

Council Work Session February 25, 2020

The Altavista Town Council's February 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on February 25, 2020 at 5:00 p.m.

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

Council members

Present: Mayor Michael Mattox
Mr. Reginald Bennett
Vice-Mayor Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell

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
Ms. Sharon Williams, Community Development Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

2. Agenda Approval

Mayor Mattox informed Council the agenda had been amended in Section Three to include a proclamation consideration.

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

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

Motion carried:

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

3. Recognitions and Presentations

- a. Proclamation Consideration

Mayor Mattox shared with Council a proclamation "honoring" Altavista High School Alumni, Juan Thornhill, and his accomplishments, not only as a citizen of Altavista, but also in his professional career.

Mayor Mattox asked Council to consider approving the proclamation and asked for the document to be placed in Council's official minutes as recognition of the proclamation.

Mr. Coggsdale stated, if approved, it was his intent to frame the "signed" document before presenting the proclamation to Mr. Thornhill.

Mr. Emerson offered his assistance to staff in framing the proclamation.

Mr. Emerson, seconded by Mr. Bennett, motioned to accept Mayor Mattox's request and approve the proclamation for Mr. Thornhill.

Motion carried:

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

A Proclamation Honoring
Juan Thornhill

***WHEREAS,** Juan Thornhill was a 2015 graduate of Altavista Combined School, a recipient of an athletic scholarship to play football for the University of Virginia, and subsequently a second round pick of the Kansas City Chiefs in the 2019 NFL Draft; and*

***WHEREAS,** while attending Altavista Combined School, Juan was a team leader and a member of five State Championship teams (two in football and three in basketball) under the tutelage of Coach Sharnus and Coach Cartalaro; and*

***WHEREAS,** Juan played for the University of Virginia football team from 2015 to 2018, earning many different accolades including 2018 All ACC First Team, 2018 Associated Press All ACC First Tea and All-Bowl Game to name a few; and*

***WHEREAS,** Juan was selected by the Kansas City Chiefs in the second round (63rd overall) of the 2019 NFL Draft. He finished his impressive rookie campaign with 3 interceptions and 42 tackles. The Kansas City Chiefs went on to win Super Bowl LIV against the San Francisco 49ers 31-20; making Juan Thornhill a "World Champion"; and*

***NOW AND THEREFORE BE IT RESOLVED** by the Altavista Town Council of 2020 that the Council hereby honors and praises*

JUAN THORNHILL

for his many accomplishments while being a great role model for those who emulate him and aspire to a similar level of athletic and academic greatness. The Altavista Town Council wishes to express their high regard, respect and appreciation for his dignified and proud representation of our entire Town of Altavista.

***IN WITNESS WHEREOF,** I, Mayor Mattox, have hereunto set my hand and caused the Seal of the Town of Altavista, Virginia to be affixed, this 25th day of February, year 2020.*

4. Public Comments (Agenda Items Only)

Mayor Mattox asked if any citizen(s) attending the meeting wished to address Council regarding an item on Council's February Work Session Agenda, to which there were none.

5. Items Referred from Previous Meetings

a. Booker Building Follow-up Discussion

i. Consideration of Proposals/Quotes for Improvements

Mr. Coggsdale reminded Council that this item was referred from the January 14, 2020 Regular Meeting.

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Mr. Coggsdale stated, with Council's direction and their desire to review possible cost estimates for the improvements/items identified in Appendix A of the LPDA Booker Building Use Feasibility Study, staff has sought proposals from the town's "on-call" engineering firms. He informed Council there were two proposals received, out of the five requested, and shared them for Council's review.

Mr. Coggsdale stated both proposals addressed items that were outside of what the town was seeking services for (such as schematic design and/or layout of proposed uses), as Council had not yet decided on the use of the building at that time.

Mr. Coggsdale stated, at that time, staff was seeking the authority to "negotiate" with the selected firm in regard to refining the services requested by Council.

Mr. Coggsdale also reminded Council the Request for Proposals (RFP) for "Adaptive Reuse/Rehabilitation of the Booker Building" had been advertised; and proposals are due in by May 15, 2020 (90 day period).

Mayor Mattox asked Council if they had any questions or comments in regards to this item.

Mr. Higginbotham referenced a local contractor, Mr. Robert Lee, and shared with Council, and staff, Mr. Lee's substantial background history of employment in regards to building and remodeling houses. He informed Council that Mr. Lee has graciously volunteered his expertise for staff to utilize during the "consideration and planning" process of this project.

Mr. Higginbotham stated the town was fortunate to have a citizen offer their expert advice, at no charge to the town, and stated he was in favor of Council authorizing staff to utilize Mr. Lee's expertise, rather than pay an engineer for the same service.

Mr. Mitchell asked which improvements to the Booker Building Mr. Lee would be qualified to offer his expertise on.

Mr. Higginbotham stated that Mr. Lee could offer expert suggestions on multiple items on the suggested improvement list; such as refurbishing or replacing the existing floor, the desired bathroom upgrades, and renovating the exterior stage.

Mr. Bennett referenced the RFP proposals Council had requested, regarding "Adaptive Reuse/Rehabilitation of the Booker Building", due by May 15, 2020. He stated, since Council will be waiting for the RFPs to come in before making a final decision on the use(s) of the facility, he suggested also waiting until that time to finalize any design plans/improvements proposed for the building as well.

Mr. Higginbotham stated having "commercial" flooring was sufficient for most of the uses the facility would be utilized for. He stated he felt refinishing the existing floor was a viable option of improvement.

Mr. Bennett stated he did not want to see the town spend money on refinishing the existing floor if one of the decided uses for the facility required a different type of flooring, such as carpet. He stated he was in favor of waiting on that item until definite uses of the facility had been defined by Council, hopefully in May.

Mrs. Dalton shared her favor in Mr. Higginbotham's suggestion of utilizing Mr. Lee for his expert advice. She stated she felt Mr. Lee would be a good resource for the town/staff to gain additional perspective from regarding this project.

Mrs. Dalton also shared her favor in waiting until the requested RFPs are received in May before making any decisions regarding additional uses for the Booker Building facility. She stated, likewise, any designs and/or improvement plans should be postponed until then as well.

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Mrs. Dalton requested estimated costs for each proposed/suggested improvement.

Mr. Higginbotham stated Mr. Lee could help staff get estimates for a few of the improvement items.

Mr. Mitchell stated he liked the idea of utilizing local talent when possible, and since Mr. Lee was offering the town his expertise, he was in favor of Mr. Higginbotham's suggestion to use Mr. Lee as a resource on this project.

Mr. Mitchell referenced the LPDA Booker Building Use Feasibility Study, specifically the "Business Compatibility Model" within the study. He stated the study showed the Booker Building facility would be best utilized for "public" use, rather than private, in areas such as "event space", "rental", and "parks and recreation".

Mr. Mitchell stated, with the facility already being used currently for two out of the three suggestions, he felt the town should start with improvements that would be beneficial to any use of the facility, such as updating the bathrooms and renovating the interior and exterior stage areas.

Mayor Mattox stated he agreed with Mr. Bennett that Council should wait for the RFP deadline (May 2020) to see if the town receives any viable "use" proposals before moving forward with improvement items for the Booker Building.

Mr. Higginbotham suggested Council allow the Town Manager, Mr. Coggsdale, to move forward with contacting Mr. Lee and acquiring cost estimates for the floor, interior/exterior stage, and bathroom improvements. He stated this would allow Council to be ready to implement one or more of these desired improvements when the time arose to do so (potentially in May 2020 - after the 90 day RFP deadline).

Mr. George asked if the shade sail addition to the exterior stage area was still being considered as a "necessary" improvement item to be done sooner rather than later.

Mr. Coggsdale informed Council the consideration of options for "shade sails" for the rear yard of the Booker Building was a separate item on the agenda from the LPDA list of suggested improvements. He stated Council and staff would be discussing the shade sail/structure item next on the night's agenda.

Mrs. Dalton reminded Council the town currently rents the Booker Building a few times throughout the year, but stated she felt the building's rental potential would increase with even the smallest amount of improvements to the facility.

Mr. Emerson stated he agreed with Mrs. Dalton that even the smallest improvements would make a big difference in the facility's rental potential.

Mr. Emerson stated he did not feel the building should be rented out in its current condition. He stated, at the least, the bathrooms and floor needed to be renovated.

Mayor Mattox asked staff for an estimate of the Booker Building's annual revenue.

Mrs. Shelton, Town Finance Director, answered the Mayor stating the projected annual revenue for FY2021 was approximately \$3,000.

Mayor Mattox suggested Council wait on moving forward with any improvements to the Booker Building until the requested RFPs are received in May.

All Council members were in consensus to do so.

Mayor Mattox referenced Mr. Lee's offer to assist the town on this project with his expertise. He suggested, while waiting on RFPs, Council authorize staff to work with Mr. Lee and gather "rough estimates" on refinishing the floor, updating the bathrooms, and renovating the stage area of the Booker Building facility.

Mayor Mattox stated, by having a rough estimate cost for each of the three desired "first step" improvement items, Council would be better prepared to move forward with one or more of the items when the time came to do so (potentially in May).

All Council members were in consensus to authorize staff to work with Mr. Lee.

ii. Consideration of Shade Structure Options

Mr. Coggsdale stated, as requested by Council, staff has been working on obtaining shade sail/shade structure options with potential layouts for the rear of the Booker Building (off the exterior stage, in the lawn area) for Council's review.

Mr. Coggsdale reminded Council that the exterior stage of the Booker Building has an angle to it. He stated this was something for Council to take into consideration for whether or not the exterior stage would need to be "squared up" before a shade structure was installed, or to leave the stage as it currently is and the shade structure be installed to accommodate for the offset stage angle.

Mr. Coggsdale asked Council, when deciding how much of the lawn a shade sail/structure would cover, to keep in mind the size of the entire lawn area, and to remember there were trees previously planted in the rear area of the said lawn.

Mr. Coggsdale offered Council a picture of the exterior stage and lawn area. He stated the area between the stage and the basketball courts was 120 feet, and the area between the basketball courts and the Booker Building restrooms was 55 feet.

Mr. Coggsdale shared with Council one option that had been submitted to him by the "contact" he uses to obtain price quotes on this item. He stated the structure would come in two sections and would cover a total 60'x120' area of the lawn. He informed Council the 60'x120' structure(s) would cost approximately \$250,000.

Mr. Bennett stated he did not like the first option because he felt it would obstruct too much of the stage's view from citizens sitting on the lawn.

Mr. Coggsdale stated the first option was only one of the many options available. He also shared with Council multiple other photos of shade sail options for their consideration.

Mr. Coggsdale stated, at that time, he did not have costs for the other options, but asked Council to share their opinions and he would gather a cost for each of their favorites from the shade options he shared with them.

Mr. George stated he felt most of the activities centered around using the Booker Building's exterior stage area would be in the late afternoon/evening hours of the day, when the sun is lower in the sky and in the "sightline" of the people (band members) on the stage.

Mr. George suggested Council consider shade options that would be affective at that time of the day/evening.

Mr. Higginbotham suggested Council consider extending out the existing roof over the stage, which would help, not only in blocking the stage from the sun, but would also help keep rain away from the stage area (band members and band equipment).

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Mayor Mattox referenced Altavista's annual Uncle Billy's Day Festival and the APD National Night Out. He asked how many times per year, other than those two events, was the exterior stage area of the Booker Building used.

Mr. Emerson stated, for now, only those two events utilize the exterior stage of the facility. He reminded Council it was the town's desire to have the stage area/facility be used more often, which was the reasoning behind the proposed updates and improvements to the Booker Building property were being considered.

Mr. George suggested not using a "permanent" structure for shade, but to rent "event style" tents for the purpose of shade coverage during Uncle Billy's weekend and the National Night Out events.

Mr. Bennett referenced the Carrington Pavilion located in Danville. He stated their shade structure was similar to what he felt Council had in mind for the Booker Building Shade Sail Project and suggested allowing staff investigate the option.

Mr. Coggsdale stated he recently visited Carrington's website, but was unable to find a picture of the shade structure Mr. Bennett mentioned. He stated he would continue to investigate the suggestion/option.

Mayor Mattox asked Council if they had any additional questions or comments for staff regarding the "shade sail/structure" project proposed for the rear/exterior stage area of the Booker Building.

Mrs. Dalton stated she felt the proposed 60'x120' span for the shade sails was excessive and suggested Council consider covering a smaller area.

Mrs. Dalton also stated, if shade sails were attached to the existing building, there would be fewer installation poles needed, which could obstruct a visitors view.

Mr. Higginbotham agreed with Mrs. Dalton's concept. He stated, if the sails were "angled down" moving away from the stage, it would also address the issue of sun being in a band member's eyes while performing on the stage during evening hours.

Mayor Mattox asked Council to give staff direction on how they wanted to move forward with this item.

All Council members were in consensus for staff to consider Council's recent suggestions and/or concerns and continue investigating viable options for the shade coverage desired for the exterior stage area of the Booker Building. Council also asked that staff have estimated costs for each viable option.

6. New Items for Discussion

a. FY2021 Budget and Capital Improvement Plan (FY2021-2025)

Mr. Coggsdale referenced the FY2020/2021 Draft Budget that was delivered to each Council member on Monday, February 25th.

Mr. Coggsdale gave Council a presentation on the draft budget, which included a brief summary of revenues and expenditures for both the General and the Enterprise Funds.

Draft Budget Presentation

Fiscal Year 2020/2021

July 1, 2020 through June 30, 2021

TOWN COUNCIL WORK SESSION
TUESDAY, FEBRUARY 25, 2020 @ 5:00 P.M.



Estimated Revenues for FY2020/2021

Total General Fund Revenues -	\$5,028,020
Total Highway Fund Revenues -	\$ 730,000
Total Cemetery Fund Revenues -	\$ 31,000
Total Utility (Enterprise) Revenues -	\$3,914,420
Total FY2020/2021 Revenue -	\$9,703,440

General Fund Estimated Expenditures

Operations (Includes Personnel, Operations & Debt Service):	\$ 4,004,560
General Fund Revenues (Without Transfers)	\$ 5,028,020
General Fund (Surplus/Deficit) After Operations:	\$ 1,023,460
Transfer(s) Out	
Fire Department Loan Reimbursement	(\$65,000)
Cemetery (Deficit/Perpetual Fund)	(\$44,550)
General Fund Balance:	\$ 913,910

Estimated General Fund Expenditures

General Fund Balance	
◦ After Operations and Transfer(s) Out:	\$ 913,910
◦ General Fund Capital Improvements:	\$1,184,320
Deficit:	(\$270,410)
◦ Transfers In:	
◦ Designated GF Designated Reserves	\$ 176,290
◦ Forfeiture Acct (PD CIP item)	\$ 3,000
◦ Deficit	(\$91,120)
◦ Transfer In to Balance:	\$ 91,120

General Fund Departmental Expenditures

Council:	\$44,400 (CIP: \$5,000)
Administration:	\$843,490 (CIP: \$41,000)
Non-Departmental:	\$473,560 (Transfers Out: \$109,550)
Public Safety:	\$1,196,040 (CIP: \$75,250)
Public Works:	\$1,867,560 (CIP: \$748,270)
Economic Development:	\$355,300 (CIP: \$200,000)
Community Development (includes Main Street position):	\$205,800 (CIP: \$0)
Transit (ACTS):	\$238,930 (CIP: \$109,800)
Avoca Museum:	\$73,350 (CIP: \$5,000)

General Fund

Health Insurance Increase: 4.7%

Virginia Retirement System (VRS) Decrease: 10.01% to 9.80%

Merit (Performance) Pool: 2% (distributed based on performance evaluations)

Three new positions (PW: 2 B/G and CD: 1 CE)

CIP: \$1,184,320

Deficit of \$91,120. (Reserve Funds used to balance)

Highway Fund Estimated Revenues/Expenditures

Total Highway Fund Revenues: \$730,000

Total Highway Fund Expenditures: \$983,810

Transfer In from Reserves (Highway Fund): \$253,810

Includes \$100,000 of Personnel Costs for Public Works.

Includes \$278,810 for Capital Improvements (CIP).

Utilities Fund Estimated Expenditures

Operations (Includes Personnel, Operations & Debt Service:	\$ 3,288,710
Utility Fund Revenues (Without Transfers)	\$ 3,914,420
Transfer In (CIP Reserves)	\$ 25,600
Utility Fund (Surplus/Deficit) After Operations:	\$ 651,310
Utility Fund Capital Improvements:	\$ 361,350
Utility Fund Balance (Surplus/Deficit):	\$ 289,960
(Surplus funds would be used for debt service.)	

Enterprise Departmental Expenditures

Water:	\$2,173,280 (CIP: \$229,650)
Sewer:	\$1,766,740 (CIP: \$131,700)

Cemetery Fund Estimated Revenue/Expenditures

Total Cemetery Fund Revenues:	\$31,000
Total Cemetery Fund Expenditures:	\$75,550
Transfer In (General Fund):	\$44,550

Includes \$25,000 Annual Contribution to Perpetual Fund.

FY2021 Budget Timeline

Budget Work Session:	Tuesday, March 24, 2020
First Reading of FY2021 Budget and CIP:	Tuesday, April 14, 2020
Public Hearing on the FY2021 Budget/CIP:	Tuesday, May 12, 2020
Adoption of the FY2021 Budget/CIP:	Tuesday, June 9, 2020

Additional discussion/consideration of the Budget/CIP may be determined and set by Town Council

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding the FY2020/2021 Draft Budget.

- Mr. Higginbotham asked why the Cemetery Fund was showing a “deficit”.

Mr. Coggsdale informed Council that the cost of cemetery operations/expenditures (mowing, maintenance, and personnel) exceeds the annual revenue generated by the cemetery.

Mr. Bennett asked how many unsold plots remained at the Greenhill Cemetery.

Mr. Garrett stated his department was in the process of calculating that number, and he would bring the information back to Council when the number is confirmed.

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Mr. Bennett asked the cost of a cemetery plot in Greenhill Cemetery.

Mrs. Shelton informed Council the cost of a plot in Greenhill Cemetery is currently \$650 for in-town residents and \$900 for out of town residents.

Mr. Bennett asked if Altavista's Greenhill Cemetery plot and burial costs were "in-line" with other cemeteries in the surrounding area.

Mr. Coggsdale stated, and Mr. Garrett confirmed, the Greenhill Cemetery currently has lower burial costs than the nearby Altavista Memorial Park (Cemetery), but neither were sure of the plot costs or burial fees of other cemeteries in the area.

Mr. Bennett suggested increasing the plot and burial costs for Greenhill Cemetery, in order to help lower the deficit being accrued in the Cemetery Fund each year.

Mayor Mattox asked Council for their thoughts and/or comments regarding Mr. Bennett's suggestion.

All Council members were in consensus to allow staff to investigate what plot costs and burial fees (opening and closing) were in other localities (surrounding Altavista).

- Mayor Mattox referenced the "estimated General Fund expenditures". He asked the Town Manager to confirm the \$91,120 deficit balance.

Mr. Coggsdale confirmed the FY2020-2021 Draft Budget "balance" was correct. He stated the costs for the proposed FY2021 CIP items would exceed the town's estimated FY2021 revenues, which would result in a deficit.

- Mr. Mitchell referenced the Economic Development category under "General Fund Departmental Expenditures" in the draft budget. He asked if that category included the salary for an Economic Development Director (EDD).

Mr. Coggsdale confirmed Mr. Mitchell's question. He stated the \$355,300 earmarked in the draft budget for Economic Development included operation costs, an EDD salary, and a \$200,000 CIP item (proposed Innovative Center).

Mr. Mitchell referenced the Economic Development Director's position currently being vacant. He asked, if the position did not get filled during the 2021 fiscal year, would that money be taken off of the budget's deficit balance.

Mr. Coggsdale confirmed it would, but stated it was the town's intent to hire an Economic Development Director as soon as possible.

Mr. Mitchell stated he referenced the Economic Development item as an example to remind Council of the possibility the current draft budget's deficit could be reduced if a proposed budget item or project is not implemented.

Mr. Coggsdale reminded Council the estimated revenues in a draft budget are traditionally based on "historic" numbers. He stated calculating an ending balance of a proposed budget is not an "exact science", due to the potential of items and/or projects not being implemented, as pointed out by Mr. Mitchell.

Mr. Coggsdale stated, if an item is removed from a draft budget or draft CIP and not placed in a later fiscal year for consideration, but dismissed altogether, then those funds are returned to the General Fund.

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Mr. Coggsdale continued stating, if an item is not able to be implemented during its original proposed fiscal year, the item is moved to the next fiscal year; the item's allocated funds are also "deferred" to the next fiscal year's budget for when the item is due to be implemented/completed.

Mrs. Dalton referenced the town's financial history for the past three years and asked the Town Manager, Mr. Coggsdale, if the town's budget ended with a surplus within those three years.

Mr. Coggsdale stated the General Fund ended with a "surplus" in all of the past three years, which was confirmed for each of those years, during the town's annual audit, by Robinson Farmer Cox Associates.

- Mr. Higginbotham referenced an item under the General Fund section of the presentation, "Health Insurance Increase". He asked for the monetary amount associated with the mentioned 4.7% insurance increase.

Mr. Coggsdale confirmed with Mrs. Shelton, Town Finance Director, the total cost for employee health insurance in fiscal year 2021 was estimated to cost the town \$410,000, which included the 4.7% increase of \$20,400.

Mrs. Shelton informed Council the total cost was considered an "estimate" because it included insurance for positions currently vacant. She stated those positions could require family coverage, rather than single coverage health insurance, so the town budgets for the higher of the two.

- Mayor Mattox referenced an item under General Fund Expenditures, "Community Development". He asked staff to itemize the \$176,300 allocated for wages and benefits under that item.

Mr. Coggsdale informed Council the proposed \$176,300 was for three positions: Community Development Director, Code Enforcement Official, and Main Street Coordinator/Director. He stated the amount included wages and benefits for all three positions.

Mayor Mattox asked if the Code Enforcement Official would be full-time or part-time.

Mr. Coggsdale stated the position was currently proposed as full-time.

Mr. George asked what the salary would be for the Code Enforcement Official.

Mr. Coggsdale stated the code enforcement position had a proposed salary of \$31,949, which included a \$15.36 hourly rate, employee health insurance, and employee expense to the town, such as workman's compensation insurance.

- Mayor Mattox referenced the two new "building and grounds" positions being requested by the Public Works Department. He asked the Town Manager to elaborate on the need for those two positions.

Mr. Coggsdale stated Public Works would be needing additional employees to help with the recent increase in park duties; and also to help maintain the grounds/property at the Industrial Park recently acquired by the town.

Mr. Coggsdale stated the proposed building and grounds workers were full-time, entry level positions. He stated the annual salary for each position was \$27,602, and to include employee benefits and town expenses for each position would total \$44,173 annually.

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- Mayor Mattox referenced a Public Works item from the proposed FY2021 CIP Draft Budget, “(5 year) Highway Paving Plan”. He asked staff was the \$60,000 amount an estimate.

Mr. Coggsdale informed Council the proposed amount for the Highway Paving Plan CIP item had been reduced to \$25,000.

Mr. Higginbotham stated he did not feel that it was feasible to have a set plan for each street to be paved, because asphalt deterioration cannot be predicted.

Mayor Mattox stated he agreed with Mr. Higginbotham and he would rather spend the proposed funds on actual asphalt for the streets that do need paving.

Mayor Mattox asked for Council’s thoughts on this item.

Mr. Bennett stated he would rather use town funds to pave streets rather than to “plan” for paving streets.

Mr. George asked Mr. Garrett, Public Works Director, what the benefit would be to have a “paving plan”.

Mr. Garrett stated a paving plan would show the total dollar amount needed to pave every street in the Town of Altavista. He stated that information would allow Public Works to divide the town into sections and calculate how much money was needed to pave each section.

Mr. Garrett stated having a five year paving plan already calculated would be helpful to him/his department as a reference during the annual budget process.

Mr. Emerson stated he respected staff’s reasoning for the paving plan request, but felt the Public Works Department has historically done a great job at keeping up with the town’s paving needs. He stated his favor in removing the proposed item from the FY2021 CIP draft list of items.

Mr. Mitchell stated he was also in favor of removing the proposed paving plan item from the FY2021 CIP Draft Budget.

All Council Members were in consensus to remove the Highway Paving Plan item from the proposed FY2021 CIP Draft Budget.

Mayor Mattox stated, even though this item was removed from the proposed FY2021 list of CIP items, he encouraged staff and all department directors to continue exploring new ideas and/or learning new ways for the town to grow, which will ultimately benefit and prosper the community.

Mrs. Dalton stated she felt the actions of Council regarding this item reflects the trust they have in Mr. Garrett, Public Works Director, and his ability to continue making the best, and most viable, decisions concerning the town.

- Mayor Mattox referenced another Public Works item from the proposed FY2021 CIP Draft Budget, “New Bucket Truck Purchase”. He asked staff for an update on this item.

Mr. Coggsdale reminded Council there was \$60,000 in “reserves”, between both the General Fund and the Highway Fund that had previously been earmarked for this item.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, would be able to answer any questions they may have concerning this item.

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Mr. Garrett informed Council the price of a new bucket truck was \$104,000, a difference of \$44,000, which was the amount being requested in the FY2021 CIP Draft Budget.

Mr. Garrett stated, the town could purchase a used bucket truck from \$45,000 to \$65,000, but stated the truck's equipment would need to be "certifiable" for safety assurance.

Mayor Mattox stated the safety of the town's employees was his top priority, and he favored purchasing a new bucket truck.

Mayor Mattox asked Council for their thoughts on this item.

Mr. Bennett asked what makes a "used" truck not safe for consideration.

Mr. Garrett stated, if the truck's hydraulics or the boom of the truck had been damaged and needed repairing, then the safety aspect would be questionable.

Mr. Bennett asked staff to confirm that a used truck can be "certified" safe.

Mr. Garrett confirmed to Council that a used truck could be tested and certified that it is safe for operation.

Mr. Bennett stated he favored the Public Works Department utilizing the \$60,000 already allocated for this item and purchasing a "certified" used truck.

Mr. George asked how old was the bucket truck the town was currently using.

Mr. Garrett, confirmed by Mr. Fore, stated the current bucket truck was purchased used from VDOT in 2006, which makes it fourteen years old.

Mr. George stated he was in favor of the new bucket truck purchase request.

Mr. Higginbotham stated he did not feel the town uses a bucket truck enough to justify purchasing a new one. He stated, as long as the truck is "certified", it would be safe for town use.

Mr. Higginbotham stated a person/employee could get hurt on a new truck as easily as with a used one, so he was in favor of Mr. Garrett searching for another used (certified) bucket truck.

Mrs. Dalton stated she would support asking staff to explore the available options of a certified used bucket truck, but if staff did not find a viable used option, she would trust staff's decision to purchase a new one.

Mr. Emerson agreed with Mrs. Dalton. He stated he was in favor of staff searching for a safe (certified) used bucket truck, but if Mr. Garrett was unable to find a viable used option, he would support the purchase of a new truck.

Mr. Mitchell stated he was not an expert on new or used bucket trucks. He stated, if Public Works was unable to find a viable used truck and needs to purchase a new one, he suggested reallocating the additional \$44,000 needed for a new truck from another line item in the PW proposed CIP budget.

Mr. Coggsdale informed Council the additional \$44,000 being requested for a new bucket truck would be a 50/50 split between the Highway Fund and the General Fund Reserves. He stated, therefore, if a "new" bucket truck is purchased, the actual number from reserves that Council would potentially be approving was \$22,000, not the entire \$44,000.

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Mr. Coggsdale stated, if Council was in consensus for staff to search for a certified used bucket truck instead of a new one, they would need to also decide whether or not to take the \$44,000 request out of the proposed fiscal year 2021 budget, or to leave the item in the budget as a “place holder” in case Public Works did not find a viable used option and has to purchase a new bucket truck.

Mr. Higginbotham asked Mr. Garrett if he would be looking for a diesel bucket truck, to which Mr. Garrett confirmed he would be.

Regarding the Public Works \$44,000 CIP item, towards purchasing a new bucket truck, requested in the FY2021 Draft CIP Budget: All Council members were in consensus to:

- Remove the \$44,000 CIP request from the FY2021 Draft CIP Budget.
- Mr. Garrett to explore available options for a “Certified” used bucket truck for the town to purchase instead of purchasing a new truck.
- Allow Public Works to purchase a new bucket truck, if a used option, viable to the town’s needs, was not available/found.
- Place the \$44,000 requested CIP item, to be used towards the purchase of a new bucket truck, back in the FY2021 Draft Budget, if a viable used option was not found.

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

- Mr. Coggsdale referenced the Utilities (Enterprise) Fund section of his presentation. He stated the Utilities Fund has a \$289,960 projected surplus for the 2020/2021 fiscal year.

Mr. Coggsdale congratulated Mr. Fore, Utilities Director, and his department for having a projected surplus, because five years ago that fund had a deficit and the town had to transfer “reserve funds” in order to have a balanced budget.

Mrs. Dalton also congratulated staff and the Utilities Department for having a projected fund surplus.

Mr. Coggsdale reminded Council that any Utilities surplus would be used towards that department’s potential borrowing for debt service.

Mr. Coggsdale informed Council that staff had advertised for the upcoming Public Hearing on March 10, 2020 regarding “potential borrowing”, which is a requirement whenever the town is considering borrowing money.

Mr. Coggsdale concluded his presentation on the proposed FY2020/2021 Draft Budget by reminding Council of the budget process timeline:

- March 24th Work Session – continued review and discussion of the draft budget.
- April 14th Council Meeting – first reading “publically” of the proposed FY2021 Budget/CIP.
- May 12th Council Meeting – Public Hearing scheduled regarding the proposed FY2021 Budget/CIP.
- June 9th Council Meeting – “Consideration of Adoption” for the proposed FY2021 Budget/CIP.

Mr. Coggsdale stated Council may request additional dates for discussing and consideration of the proposed Budget/CIP if needed. He stated, however, Town Council is required to adopt the next year’s budget by the end of the current fiscal year.

Mayor Mattox asked Council if they had any additional questions or comments regarding the Town Manager’s draft budget presentation, to which there were none.

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- Mayor Mattox referenced a previously discussed item regarding the Town of Altavista being able to offer a discounted utilities “base fee” for qualifying citizens. He asked staff for an update on this matter.

Mr. Coggsdale stated, and Mr. Eller (Town Attorney) confirmed, the request had been passed by the General Assembly and the legislation request has been sent to the Governor’s office to be signed. He stated the town was currently awaiting the Governor’s signature.

Mayor Mattox made reference to contributions the town has previously made to the Habitat for Humanity organization to cover utility connection fees for houses built in Altavista, with most years involving two new houses. He stated the fees had steadily increased over the years and were now up to \$3,500 per house, meaning a \$7,000 per year cost to the town.

Mayor Mattox suggested Council consider reallocating that contribution to help fund and/or offset the cost of the town’s potential Utility Discount Program.

Mr. Higginbotham stated he felt the town should continue supporting the Habitat for Humanity organization.

Mayor Mattox agreed with Mr. Higginbotham that the Habitat organization was a worthy cause to support, but they only build two houses per year in town limits.

Mayor Mattox stated his main priority was to the Town of Altavista and he reminded Council that the town has multiple citizens that sometimes require assistance with their utility bills. He stated he felt the \$7,000 amount would be better utilized if allocated to fund the town’s potential utility discount program.

Mayor Mattox asked for Council’s thoughts on the matter.

Mr. Bennett stated he was in favor of the Mayor’s suggestion.

Mr. George stated he had “mixed emotions” regarding the subject and he would like to see the town support both options (Habitat and a utility discount program).

Mr. Higginbotham stated he favored the town continuing its contribution to Habitat for Humanity in waiving the utility connection fees for homes built in Altavista. He stated, if the town did decide to discontinue its contribution, suggested the decision be “phased in” so the Habitat organization had time to prepare for the additional cost.

Mrs. Dalton stated, with Council being divided on this issue, she suggested placing this item on a future work session for further discussion and consideration.

Mr. Emerson agreed with Mrs. Dalton’s suggestion for Council to take additional time to discuss this item further.

Mr. Mitchell also agreed the item required additional discussion.

All Council members were in consensus to place Mayor Mattox’s suggestion, to discontinue the town’s annual contribution to Habitat for Humanity and use the money to fund Altavista’s potential utility discount program, on Council’s next work session agenda scheduled for March 24, 2020.

- Mayor Mattox referenced other organizations, the Small Business Alliance and Region 2000, to which the town has previously contributed approximately \$12,000 in annual funds between the two, and is currently still an item on the FY2021 Draft Budget.

Council Work Session February 25, 2020

Mayor Mattox suggested Council have a discussion at their March 24th Budget Work Session regarding whether or not the town should continue its annual contributions to the Small Business Alliance and Region 2000.

All Council members agreed to do so.

Mr. Coggsdale stated he would place the item on Council's March 24, 2020 Budget Work Session for discussion and consideration.

- Mr. Coggsdale took the opportunity to thank all town department directors and staff for their contributions and hard work regarding the budget.

Mr. Coggsdale also thanked Mrs. Shelton, Town Finance Director, for her extensive work on compiling the budget information and having the draft budget completed in a timely manner in order for the document(s) to be delivered to Town Council on time.

Council also thanked everyone for their work on the draft budget.

b. Citizen Request to Use Town Property/Encroachment

Mr. Coggsdale informed Council that Ms. Williams, Altavista's Community Development Director, would be addressing Council regarding this item.

Ms. Williams informed Council the town had received a request from the residence of 328 10th Street in regards to utilizing a town right-of-way to build a privacy fence. She stated the 20 foot right-of-way is considered a "paper alley" as it was never developed or used by the town.

Ms. Williams stated the current request comes from a resident adjacent to a property (326 10th St.) that had the same type of request in November 2012. She stated that request was approved and there are no records of any complaints about the first fence since it was erected.

Ms. Williams stated the previous (first) request was for half of the 20 foot right-of-way; and the current request is to build a fence on the other 10 foot half of the alley.

Ms. Williams stated, at that time, staff was recommending Council approve the current request from the citizen at 328 10th Street, under the condition the owner enter into a "Permissive Use Agreement" with the Town of Altavista.

Ms. Williams shared photos of the two mentioned properties and the existing fence in the alley as a visual reference for Council's consideration.

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

Mr. Emerson, seconded by Mr. Mitchell, motioned to accept staff's recommendation and approve the request from the 328 10th Street resident allowing encroachment on town property, particularly the alley between the 328 and 326 10th St. properties, to build a 10 foot privacy fence.

Motion carried:

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

Ms. Williams stated it was the opinion of staff the “cleanest way” to handle these types of requests in the future would be, rather than approve encroachment for private use on public property, the town require a petition by the property owner(s) to close the alley, if the town has no foreseeable use of the property. She stated, if approved, the “paper street/alley” would be divided evenly between the two adjacent property owners.

Mayor Mattox stated he felt the suggestion was a good idea for consideration.

c. Altavista Community Transit System (ACTS) – Title VI Plan

Mr. Coggsdale stated, pursuant to the memorandum of Mrs. Tobie Shelton, Town Finance Director, staff is seeking Council’s consideration of the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Mr. Coggsdale stated this was a Department of Rail and Public Transportation (DRPT) requirement every three years for compliance with the Federal Transit Authority’s (FTA) guidelines. He stated the only changes effecting the town in the current update were administrative in nature.

Mr. Coggsdale stated staff was recommending Town Council approve the updates to the ACTS Title VI Plan, as presented, and authorize the Mayor to sign the document.

Mr. Coggsdale stated, if approved, the item would be placed on the March 10, 2020 Town Council Regular Meeting Consent Agenda for final approval.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept staff’s recommendation and approve the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Motion carried:

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

d. Consideration of Establishing an Electric Vehicle (EV) Charging Station

Mayor Mattox referenced an idea/item previously mentioned by Councilman Bennett for consideration, “the need for Altavista to have an electric vehicle charging station”. He thanked Mr. Bennett for suggesting the innovative idea and stated Mr. Bennett would be addressing Council further on this matter.

Mr. Bennett stated more and more people are investing in “electric vehicles (EV)”. He referenced a gas station in nearby Lynchburg and their electric vehicle charging station.

Mr. Bennett informed Council the next closest EV charging station was located in Milton, North Carolina. He stated he felt Altavista’s location along a main highway (Route 29) gives the town a great opportunity to join the EV movement.

Mr. Bennett informed Council a recent study showed that by the year 2025, an estimated 30% of the vehicles sold in the United States would be EV (electric vehicles), which was a large increase from the 1% sold in 2016.

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Mr. Bennett stated, with the estimated increase in electric vehicles, there will also be a need for additional EV charging stations. He stated the study showed approximately 82,000 additional charging stations would be needed by 2025 to cover the EV increase.

Mr. Bennett stated, with Council's recent approval for the Staunton River Memorial Library to soon be Altavista's official visitor's center, he suggested the town consider installing an EV charging station in the library's public parking lot. He stated he felt the library was a central location and easily accessible to citizens and town visitors.

Mrs. Dalton asked for the cost involved for the town to install an EV charging station.

Mr. Bennett stated he was unsure, but felt the opportunity was worth investigating.

Mayor Mattox asked Council for their thoughts on the matter.

All Council members were in consensus to allow staff to investigate this item further and bring more detailed information, including cost association, to Council at a future work session. Council all agreed, with the budget process currently in progress, staff could wait 60-90 days before scheduling this item on a Council Work Session Agenda.

7. Informational Items

a. Altavista Water Plant Semi-Annual VDH Inspection

Mr. Coggsdale shared with Council a correspondence the town recently received from the Virginia Department of Health Office of Drinking Water in regards to their semi-annual inspection of Altavista's Water Treatment Plant. He stated the full report was available for review at Town Hall.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER
Danville Field Office
M. Norman Oliver, MD, MA
State Health Commissioner

January 28, 2020

Dear Mr. Coggsdale:

The report for the inspection of the Town of Altavista Water Treatment Plant on December 10 - 11, 2019 is enclosed.

The water treatment plant was found to be in good condition and operating as designed. The operating staff was very knowledgeable and conscientious. The plant was producing good quality water.

Please review Part I System Background & Findings Section of the report which summarizes key issues.

If you have any questions or comments concerning this inspection report, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Bernard C. Proctor".

Bernard C. Proctor, P.E.

District Engineer

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Mr. Coggsdale expressed his appreciation to all of the water treatment plant employees for their hard work and dedication in helping provide this very important service to the Town of Altavista and its citizens.

Mr. Coggsdale stated Mr. Tom Fore, Director of Public Utilities, was available to answer any questions Council may have regarding this item.

Mayor Mattox also thanked Mr. Fore and Altavista's Water Treatment Plant staff for their good work.

Mr. Mitchell asked Mr. Fore if he was satisfied with the report given to the town by VDH.

Mr. Fore stated Altavista's continued efforts to maintain a quality utility system was one of the reasons he decided to come out of retirement and work for the Town of Altavista.

Mr. Fore referenced the "Gold Award" Altavista received in 2019 for their Utilities Department/System. He informed Council the utilities staff had obtained 99.9% of the numbers needed to receive the gold award again this year.

Mr. George asked how many "Class 1" operators Altavista has working in Utilities.

Mr. Fore stated there are four Class 1 Operators, including himself, and two Class 2 Operators currently employed by Altavista. He stated, before he was hired, the town previously had no Class 1 Operators on staff.

Mayor Mattox and Council all thanked Mr. Fore again for his hard work.

Mayor Mattox also thanked Town Staff for all of the hard work they do each and every day for the Town of Altavista and their community.

8. Public Comments (Non-Agenda Items)

Mayor Mattox asked if there was anyone attending the meeting that would like to address Council regarding an item or issue that was not on the February Work Session Agenda.

There were no public comments for non-agenda items on this date.

9. Matters from Council

Mayor Mattox asked Council if they had any additional questions, comments, or concerns.

- Mr. Bennett suggested the town consider returning "Town Cleanup Day" to its annual scheduled events. He stated the town could adopt a proclamation to "proclaim" a certain day of the year be designated annually for the event.

Mr. Coggsdale informed Council that Ms. Williams was currently working with other staff members on a similar project to coincide with "Earth Day" on April 22, 2020. He stated the item is scheduled to be discussed at Council's March 24th Work Session.

Ms. Williams informed Council that Administration, Public Works, and Community Development have all investigated the numerous litter/trash complaints the town office is receiving.

Ms. Williams stated, because this issue seems to be frequent and ongoing, a committee comprised of staff from all three of the mentioned departments are working on a program to bring before Council in March.

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Ms. Williams stated the program would be an “Adopt a Street/Adopt a Spot Program” the committee hopes to implement starting this year, coinciding around the National observance of Earth Day on April 22nd.

Ms. Williams stated she felt the program would allow the town an opportunity to address some beautification issues while instilling pride into the citizens for its community. She stated the committee looks forward to bringing the proposed program before Council next month for their input and consideration.

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

Mr. George asked who would be responsible for “cleaning up” the designated areas.

Ms. Williams stated currently the responsibility falls to Public Works and VDOT, but the program would offer citizens the opportunity to “adopt” a street or spot as their designated area. She stated she felt the program would enable the responsibility to be a community effort.

Mr. Higginbotham asked who would be supplying the trash bags for the event.

Ms. Williams stated, in the program’s current proposal, the town would supply the bags, signs, gloves, and vests to the citizens participating in the cleanup event. She stated, once an area was cleaned, the citizen or group would call the town and Public Works would pick up the trash bags from the cleaned area.

Mr. Emerson asked if the program would accommodate local businesses as well as citizens, to which Ms. Williams answered it would.

Ms. Williams stated, since the Altavista Chamber of Commerce previously had a similar event, the program committee would also reach out to them to reconsider assisting with the town event.

Mr. George stated he had recently been contacted by a citizen regarding the excessive trash along the side of the entrance and exit ramps to Altavista. He stated he was in favor of such a program to help with the ongoing issue.

Mr. George asked what the fine was for littering.

Mr. Emerson stated the fine for littering is currently \$250-\$500 and Ms. Williams confirmed that littering is a Class 4 Misdemeanor.

- Mr. Bennett referenced a “bill” that recently passed implementing a .05 cents charge (each) for using plastic bags. He asked the Town Attorney how the bill would affect the town.

Mr. Eller, Town Attorney, stated when he previously researched the potential bill(s), there were variances for different types of bags. He stated he would investigate the terms of the bill and bring the information back to Council.

- Mr. Higginbotham referenced the Avoca Museum and their recent need to remove an “old” rundown shed/building from the Avoca property. He stated Avoca had received an extremely high price to remove the building.

Mr. Higginbotham informed Council he asked Mr. Garrett to look at the old building and determine what it would in tale for removal of the building. He asked Council to consider allowing Mr. Garrett/Public Works to help Avoca in the removal process of the building.

- Mr. Emerson asked for an update on the “overlook” along the river trail in English Park.

Mr. Garrett stated staff was currently working on the design for the concrete pad in order to determine the “scope of work” needed for “bidding out” the project.

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Mr. Higginbotham asked if the town was still considering using Boy Scouts (potential Eagle Scouts) for the overlook project; and if so, have they confirmed any scouts yet.

Mr. Garrett stated, at this point in the project, they have not contacted any Scout Troops.

Mayor Mattox asked Mr. Garrett for his opinion regarding whether or not he felt the overlook project was safe enough for the town to consider utilizing scouts for this project.

Mr. Garrett stated it was the town's intention to outsource pouring the concrete pad, but the scouts would help form the brace for the pad, which he felt was safe.

- Mr. Emerson stated he had visited English Park for the past two weekends and informed Council there were a lot of citizens taking advantage of the recent nice weather and utilizing the park's renovated playground, as well as the trails. He stated he felt English Park was going to be extremely busy this summer.
- Mr. Mitchell thanked his fellow Council members for their approval to allocate funds in the current fiscal year CIP Budget for an Innovative Center in the old Fire Station.

Mr. Mitchell stated He, Mr. Coggsdale, and Ms. Williams had been working on a grant in the amount of \$25,000 for a "feasibility study" for this project.

Mr. Mitchell informed Council the Tobacco Commission has confirmed the town would be eligible to apply for a grant from their program in April 2020. He stated that grant held a possible \$200,000 in funds for the Innovative Center project.

There were no additional comments from Council on this date.

10. Closed Session

CLOSED SESSION

DATE: Tuesday February 25, 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,

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)(Personnel).

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

Motion carried.

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

Council went into closed session at 7:06 P.M.

Notice was given that council was back in regular session 8:10 P.M.

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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.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice-Mayor Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Staff was notified there were no official actions taken by Council during Closed Session.

11. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 8:11 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk