

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

Monday, December 10, 2018

The Luray Town Council met in regular session on Monday, December 10, 2018, 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
Jerry Dofflemyer
Leroy Lancaster
Joseph Sours
Leah Pence

Also Present:

Steve Burke, Town Manager
Bryan Chrisman, Assistant Town Manager
Jason Botkins, Litten & Sipe
Mary Broyles, Clerk-Treasurer
Danielle Babb, Deputy Clerk-Treasurer
Meredith Dees, Luray Downtown Initiative- Director
Bill Huffman, Luray Downtown Initiative
Chief C.S. "Bow" Cook
Gina Hilliard, Luray Page County Chamber of Commerce
Saidee Gibson, Robinson Farmer Cox Associates
Margaret Stevenson, Hawksbill Greenway Foundation
Kenneth Beyer, Hawksbill Greenway Foundation
Dakota Baker, Superintendent of Parks and Recreation

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilman Lancaster led everyone in the United States Pledge of Allegiance.

CONSENT AGENDA

Motion: Councilman Schiro motioned to approve the Consent Agenda as presented, motion seconded by Councilman Sours with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

Consent Agenda

- (A) Minutes of the Regular Council Meeting – 11-13-18
- (B) Financial Reports Ending November 30, 2018
- (C) Accounts Payable checks totaling- \$ 380,913.57

CITIZEN COMMENT

Dakota Baker, Superintendent of Parks and Recreation

Ms. Baker presented the winners of the Luray Tree and Beautification Committee Window Decorating Contest. Third Place was awarded to Appalachian Outfitters, Second Place to Virginia Gift Shop, and First Place to Luray Copy Service. Ms. Baker also announced the Luray Christmas Parade winners according to category and placing. Councilman Dofflemyer complemented staff on the Parade and Community Reception.

PRESENTATIONS

Town Financial Audit for FY 2018 – Robinson, Farmer, & Cox

Ms. Saidee Gibson, Audit Manager, for the Town’s Annual Audit presented the Robinson, Farmer, and Cox report for the Fiscal 2018 Audit Report. Ms. Gibson provided a power point presentation highlighting the annual audit report and provided an overview of the financial statements. Ms. Gibson stated that the Town received an *Unmodified Opinion* which is the highest opinion provided by the profession. Ms. Gibson also discussed the Town’s compliance with state regulations and noted there were no material weaknesses or deficiencies. She also discussed the impacts of GASB 75, which is a new audit ruling.

Meredith Dees- Page County Restaurant Week

Ms. Dees presented on behalf of the Restaurant Week Committee; which includes the towns, chamber, and county. Ms. Dees explained the Restaurant Week initiative and provided Council Members and staff with handouts, website information, and marketing renderings. The initiative will be held in the spring of 2019.

PUBLIC HEARINGS

Code Amendment – Assemblies & Special Event Permits

Town Attorney, Jason Botkins, presented the Public Hearing for the proposed amendment to Chapter 74 regarding the permitting process for assemblies and use of public space. He noted that no changes have been implemented since the November draft ordinance.

Mayor Presgraves opened the public hearing for citizen comment. With no comments from the public, the hearing was then closed.

Motion: Councilman Dofflemyer moved that the Town Council adopt and ordain Town Code Section 74-22 to establish regulations and process for the use of Town Right-of-Way, parks, or public lands for events, assemblies, parades, or other special events as presented effective upon adoption. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

DEPARTMENTS, TOWN BOARDS AND COMMISSIONS

Luray Downtown Initiative

Ms. Dees discussed the outline of the Main Street District map. Ms. Dees explained that the map does not accurately depict LDI's service area. She noted that many important areas such as the Mimslyn Inn, Farmer's Market, Library, and Hawksbill Brewery are included in other overlays; they are not included in the Main Street District map for DHCD. Ms. Dees felt it was important to revise the map depiction since LDI is already servicing these businesses. She explained that DHCD allows for the modification of the district based on expansion. Ms. Dees stated that with Council's concurrence she will be working on the submission to include these areas.

Ms. Dees noted that LDI is working on the financial feasibility study for the Artisans Grill building. LDI is also working on implementing a visitor survey and lastly is working on their Annual Report to submit to Virginia Main Street. Ms. Dees thanked town staff for their help with the statistical report items.

Luray Page County Chamber of Commerce

Ms. Gina Hilliard provided updates from the Chamber of Commerce and discussed highlights mentioned at the 2018 Chamber Banquet. She noted the events of 2018 which included ribbon cuttings, anniversary events, job fair expo, wedding and cabin forums, and the 2018 Holiday Open House. Ms. Hilliard discussed the 2018 Blue Ridge Mountain Mudurance and requested permission to hold the event at RH Dean Park in 2019. Other events hosted by the Chamber in 2018 included the Young Professionals Group, Tourism Tuesdays, Business Networking Breakfasts, and Business After Hours. Marketing efforts included the Visitors Guide, Radio advertising, magazines and much more. The Chamber's new website was released in 2018 as well. Ms. Hilliard said that Chamber Staff is busily working on 2019 Planning.

West Main Street Bridge Project Update

Assistant Town Manager, Bryan Chrisman, provided members with an update on the bridge project. Mr. Chrisman discussed progress to date and noted that the steel is complete and scheduled for delivery the week of January 4th, 2019. Mr. Chrisman said that he believes completion will remain on schedule for April 2019.

Mr. Chrisman also discussed the Memorial Drive project and signalization progress.

ACTION & DISCUSSION ITEMS

Tree & Beautification Committee Appointments

Town Manager, Steve Burke, said that Council is requested to consider the appointment of Layne Vickers and Dixon Freeland to the Tree & Beautification Committee.

Motion: Councilman Dofflemyer motioned to appoint Layne Vickers and Dixon Freeland to the Tree & Beautification Committee with terms to expire December 31, 2022. Motion seconded by Councilman Schiro with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

Shen-Paco Industries Donation Request

Town Manager, Steve Burke, presented a request from Shen Paco Industries for a donation. Mr. Burke said that typically donations are requested and approved during the budget cycle. Councilman Schiro noted that while this is a very worthwhile cause we should follow the budget cycle approval process.

2019 Arbor Day Proclamation

Town Manager, Steve Burke, presented the proclamation in recognition of Arbor Day 2019.

Motion: Councilman Sours motioned to approve the Proclamation for the 2019 Arbor Day as presented. Motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

TOWN ATTORNEY

Mr. Jason Botkins advised Council members that Senator Obenshain has agreed to introduce the Town Charter for review by the General Assembly.

ANNOUNCEMENTS

Councilwoman Pence announced that her appointment to the Planning Commission, Ms. Gail Kyle, has informed her of her resignation from the commission at the end of the calendar year.

-Recess-

EXECUTIVE SESSION

Acquisition of 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 regarding prospective business or industry.

Motion: Councilman Schiro motioned to recess the regular meeting and to convene in executive session; Councilman Sours seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

Motion: Councilman Schiro motioned to adjourn the closed session and to reconvene in open session; Councilman Sours seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence. **Approved 6-0**

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. **Motion:** Councilman Schiro motioned to certify the closed session; Councilman Vickers seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Dofflemyer, Schiro, Lancaster, Sours, Pence.

ADJOURN

With no further business, the meeting was adjourned at 9:45 pm.

Barry Presgraves
Mayor

Danielle Babb
Deputy Clerk-Treasurer