system would give the Police Department stating the system would allow officers to be more productive with its reporting and streamlined booking process. He continued the APD would also have the ability to view and serve warrants located in the Town of Altavista, which currently there is no provision for this, as full warrant lists don't have addresses on them.

Chief Merricks stated the new system would also greatly benefit the Town's Police Officer safety and possibly reduce liability with the new system having the ability to monitor an Officer's speed and location.

Mayor Mattox asked for direction from Council regarding the APD request.

Council members were in consensus to approve the request from Chief Merricks and the Altavista Police Department to move forward with replacing the APD Records Management System.

g. English Park Improvement RFP-Staff Firm Recommendation

Mr. Coggsdale addressed Council on behalf of Town Staff and the Recreation Committee. He stated, as a part of the FY2019 CIP/Budget process, Council had directed Staff to work on several projects related to the recreation facilities in English Park. He continued stating Staff grouped three of the projects together; the splash pad, playground improvements, and playground shade structure.

Mr. Coggsdale stated with Council's previous approved permission, Staff issued a RFP (request for proposal) due to the need to have a professional firm design, provide, and build the components related to the improvement project.

Mr. Coggsdale informed Council there were two firms that responded to the RFP. He stated a panel consisting of Mr. David Garrett, Public Works Director, Mr. Tom Fore, Utilities Director, Mr. Tim George, Town Council and Recreation Committee Member, and himself as Town Manager conducted individual interviews with both responding firms.

Mr. Coggsdale stated, based on the interviews with both firms, the panel recommended Staff be allowed to begin negotiations with the highest ranked firm, which was Southern Playground of Virginia Beach, VA.

Mr. Coggsdale stated it would be Staff's intent to negotiate with Southern Playground in regards to a "turn-key" package that would consist of all three components of the project. He continued stating if successful negotiations were achieved, Staff would offer Council the proposed layout for their review. If Staff is unable to successfully negotiate with Southern Playground, the process would then continue with Staff offering the other firm the option for negotiations.

Mr. Coggsdale reminded Council of the estimated cost for the three projects, which were included in the Town's adopted Parks and Recreation Master Plan, is \$718,475. He continued there is also \$120,500 earmarked for English Park projects from previous town budgets and these funds can also be utilized for the current playground project if needed.

Mr. Coggsdale continued stating the FY2019 Adopted Budget had a surplus of \$379,850, but with other approved project costs (such as the tennis court upgrade and the Avoca HVAC installation) coming out of the surplus, there would be approximately \$392,158 additional funds needed to fully fund all projects.

Mayor Mattox asked Mr. George, being on the Recreation Committee and Council, what his thoughts were regarding the firm Southern Playgrounds.

Mr. George stated the interview panel had spent a few hours with the owner of the firm Southern Playgrounds and he was very impressed with the owner's knowledge and experience in the field. He also stated the owner assured the group that when the construction of the proposed projects were underway he would be there himself to supervise.

Mr. Higginbotham asked what the owner stated he would be responsible for in the ongoing process of the projects.

Mr. Coggsdale answered the owner would be General Manager of the project, but he also assists in the installation work for the playground equipment.

Mr. Higginbotham asked if the owner receives a percentage of the project's cost.

Mr. Coggsdale stated the project would have a lump sum cost and the owner's payment for his work on the project would be included in the total amount.

Mr. Coggsdale asked Council for authorization to allow Staff to begin the negotiation process starting with the firm Southern Playgrounds.

Council members were in consensus to allow Staff to begin the negotiation process for the English Park Playground improvements.

Mayor Mattox asked Mr. Coggsdale if there was an estimated completion date for the playground project.

Mr. Coggsdale answered Staff had conveyed to the owner of Southern Playground a desired completion date would be before June 1st of 2019, which would be before the Town's next Uncle Billy's Day event.

h. Bedford Avenue Tennis Court Project Update / Basketball Court Resurfacing

1. Mr. Coggsdale addressed Council with an update regarding the tennis court renovation project.

Mr. Coggsdale stated Mr. Mann, the contractor working on the project, indicated the end of the tennis courts nearest to the intersection of Myrtle Lane and Bedford Avenue needed to be raised by approximately one foot to create the appropriate water drainage. He continued stating the fence post on that end would then need to be taller to accommodate the raised court.

Mr. Coggsdale stated Mr. Mann also suggested Staff/Council consider replacing the existing fence because the old fence was rusted.

Mr. David Garrett, Public Works Director, addressed Council with options on replacing the existing fence currently at the tennis courts. He stated the contractor could replace the fence taken down to perform the court upgrade and then all of the fence being painted to cover the rust; or his recommendation would be to use the existing posts to install new slip covers onto the posts, which would save the Town money and would still look nice for the project upgrade.

Mr. Garrett explained the time and money it would cost to paint the existing rusted posts would be the same cost as using the proposed post slips, but with less time involved in the installation, which meant less money overall.

Mr. Higginbotham asked Mr. Garrett to elaborate on the two different quotes for the fence given to Council for review/consideration.

Mr. Garrett answered the separate costs were actually part of the same quote and Mr. Coggsdale elaborated the contractor offered the two amounts to show the original cost with the addition of the proposed new fencing added to the project.

Mr. Garrett informed Council the current fence project at the Town Water Plant had a higher fence cost than the cost projected for the new fence at the tennis courts quoted by Mr. Mann, so he felt the fencing quote by Mr. Mann was reasonable.

Mr. Garrett also stated the fence at the tennis courts could be used on other Town projects to save money, such as fencing at the Waste Water Treatment Plant which is currently needed to be replaced.

Mayor asked Council if they had any questions or concerns regarding the tennis court project or fencing installation.

Mr. George was in favor of the new fencing being installed on the entire court.

Mr. Emerson also stated his approval to re-fence the entire court now, so not to have to address the same issue of rusted fencing in the near future.

Consensus by Council to approve the requested authorization to add new fencing to the entire surface area of the Bedford Avenue tennis courts.

2. Mr. Coggsdale stated at a previous meeting Council asked Staff to acquire a quote for the request of resurfacing the Bedford Avenue basketball courts while the contractor working on the tennis court project, Boxley, was still in the area. Mr. Coggsdale offered Council the quote from Boxley for the total of \$12,990.

Mr. Coggsdale continued with a quote for the School Street basketball courts of \$11,900 because Mr. George had suggested Council also consider the resurfacing of those courts while the contractor was still working in the area.

Mr. Higginbotham asked if Staff could acquire a second quote from a different contractor for the Bedford Avenue basketball court resurfacing request, so Council would have more than one option to consider for the approval decision.

Mr. Coggsdale stated that Boxley would only be in the Altavista area for a short period of time so Staff acquired a quote from them first. He continued Staff could try and get a quote from another contractor before the tennis court project is complete so Council could make a decision regarding the basketball courts.

Mayor Mattox asked Mr. Coggsdale if getting a second quote would interfere with the timeframe of the tennis court project's completion along with the basketball court resurfacing request or if there was still time to do so.

Mr. Garrett stated he recently spoke with the contractor from Boxley in charge of the tennis court project, Mr. Charles Craddock, and if weather permitted the first stage of the tennis court project would be done the following weekend, and he continued Mr. Craddock also stated the project could be completed as early as mid- November.

Mayor Mattox stated if Council agreed he would be in favor of moving forward on the decision to approve the basketball court resurfacing request with the quote acquired from Boxley, and recommended to Staff and Council not to put themselves in such a limited timeframe on future project requests.

Mr. Higginbotham stated Staff should get a second and third quote for comparison with Boxley's quote so Council would know if the Boxley quote was the best option for the basketball court resurfacing.

Mrs. Dalton stated the additional quotes would help Council make a more informed decision on the basketball court request. She continued if Staff could get the additional quotes in a timely manner to consider while Boxley was still in the area, Council should let Staff take advantage of which ever quote came in the lowest and move forward with resurfacing the basketball courts.

Mr. Emerson agreed with Mrs. Dalton to allow Staff to acquire the additional quotes from contractors other than Boxley and then move forward with which ever one came in at the lowest cost to the Town.

Mr. Higginbotham stated that night was the first Council had heard of the request to also resurface the School Street basketball courts and would like for Council to give more consideration to that request since the court is not as in need of resurfacing as the Bedford Avenue courts are and is not as time sensitive.

Mr. Coggsdale stated the Town would be repaving some of the Town streets in Spring of 2019 and Council could revisit the request to resurface the School Street basketball courts closer to that time.

Mrs. Overbey stated she would also like Staff to acquire additional quotes for the basketball court resurfacing project. She continued she agreed for Staff using the lowest quote acquired and moving forward with the request to resurface the basketball courts on Bedford Avenue only, but to reconsidering the School Street courts at a later date.

Mayor Mattox asked for Council to give Staff final direction on the basketball resurfacing request.

Council members were in consensus to allow Staff to acquire additional quotes from contractors other than Boxley, choose the lowest/best quote acquired, and move forward with resurfacing the Bedford Avenue basketball courts while the tennis courts at the same location are being redone. Council also agreed to reconsider the request to resurface the School Street basketball courts in Spring of 2019.

6. Staff Updates

Mr. Coggsdale stated Staff is meeting in November to begin the process for the DCR Grant Fund.

Mr. Emerson asked if Staff could contact Campbell County and ask for their help with the DCR Grant Fund project/process. He continued Altavista is an asset to Campbell County and he would like to give the County any opportunity possible to help in projects that are beneficial, not only to the Town of Altavista, but also the entire county.

Mr. Coggsdale stated he is meeting with the County Administrator the following Monday and would be glad to ask for input and help on the DCR project and funding.

Mr. George stated the Town had lost approximately twenty-five Ash shade trees at the English Park location.

Mr. George reminded Council of a previous conversation where they had agreed to replace the trees when the time was right to do so. He stated he talked with Mr. Garrett regarding replacing the trees and both agreed fall is the best time to replace the trees.

Mr. George offered Council an approximate cost for replacing the lost trees with Willow Oak trees, which grow fast and are native to the area. He continued the twenty-five replacement trees with fifteen gallon root balls would cost \$4,375.

Mr. Emerson stated he remembered the previous conversation regarding replacing the lost trees and agreed to the request to replace the trees. He stated it would make the park look nicer if the trees could be replaced with fast growing shade trees rather than leave the area empty of trees.

Mr. Higginbotham asked if the cost for replacing the trees was already reserved in the current budget.

Mr. George stated losing the trees could not have been foreseen, in which case would not have been placed in the current CIP 2018 Budget.

Mayor Mattox stated there are non-designated funds in reserve that can be appropriated for the project.

Mrs. Dalton stated since the tree replacement would not be too costly she stated she would agree to allow Staff to move forward with the project.

Mr. Higginbotham asked would the replacement trees all be the same type of tree.

Mr. George stated yes, the Willow Oak is the best option because they are fast growing and do not produce acorns which would be less work long term for Staff to maintain.

Mr. Coggsdale asked if Council approves the tree replacement request, where would Council like the new trees to be located.

Mr. George suggested placing the new trees as close to the old tree stumps as possible to cover the same area for shading.

Mrs. Dalton suggested having Staff investigate the types of trees appropriate for the area and their cost then offering Council the additional information for consideration and approval.

Mrs. Overbey stated she would rather wait on the additional tree information and complete the tree replacement project properly rather than put any type of tree anywhere in the area and have it not to look its best. She also suggested looking at the park’s “Master Plan” for consideration of tree types.

Council members were in consensus for Staff to investigate the tree replacement project further and offer Council additional information for them to make a more informed decision on the request.

7. Public Comments

No citizen came forward on this date with public comments.

8. Closed Session

CLOSED SESSION

Date: October 23, 2018

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

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to convene in closed session.

Motion carried.

Vote:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

Council went into Closed Session at 6:19 p.m.

Notice was given that Council was back in regular session at 6:36 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. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Mrs. Beverly Dalton	Yes
Mr. Tracy Emerson	Yes
Mrs. Tanya Overbey	Yes

9. Adjournment

Mayor Mattox asked if there were any additional concerns from Council.

No one spoke or came forward with additional concerns or requests.

The meeting was adjourned at 6:36 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk