

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

MONDAY, FEBRUARY 10, 2014

The Luray Town Council met in regular session on Monday, February 10, 2014 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	Bryan Chrisman, Assistant Town Manager Mary Broyles, Town Clerk/Treasurer
Council Present:	Ronald Vickers Pam Flasch Mary Menefee Leroy Lancaster John Meaney	Danielle Babb, Deputy Clerk/Treasurer Ligon Webb, Town Planner Junior Roy, Luray Police Department Liz Lewis, Luray Downtown Initiative John Robbins, Luray Page County Chamber Luray Downtown Initiative Board Members
Council Absent:	Joey Sours	James Kelley, Robinson Farmer Cox Assoc. Jeff McMillan, Page News & Courier

Also Present:
Charlie Hoke, Town Manager

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. Councilwoman Flasch led everyone in reciting the United States Pledge of Allegiance. The roll was called with one member absent.

CONSENT AGENDA

Motion: Councilwoman Menefee motioned to approve the Consent Agenda, motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Flasch, Menefee, Lancaster, Meaney. **Approved 5-0**

Consent Agenda

- A) Minutes of the Regular Council Meeting – 1-13-14
- B) Minutes of the Council Work Session – 1-28-14
- C) Financial Report – Month Ending January 31, 2014
- D) Accounts payable checks totaling \$125,275.38
- E) VML Workers’ Comp. Panel of Physicians

PUBLIC HEARINGS & PRESENTATIONS

Audit Report- James Kelley, Robinson Farmer Cox Associates

Mr. James Kelley, Robinson Farmer Cox Associates, provided the 2013 Annual Audit Review and said that members should have read or have a copy of the audit report. The auditor's opinion begins on page 1 of the report and is a "Modified Opinion", formerly referred to as an "Unqualified Opinion". Mr. Kelley stated that this still remains the highest opinion that the profession allows and means that the company financial statements are fairly stated and materially correct. The Management Discussion and Analysis can be found on pages 4-9 and provides a narrative summary of the financial statements. Mr. Kelly recommended that Council members take a moment to review this summary.

Mr. Kelley then reviewed the town's *Balance Sheet* and noted that the General Fund ended the year with \$2.2 million dollars in cash and equivalents and an unassigned fund balance of \$2.4 million. He also reviewed the *Statement of Revenues, Expenditures, and Changes in Fund Balances* which serve as the Income Statement of the town. Mr. Kelley also reviewed the *Statement of Net Position* for the Water and Sewer Funds and the *Income Statement* for these funds. He also pointed out the *Notes to Financial Statements* which are designed to provide more information and are an integral part of these statements. Mr. Kelley also discussed the Schedule of Pension Funding-Exhibit 12, which show how well the town has funded their future estimated pension liability. The valuation is conducted by VRS every two years with the last valuation conducted at June 30th, 2012; at this time the town was 67% funded. Mr. Kelley also pointed out the historical fund balances of the General Fund over the last ten years. In 2009, the general fund balance was \$3.4 million decreasing to \$2.4 million in 2013. Mr. Kelley also reviewed the historical figures for revenues and expenditures for the last ten years.

In 2013, the town did not receive enough federal funding to require that a *Single Audit* be performed.

DEPARTMENTAL REPORTS

PLANNING AND ZONING

Town Planner, Ligon Webb, said that the commission will be meeting this Wednesday. He said that the commission will review a preliminary subdivision plat presented by Mr. Donald Farmer. A subdivision plat is necessary because a new lot is proposed to be created. The owner, Mr. Farmer, is seeking to subdivide an existing single residential lot located on Page Street. The parcel contains two residential structures but is currently a single lot. Mr. Webb does not see any issues with the request and this process would allow Mr. Farmer to sell one of the residences if he so chooses. Mr. Webb said that the lot is considered "nonconforming" because the code does not allow single residentially zoned lots to contain two single-family residences. However, because the proposed subdivision does not contribute to the lot's nonconforming status, allowing the division of the lot would be appropriate. He said the property will essentially be divided equally and already has road frontage for each residence. Mr. Webb said it has likely been a few years since the town has seen a request to divide a lot within the town. This request will come before the Town Council at their regular meeting in April.

Mr. Webb said that he continues to work on the revised sign ordinance and these changes should be ready for review at the February Work Session meeting.

Lastly, Mr. Webb reviewed the zoning permits issued for the month of January, with a total of 10 permits issued.

TOWN AFFILIATED BOARDS AND COMMISSIONS

Luray Downtown Initiative

Ms. Liz Lewis, Executive Director, said that as previously mentioned LDI did not receive the \$25,000 grant funds for the remainder of the North Broad Street Gateway Project. Ms. Lewis explained why the funds were not received and DHCD responded with several reasons. According to DHCD there were many good applications, funds were limited, and ultimately application scoring. Ms. Lewis further explained the score received and why funds were not awarded.

Ms. Lewis updated members on the 10,000 feasibility grant from Virginia Main Street. She said that currently we are working on the agreement details because the grant is awarded in increments. This schedule is difficult for LDI to work with due to limited cash flow of the organization. She said that the grant will be used to perform feasibility work on targeted buildings.

Ms. Lewis said that LDI is still working with town staff to figure out the Festival of Spring. She said that several agreements and amendments have gone back and forth. Today LDI provided Pat O'Brien with the vendor list requested by town staff and \$820 dollars in vendor fees received to date.

LDI has also been in contact with Alexis Thompson of Virginia Mainstreet for guidance to help moderate a plan. Ms. Lewis said it would also be nice to have VML provide assistance for the town. She said that Mr. Hoke has also been in contact with Virginia Mainstreet. Ms. Lewis said that a note from Virginia Mainstreet addressed funding questions. Funding guidelines from Ms. Thompson state that there is no requirement for a 30-30-30 funding split outlined within, but is simply a best practice. She said that a well diversified funding stream helps an organization's stability and is also a guideline that is reiterated by National Mainstreet. The correspondence also recommended evaluating the best fit for each specific region and that funding splits vary from community to community.

Ms. Lewis stated that LDI hopes to be able to speak at the next council work session to provide its annual budget, work plan, and formal funding request. She said that LDI would also like to ask members of the board and the community to be able to address the issue at this time. Because LDI's initial funding request was not approved, LDI will be conserving current funds to the best of their ability.

In the next few weeks, Ms. Lewis will be working with the Page Theatre in its struggle in expenditures to upgrade its equipment to receive digital films. Ms. Lewis noted that Luray will be recognized at this year's Milestone Awards on March 19th in Richmond. The award is received for community volunteer efforts, as Luray has logged over 20,000 volunteer hours contributed to the downtown area. Ms. Lewis invited members to attend the luncheon and awards reception.

Luray Page County Chamber of Commerce

Director, John Robbins, said that the chamber does not do a great deal of travel but at this time of year when things are slower they do attend a few trade shows. He said there is one upcoming trade show at Dulles Expo Center and last week a staff member represented the community in Harrisburg Pennsylvania.

Mr. Robbins said that a new member database is being utilized to synchronize records with the website. He added that this also automates billing and other tasks for chamber staff. Mr. Robbins recently met with LFCC to discuss skills/training as they apply to the local business community. Also, staff met with Shenandoah National Park staff members to provide feedback on their promotional ideas. Several weeks ago the fourth annual Wedding Forum was held with 33 members in attendance. The forum found that many services can be found within our community. Next month the Chamber will host the annual Cabin Owners Forum which provides a roundtable discussion for local cabin owners. This allows discussion of common problems and solutions to remedy these. Staff has also been working with the Page News and Courier on the annual guide to Page County which includes a lengthy calendar of events and all chamber members.

Tourists to the visitor's center were down somewhat for January with 645 walk-ins and tourist phone calls up slightly at 362 for the month. The next Business After Hours will be held February 20th at Performing Arts Luray.

ACTION ITEMS

Forest Hills Subdivision Booster Pumps

Town Manager, Charlie Hoke, advised Council members that during the last work session he briefed members on the Forest Hills pressure and volume problem. He said that an engineering report was produced about five years ago which estimated the cost for providing a solution. Also, Mr. Hoke said that several grants were applied for in previous years, none of which were accepted. Mr. Hoke has solicited a vendor to provide prices for these pumps and was surprised to find that the costs came in less than anticipated. He said that adequate funding is available in the water facility fees. He recommends purchasing the pumps and installing them "in house" in order to increase savings. Mr. Hoke stated that the intended use of water facility fees is for system improvements. Mayor Presgraves agreed that this has been a long time need for this subdivision. Mr. Hoke said that the engineering plan was designed for a total build out of this subdivision. Councilman Vickers inquired about a time frame for these improvements. Mr. Hoke said that once ordered it would take approximately three months to receive the equipment and then a fairly fast and easy installation.

Motion: Councilman Lancaster motioned to approve the Forest Hills booster pump replacement as discussed, motion seconded by Councilwoman Flasch with the vote as follows: YEA: Council Members Vickers, Flasch, Menefee, Lancaster, Meaney. **Approved 5-0**

Bridge Environmental Consultant Selection

Assistant Town Manager, Bryan Chrisman, said that Council has been provided with a staff report on the environmental consultant selection. He recalled that several months ago members were provided with a lengthy list of tasks necessary in the bridge replacement project. One of these tasks is the selection of an environmental consultant to perform all the necessary research, documentation, and paperwork for the final NEPA (National Environmental Protection Act) filing. All environmental requirements must be met before the town can entertain hiring a design-build contractor. Mr. Chrisman explained that the town worked through the regional commission to solicit proposals and four were received. The town's bridge team reviewed these proposals and they were reviewed by the VDOT Environmental Program Planner. Mr. Chrisman said that based on feedback from the Town Bridge Team, the VDOT Project Coordinator, and the VDOT Environmental staff the recommendation is to authorize negotiations with Kimley-Horn and Associates.

Motion: Councilman Vickers motioned to enter into contract negotiations with Kimley-Horn as discussed, motion seconded by Councilman Meaney with the vote as follows: YEA: Council Members Vickers, Flasch, Menefee, Lancaster, Meaney. **Approved 5-0**

Mr. Chrisman stated that the next item will be to put together a task order for the bridge consultant and the town will also utilize resources from the regional commission.

ADJOURN

With no further business, Mayor Presgraves adjourned the regular session of the Luray Town Council at approximately 7:52 pm.

Barry Presgraves
Mayor

Danielle Babb
Deputy Clerk-Treasurer