

**MINUTES OF A TOWN COUNCIL
WORK SESSION
TOWN OF LURAY, VIRGINIA**

Tuesday, April 25, 2017

The Luray Town Council met in a work session on Tuesday, April 25, 2017 at 5:30 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: Ron Vickers
Jerry Dofflemyer
Jerry Schiro
Leroy Lancaster
Joey Sours
Leah Pence

Also Present:

Charlie Hoke, Town Manager
Bryan Chrisman, Assistant Town Manager
Mary Broyles, Treasurer
Danielle Babb, Deputy Clerk Treasurer
Dixie Tate, Page News and Courier

Mayor Presgraves led members in the United States Pledge of Allegiance. The roll was called with no members absent.

UPDATES AND DISCUSSION ITEMS

Main Street Bridge Update

Assistant Town Manager, Bryan Chrisman, updated members on the Main Street Bridge project. Mr. Chrisman said that all required information has been submitted to VDOT and is under construction review. Currently, VDOT Central office is awaiting FHWA authorization for the Town to proceed with advertising the project. The management team has the ad waiting and ready for the newspaper and website. Also, the team has prepared a list of online plan review sites it intends to use, as well as the schedule of advertising and submittals.

Councilman Lancaster asked when Council might anticipate seeing a set of drawings. Mr. Chrisman said probably not until the design build team comes into play. Members discussed the construction timeline and are still anticipating construction in winter 2018. Council members also discussed single span versus two span design options.

Personnel Manual Changes

Town Manager, Charlie Hoke, presented information on the personnel manual and answered the request for clarification on sick leave at retirement. Mr. Hoke said he was instructed to clarify this

portion of the manual and to request the Town Attorney review also. Mr. Hoke explained that the town attorney struck Section 9.2. E. on page 42 and added the definition on page 51 to clarify the policy. Council members were provided the sample excerpt from the policy in their packet for the meeting. If Council so chooses, Mr. Hoke stated that he will place this on the May 8th Agenda for Council's action.

Credit Card Convenience Fees

Mr. Hoke stated that the town has passed along a convenience fee of \$3.95 for all credit card transactions (online or in office) related to tax bill payments only. When the convenience fees were initially adopted, the town was only permitted to attach the convenience fee to tax payments. At that time, the town was advised that it could not place a convenience fee on utility bill payments. Mr. Hoke explained that this is no longer the case and the town has thus consulted with the Town Attorney, Jason Botkins. The Town Attorney has reviewed this and stated that the town is permitted to charge a convenience fee, such that the town does not levy more than it pays out in fees. Mr. Hoke said that a credit card fee analysis has been provided by staff and is included in council's packet. Staff recommends charging a convenience fee of \$1.95 per card transaction and if council agrees this will be included in the approval of the town's budget and rate schedule.

Councilman Vickers said that he does not feel it is fair to charge customers for paying with debit cards. Mr. Hoke explained that the town pays out the same fees regardless of debit card or credit card. Treasurer, Mary Broyles, explained that the town's software does not distinguish between type of payment and type of card. She further explained that the systems fees are set up such that they are "all or none". Town Manager, Charlie Hoke, said that the town has been running in a deficit for many years on credit card fees and that he is in favor of cost recovery. Council members agreed to proceed with the fees in the proposed rate schedule.

Budget Review, Schedule, and Draft

Mr. Hoke reviewed the budget as modified to include the recent change for the proposed LDI funding as authorized by Council. The contribution for LDI was increased from \$30,000 to \$35,000. Mr. Hoke said that revenue projections were evaluated after the completed third quarter as well. The general fund revenues from indebtedness were revised to reflect the value anticipated from the IBM Server short-term financing. The budget schedule was amended also, at this time the Public Hearing for the Budget is during the regular Council Meeting on June 12, 2017. The scheduled budget adoption is planned for a Special Meeting on June 27th. Mr. Hoke said the draft budget synopsis has been included for Council's review. Council is scheduled to approve the budget advertisement at the May 8, 2017 meeting.

Councilwoman Pence said that she would like to see a more detailed breakdown of the budget synopsis. Ms. Pence would like to see further detail of the taxes, fees, etc. to show the revenues from meals tax and occupancy tax. Ms. Pence felt it is important to show the economic impact of events in the town on these revenues. Councilman Lancaster felt the detail wasn't necessary. Councilman Schiro agreed with breaking out occupancy and meals tax revenues. Ms. Pence continued that she felt this was an important feature of the synopsis. Councilman Vickers said he would like to see a draft first. Councilwoman Pence also stated she would like the budget advertisement placed on the town's Facebook page. Members discussed potentially moving up the dates for the public hearing but determined that advertising deadlines couldn't be met if so. The budget schedule remained unchanged. Councilwoman Pence suggested beginning the budget process earlier next fiscal year.

Proposed Zoning Ordinance Amendments

Mr. Hoke presented information regarding the proposed amendments to the zoning ordinance as recommended by the Town Attorney. Mr. Hoke explained that the Planning Commission is reviewing these changes a section at a time. The proposed changes will help bring the Zoning and Subdivision Ordinances into compliance and alignment with procedure. Town Attorney, Jason Botkins, has provided a strikethrough copy of the changes and this was included in Council’s informational packets. Councilwoman Pence discussed Section B.- Adjacent and Section C. Nonconforming Lots. Council members discussed the term “adjacent” as defined in the zoning ordinance. Members and staff also discussed Section D. Recent Statutory Changes for Variances. Members decided that there were some concerns with the revisions and Mr. Hoke stated he could take this back to the Planning Commission for further review.

Adjourn

With no further business, Mayor Presgraves adjourned the work session of the Luray Town Council at approximately 6:24 p.m.

Mayor, Barry Presgraves

Deputy Clerk, Danielle Babb