

LURAY TOWN COUNCIL
January 14, 2019 - 7:00 p.m.

MEETING AGENDA

- | | |
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| I. CALL TO ORDER & PLEDGE ALLEGIANCE TO THE U.S. FLAG | Mayor Presgraves |
| II. ROLL CALL | Danielle Babb |
| III. CONSENT AGENDA | Mayor Presgraves |
| IV. GENERAL CITIZEN COMMENTS (other than agenda items) | |
| V. PRESENTATIONS | |
| A) Luray Half Marathon – September 7, 2019 | Ken Racine |
| B) Fishing Derby Request – Stanley VFD & Fraternal Order of Police | Mike Foltz |
| VI. PUBLIC HEARINGS | |
| VII. DEPARTMENTS, TOWN BOARDS AND COMMISSIONS | |
| A) Luray Downtown Initiative | Meredith Dees |
| B) West Main Street Bridge Project Update | Bryan Chrisman |
| VIII. ACTION & DISCUSSION ITEMS | |
| A) 2019 Town Calendar of Holidays & Meetings | Steve Burke |
| B) Planning Commission Appointments | Steve Burke |
| C) Additional Streets for VDOT Urban Maintenance Program | Bryan Chrisman |
| D) EDA Reappointment Recommendation | Steve Burke |
| IX. OLD BUSINESS | |
| X. TOWN ATTORNEY’S REPORT | Jason Botkins |
| XI. MAYOR’S ANNOUNCEMENTS | Mayor Presgraves |
| XIV. ADJOURN | |

Version Date: December 21, 2018 10:00 a.m.

Town of Luray
PO Box 629
45 East Main Street
Luray, VA 22835
www.townofluray.com
540.743.5511



Mayor

Barry Presgraves
150 Collins Avenue
Luray, VA 22835
Term: 2017-2020

Council Members

Leroy Lancaster
112 Reservoir Avenue
Luray, VA 22835
Term: 2017-2020

Joey Sours
525 Atkins Drive
Luray, VA 22835
Term: 2017-2020

Leah Pence
51 W Main Street
Luray, VA 22835
Term: 2017-2020

Jerry Schiro
142 Leaksville Road
Luray, VA 22835
Term: 2014-2018

Jerry Dofflemyer
295 Heritage Drive
Luray, VA 22835
Term: 2015-2018

Ronald Vickers
6 Lewis Street
Luray, VA 22835
Term: 2014-2018

Town Officials:

Town Manager – Steven Burke
Assistant Town Manager- Bryan Chrisman
Town Clerk/ Treasurer- Mary Broyles
Deputy Town Clerk/ Treasurer- Danielle Babb
Chief of Police- Bow Cook
Superintendent of Public Works- Lynn Mathews
Superintendent Parks & Recreation-Dakota Baker

Commissions & Committees:

Luray Planning Commission
Luray-Page County Airport Commission
Luray Tree and Beautification Committee
Luray Board of Zoning Appeals
Luray Downtown Initiative
Luray-Page County Chamber of Commerce

I move to approve the following Consent Agenda (All items must be read):

CONSENT AGENDA

- (A) Minutes of the Regular Council Meeting – 12-10-2018
- (B) Financial Reports Ending December 31, 2018
- (C) Accounts Payable checks totaling- \$ 190,462.89

*Financial Reports will be delayed until the completion of the audit.

Prepared By:

Mary F. Broyles, Treasurer

**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 complimented 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



Town of Luray, Virginia
Council Agenda Statement

Item No: VIII - A

Meeting Date: January 14, 2019

- Agenda Item: COUNCIL CONSIDERATION
Item VIII-A – 2019 Town Calendar of Holidays and Meetings
- Summary: Council is requested to consider the adoption of the calendar of holidays recognized by the Town and Town Council regular meetings for 2019
- Council Review: N/A
- Fiscal Impact: N/A
- Suggested Motion: I move that Town Council adopt the calendar of holidays and Council meetings for 2019 as presented.

TOWN OF LURAY

2019 Holiday Schedule

Tuesday	January	1	2019	New Year's Day	
Monday	January	21	2019	Martin Luther King Day	
Monday	February	18	2019	President's Day	
Friday	April	19	2019	Good Friday	
Monday	May	27	2019	Memorial Day	
Wednesday	July	3	2019	Employee Picnic	1/2 day
Thursday	July	4	2019	Independence Day	
Monday	September	2	2019	Labor Day	
Monday	October	14	2019	Columbus Day	
Monday	November	11	2019	Veteran's Day	
Wednesday	November	27	2019	Thanksgiving	1/2 day
Thursday	November	28	2019	Thanksgiving	
Friday	November	29	2019	Thanksgiving	
Tuesday	December	24	2019	Christmas Holiday	
Wednesday	December	25	2019	Christmas Holiday	
Thursday	December	26	2019	Christmas Holiday	

2019 Council Meeting Schedule

7:00 PM

Monday	January	14	2019	
Monday	February	11	2019	
Monday	March	11	2019	
Monday	April	8	2019	
Monday	May	13	2019	
Monday	June	10	2019	
Monday	July	8	2019	
Monday	August	12	2019	
Monday	September	9	2019	
Tuesday	October	15	2019	Monday Oct 14 - Columbus Day Holiday
Tuesday	November	12	2019	Monday Nov. 11 - Veterans Day
Monday	December	9	2019	

Work Sessions 4th Tuesday - AS NEEDED

5:30 PM



Town of Luray, Virginia
Council Agenda Statement

Item No: VIII - C

Meeting Date: January 14, 2019

- Agenda Item: COUNCIL CONSIDERATION
Item VIII-C – Request to VDOT to Add Streets to Urban Maintenance Program
- Summary: Council is requested to consider the adoption of the Resolution for Adoption of Request for Street Additions for Municipal Assistance Payments to VDOT to request that portions of Mount View Avenue, Village Place, Cole Street, and Sixth Street be incorporated into the Urban Maintenance Program. Staff have determined that the presented portions of these streets appear to meet VDOT road requirements.
- Council Review: N/A
- Fiscal Impact: Estimate additional \$16,200 in annual road maintenance funding.
- Suggested Motion: I move that Town Council adopt the Resolution for Adoption of Request for Street Additions for Municipal Assistance Payments as presented. I further move that Town Council authorize the Town Manager and Assistant Town Manager to execute any addition documents necessary to complete the process to add these streets to the VDOT Urban Maintenance Program and to adjust road dimensions as determined by VDOT.

Luray Town Council Resolution 2019 - _____

RESOLUTION BY THE COUNCIL OF THE LURAY TOWN COUNCIL OF THE TOWN OF LURAY IN THE COUNTY OF PAGE AND THE STATE OF VIRGINIA

ADOPTION OF REQUEST FOR STREET ADDITIONS FOR MUNICIPAL ASSISTANCE PAYMENTS

WHEREAS, in accordance with Virginia Department of Transportation procedures, it is necessary that a request by council resolution be made for street additions for municipal assistance.

THEREFORE BE IT RESOLVED that the Council of the Town of Luray, Virginia requests the Virginia Department of Transportation to provide additional assistance for the streets listed on the attached Virginia Department of Transportation Form U-1 (Rev. 7-1-17). The location of the streets requested for addition are generally shown on the attached map of the Town of Luray (not to scale).

BE IT FURTHER RESOLVED, that the listed streets meet the Virginia Department of Transportation's right-of-way, and pavement width, eligibility requirements for funding.

Council Members Vote **Yea** **Nay**

Council Member Vickers
Council Member Dofflemyer
Council Member Schiro
Council Member Lancaster
Council Member Sours
Council Member Pence

SIGNATURES AND SEALS

This resolution was passed at a public meeting of the Luray Town Council held this 14th day of January, 2019.

Mayor: _____ Date: _____
Barry Presgraves

ATTEST

Clerk/Treasurer: _____ Date: _____
Mary Broyles

Attachments: VDOT Form U-1 (Rev. 7-1-17)
Locator Map of the Proposed Street Addition within of the Town of Luray

Appendix B
Form U-1 (rev. 7-1-17)

LOCAL ASSISTANCE DIVISION
VDOT
REQUEST FOR STREET ADDITION, DELETIONS AND CONVERSIONS FOR
STREET PAYMENTS SECTION 33.2-319
CODE OF VIRGINIA

MUNICIPALITY Luray

DISTRICT Staunton

ACTION REQUIRED (SELECT BELOW)	STREET NAME ROUTE NUMBER	TO TERMINI FROM	R/W (Width) (FEET)	PAVEMENT WIDTH (FEET)	CENTER LANE (MILES)	NUMBER OF LANES	MOVING LANE MILES	Eligibility Code Reference Link	FUNC. CLASS. (T&MPD USE ONLY)
ADD (New Road)	Mount View Ave	Eden Road to Fairview Road	30	17	0.1	2	0.19	4	
ADD (New Road)	Village Place	Ninth Avenue to Eight Avenue	60	22	0.1	2	0.17	4	
ADD (New Road)	Cole Street	West Main Street to Jordan Street	30	18	0.0	2	0.03	4	
ADD (New Road)	Sixth Street	Eighth Avenue to Seventh Avenue	60	25	0.1	2	0.18	4	
ADD (New Road)	Sixth Street	Luray Avenue to 0.08 miles NE of Luray Ave	60	16	0.1	2	0.16	4	
ADD (New Road)	Sixth Street	SCL to RHD Rec Park	50	18	0.3	2	0.54	4	
SELECT ONE							0.00	Select one	
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* Council Resolution and Map Attached

SIGNED _____
MUNICIPAL OFFICIAL DATE

SIGNED _____
AUTHORIZED VDOT OFFICIAL DATE

Submit to: District Point of Contact in triplicate

CLASSIFIED BY _____
T&MPD ENGINEER DATE



Town of Luray, Virginia
Council Agenda Statement

Item No: VIII - D

Meeting Date: January 14, 2019

- Agenda Item: COUNCIL CONSIDERATION
Item VIII-D – Economic Development Authority – Town Representative
- Summary: Council is requested to consider providing a recommendation to the Page County Board of Supervisors for the Town representative to the Economic Development Authority whose term expires January 31, 2023. The Town’s current representative, Jason Pettit, was appointed to fill a vacant position whose term expires January 31, 2019.
- Council Review: September 10, 2018 Council Meeting
- Fiscal Impact: N/A
- Suggested Motion: I move that Town Council recommend appointing Jason Pettit as the Town’s representative on the Economic Development Authority to the Page County Board of Supervisors.