

**A REGULAR MEETING OF
THE TOWN COUNCIL
OF THE TOWN OF LURAY, PAGE COUNTY, VIRGINIA**

MONDAY, MARCH 9, 2015

The Luray Town Council met in regular session on Monday, March 9, 2015 at 7:00 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were present the following:

Presiding: Mayor Barry Presgraves

Council Present: Ronald Vickers
Jerry Schiro
Leroy Lancaster
Joseph Sours
John Meaney

Also Present:

Charlie Hoke, Town Manager
Bryan Chrisman, Assistant Town Manager
Mary Broyles, Clerk Treasurer
~~Danielle Babb, Deputy Clerk Treasurer~~
Ligon Webb, Town Planner
Junior Roy, Luray Police Department
Carl "Bow" Cook, Luray Police Department
Jeff McMillan, Page News and Courier
Nancy Shifflett, Luray Downtown Initiative
Luray Downtown Initiative Board Members
Terry Dodson, 38 Antioch Road
John Robbins, Luray Page County Chamber of Commerce
Jason Spitler, Town Attorney

A quorum being present, Mayor Barry Presgraves declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilman Schiro led everyone in reciting the United States Pledge of Allegiance. The roll was called with no members absent.

CONSENT AGENDA

Motion: Councilman Vickers motioned to approve the Consent Agenda, motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney.

Approved 5-0

Consent Agenda

- A) Minutes of Regular Council Meeting – 2-9-2015
- B) Minutes of Council Work Session – 2-24-2015

- C) Financial Report – Month Ending February 28, 2015
- D) Accounts payable checks totaling \$ 211,686.74.

GENERAL CITIZEN COMMENTS

Mayor Presgraves welcomed new member of the Luray Police Department, Carl “Bow” Cook, and said he was honored to have him as a part of the town’s police department. Officer Cook said that he is excited about serving the town’s citizens and the council.

Terry Dodson- 38 Antioch Road

Mr. Terry Dodson addressed the Council in regards to citizen complaints about water run-off, water leaks, pavement damages, and other problems. Mr. Dodson explained his knowledge of the process and is under the assumption that these issues are turned over to the department head. Mr. Dodson said that he has inquired about the town’s policy regarding work orders and wonders if there is any procedure for closure and follow up.

Mr. Hoke said that there is no written policy for the closeout of work orders. Mayor Presgraves stated that staff will address this and keep him posted of the progress.

DEPARTMENTAL REPORTS

POLICE

Councilman Sours requested that on the Police departmental reports, the historical data is lost at the beginning of each quarter. He requested that the chief add the two previous months to the report for comparison. _____

PLANNING AND ZONING

Town Planner, Ligon Webb, said that the Planning Commission will hold a public hearing for the adoption of a “Luray Enterprise Zone”. This will be before the Council at the April meeting for a public hearing. Town Staff, along with the Planning Commission are working on two items in conjunction with VDOT. The first is that town staff is awaiting the determination if the Memorial Drive/West Main Street intersection will be awarded VDOT revenue sharing funds. As members may recall, in December 2015 the Town applied for VDOT revenue sharing funds to be matched with the \$165,000 proffered by Valley Health to signalize this intersection. Mr. Webb said that he hopes to hear of the award by the end of March or beginning of April. The second item is the Six Year Improvement Program project at Northcott and West Main Street. As Council might remember, town staff met with VDOT officials last fall to discuss the project. After the last meeting, Mr. Webb understood that VDOT would proceed with preliminary design work. Councilman Schiro said that he has seen some surveying taking place in the area. Mr. Webb said that he has contacted VDOT to obtain an update on the project and hopes to continue moving forward.

PARKS AND RECREATION

Councilman Lancaster inquired about Mr. O’Brien’s report regarding the donation of bear-proof trash cans. Mr. O’Brien’s report noted that the grant reimbursement funds are resubmitted to the general fund which makes it difficult to adhere to the department’s budget. Councilman Schiro and staff members clarified that the monies are all within the “general fund”, as the department’s revenues from donations/grants are within this fund.

TOWN AFFILIATED BOARDS AND COMMISSIONS

LURAY DOWNTOWN INITIATIVE

Nancy Shifflett, Luray Downtown Initiative

Ms. Nancy Shifflett, LDI Board Member, stated that LDI is three months into its revitalization and all activities are continuing on schedule. She said that all aspects of the reorganization will be in place by March 31st. Some of these changes include board development, establishing structures and processes for the coming year, establishing a personnel manual, and financial reporting. Ms. Shifflett said that a few items will not be complete by March 31st, for example a fundraising campaign that will run from April 1st to December 31st. Ms. Shifflett stated that the new board is fantastic and that all members are indeed “working members”. She also thanked Sara Levinson for her critical work with the board. Ms. Shifflett stated that LDI’s Executive Director, Liz Lewis, has resigned from the organization and stated that she is very appreciative of her efforts over the years. She added that reorganization efforts will continue as planned but that the board does not plan to fill the position until they are more aware of their needs.

Ms. Shifflett said that she is also present this evening to request the remainder of the town’s funding allocation for the organization. She said funding is needed in order to cover basic administration expenses and to continue with revitalizing the board. She noted LDI’s cash flow over the last four months and detailed the expenses that have been paid since that time. Ms. Shifflett also noted the many contributed staff hours over the last four months, from VA DHCD and Shenandoah Valley SBDC, and said this aid is valued at over \$13,600. Ms. Shifflett provided estimated expenses for April that are as follows; payroll taxes- \$1,000, annual Main Street membership-\$350, accounting fees-\$750, website hosting -\$140, telephone-\$104, insurance-\$113, and any other unknown variable costs that may arise.— VA DHCD is committed to continuing work with LDI and has approved a \$1,000 scholarship for an LDI Board Member to attend the National Main Street Conference and has put aside grant funding for a professional to work with the revitalization committee. Also, Ms. Shifflett added that the Shenandoah Valley SBDC has committed to working with the town and LDI for its reorganization for the coming months. Ms. Shifflett added that she, along with Ms. Levinson and Councilman Schiro, will be working on the Revitalization Plan which is a one year plan beginning July 1st through June 30th.

Mayor Presgraves stated that this is the strongest board that he has seen since the organization’s inception. Councilman Vickers said that he would like to see the town honor its pledge and provide LDI with the remainder of the funding allocated in the town’s budget. Councilman Meaney inquired about the neighboring Main Street visits. Ms. Shifflett said that these visits will be organized likely for the month of April and she will follow up with this information. Councilman Lancaster stated that he appreciates the expense figures that were given this evening and said that he has been asking for them for the past two years. Mr. Lancaster said that he is glad to see where the funding is being spent.

Motion: Councilman Vickers motioned to approve the remaining allocation of funding for LDI, in the amount of \$7,500 dollars, motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney. **Approved 5-0**

LURAY PAGE COUNTY CHAMBER OF COMMERCE

John Robbins, Chamber Director

Director John Robbins said that the Chamber held its annual retreat in February to discuss a number of initiatives to add for its members. Some initiatives include expanded forum topics and semi-annual customer service

training. Mr. Robbins said that the Chamber plans to hold its annual banquet and annual members' meeting on separate dates this year. He said that will give members a greater opportunity for discussion and business questions. Currently, the banquet and business meeting are held together which does not provide as much opportunity for business item discussion. Mr. Robbins also discussed plans for board member recruitment when vacancies become available, increased emphasis on business to business activity through the member discount program, and plans for a chamber YouTube video that promotes life/business in the county. Director, John Robbins, also mentioned assisting Page Memorial Hospital with some of its promotional ideas resulting from a countywide health needs assessment. Mr. Robbins followed up on possible hotel development and said that the next step is a feasibility study. The Chamber plans to partner with the Page County EDA to work on an application for this process. The annual chamber "tourism job fair" will be held on April 8th at Luray High School and several employers have already committed to attending. On March 26th the annual cabin owners' forum will be held. Tourism statistics for February included only 480 tourist walk-ins, but saw 575 local walk-ins which are attributed to Little League Registration held at the visitor's center.

UPDATES AND DISCUSSION ITEMS

Bridge Update

Assistant Town Manager, Bryan Chrisman, said that weather and a few other factors have slowed progress only by about a month. One major update is that the Bridge Website has been split off from the town's site due to size constraints. The domain name is www.luraybridge.com and is linked to the town's site and is also mobile user friendly. A VDOT Risk Assessment meeting was held and draft documents are outstanding. The Outreach Team continues to meet and the Technical Team meets at least weekly or bi-weekly. Technical members are putting the final touches on the draft RFP. Based on some advice from VDOT-APD, the team has elected to forgo the two-step process selection and instead utilize a modified one-step process.—This allows us to build qualification based criteria into the RFP document, and hopefully save a few months of time. Mr. Chrisman said that there are approximately six different groups/teams that are working on different jobs all at the same time and our success will be measured on how well we support them through this entire process. Mr. Chrisman said all teams are working very well together and meeting frequently.

Councilman Vickers said that he is receiving concerns about how businesses will be affected. Mr. Chrisman said that businesses will indeed be affected and it will probably be a negative impact. He said that the extent of this impact is unknown and the Outreach Team is compiling questions and concerns. Mr. Chrisman said that the street closure is not only a negative impact for the business owners but the town as well. Chamber Director, John Robbins, said that the message the Chamber is sending is that downtown is "still open" and while there may be a bit more of a walk; businesses will indeed be open. Mr. Robbins said that the reality is that the bridge must be replaced and that we are all trying to make the best possible scenario out of a tough situation. Mr. Chrisman reminded that concerns and questions can be emailed to thebridgeconnection@townofluray.com.

Depot Update

Assistant Town Manager, Bryan Chrisman, updated Council on the Depot Museum and said that lots of activity has taken place. He encouraged council members to take a look if they have not done so. Mr. Chrisman thanked Mr. Robbins and his staff for their patience during the construction. The planned museum opening date is May 27th at 2:00pm and there will be an opening ceremony. Some final touches are taking place and invitations for the opening are going out by the end of March. Some work is also taking place throughout the rest of the building with one major repair being a skylight replacement. Mr. Chrisman asked members to take note of the draft Exhibit Policy for the museum. He said this policy was put together by the town's engineer, Mr. Dave Puckett, in an effort to maintain the quality of the exhibits and is with consideration from the museum's curator.

Mr. Chrisman advised that there is still a significant amount of underutilized match dollars. Some items that were not completed or purchased during Phase IV could be completed with an extension of the current phase of the project. Those would allow for a few important interior and exterior exhibits that would enhance the project. Mr. Chrisman said the likelihood of a Phase V application is not favorable. Mr. Chrisman said that once the opening takes place, if Council would like to pursue an extension; Mr. Puckett could make a short presentation explaining the proposal.

Proposed Policy Changes

Assistant Town Manager, Bryan Chrisman, said that the proposed personnel policy changes are very similar to those reviewed at the last meeting. One exception being the changes to Section 11.8 concerning Town Vehicle/Equipment Use; specific exceptions to this section must be authorized by the Town Manager. Mr. Hoke has listed his recommendations for such exceptions and those require Council's approval. Mr. Chrisman explained that the exceptions allow for those individuals to drive home a town vehicle, however; it does not exempt those individuals from IRS Tax Regulations. Mayor Presgraves asked if this had been discussed with the affected employees. Mr. Chrisman said that it has not been at this time, as it is Council's determination on the policies. Councilman Schiro said that we need to emphasize the impact of receiving a Form 1099 at year end. Mr. Chrisman said that he can review this information with the affected individuals and see if the exemptions still apply and have council consider at that time.

ITEMS FOR COUNCIL ACTION

Assignment of Utilities along 211 West

Assistant Town Manager, Bryan Chrisman, discussed the assignment of utilities along Highway 211 West. At the time the town permitted a connection to an existing private force main on US 211. Work was then completed, the system was certified, and the store reopened. At that point the contractor did a test on the old section of the force main and found it to be failing. Thus, the problem had to be fixed as per the developer's agreement. The repairs were completed and new pressure testing was conducted with satisfactory results. Mr. Chrisman said that based on this information he recommends that the Council authorize Town Staff to execute the Assignment Document for these utilities.

Motion: Councilman Lancaster motioned to authorize the assignment of the utilities along US 211 West as presented, motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney. **Approved 5-0**

TOWN ATTORNEY'S REPORT

Town Attorney, Jason Spitler, updated Council briefly on town elections. Mr. Spitler stated that he has filed a petition with Circuit Court on Tuesday March 3rd upon the vacancy of Ms. Flasch's Council seat effective February 28th, 2015. Her resignation gives the town a period of fifteen days in which they must file a petition with the Circuit Court regarding permanently filling the vacancy. The Council will hold its election this November, in accordance with the schedule for general elections. In any event, the Council has a 45 day period to fill the immediate vacancy and Council has advertised accordingly to attract potential candidates. Mr. Spitler said that he has an original order that he needs for Council members to authorize to present to the Circuit Court concerning the November election.

ANNOUNCEMENTS

Mayor Presgraves said that a regional officials meeting is coming up on June 3rd and those wishing to attend can let Mary Broyles know if they plan to participate.

EXECUTIVE SESSION

Real Property, Section 2.2-3711.A.3

Mayor Presgraves requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.3.

Motion: Councilman Lancaster motioned to recess the regular session and to convene in executive session; Councilman Schiro seconded the motion with the following members voting YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney. **Approved 5-0**

Motion: Councilman Lancaster motioned to adjourn the closed session and to reconvene in open session; Councilman Schiro seconded the motion with the following members voting YEA: Council Members Vickers, Schiro, Lancaster, Sours, Meaney. **Approved 5-0**

Mayor Presgraves asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.3 were heard, discussed, or considered during the closed session. **The roll was called with all members certifying “Yes”.**

With no further business, Mayor Presgraves adjourned the regular session of the Luray Town Council at approximately 9:15pm.

Barry Presgraves
Mayor

Danielle Babb
Deputy Clerk-Treasurer