

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

Monday, August 12, 2019

The Luray Town Council met in regular session on Monday, August 12, 2019, 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:

Ron Vickers
Jerry Dofflemyer
Leroy Lancaster

Council Absent:

Jerry Schiro
Joseph Sours
Leah Pence

Also Present:

Steve Burke, Town Manager
Jason Botkins, Litten & Sipe
Mary Broyles, Clerk-Treasurer
Danielle Babb, Deputy Clerk-Treasurer
Lt. Mike Wagoner, Luray Police Department
Meredith Dees, Luray Downtown Initiative
Dakota Baker, Superintendent of Parks and Recreation
Cathie Miranda, Page Valley Arts Council
Gina Hilliard, Luray-Page County Chamber of Commerce
Rebecca Armstrong, Page News and Courier

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. Mayor Presgraves led everyone in the United States Pledge of Allegiance.

CONSENT AGENDA

Motion: Councilman Vickers motioned to approve the Consent Agenda as presented, motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Lancaster. **Approved 3-0**

Consent Agenda

- (A) Minutes of the Regular Council Meeting – 7-8-2019
- (B) Accounts Payable checks totaling- \$231,901.28

**Financial Reports will be provided at the close of the Fiscal Year.

CITIZEN COMMENT

There were no members of the public signed up to speak during the Citizen Comment period.

PRESENTATIONS

Downtown Get Down & Sunflower Festival

Dakota Baker and Meredith Dees proposed two new events that will replace the Town's Festival of Spring. Ms. Dees said that her partnership with Ms. Baker and the Parks and Recreation Department has been a great experience. LDI, along with Parks and Recreation, have some new ideas about exciting opportunities to partner on two new events. A power point presentation detailed plans for the new Downtown Get Down event which will feature food vendors and live music. The event is proposed for mid-June 2020 and will serve as a kickoff to Summer. Ms. Dees and Ms. Baker said that the proposal is in keeping with current trends of music, brew fest, and food truck events. The layout of the event would be similar to that of Festival of Spring and would partner with LDI staff. There would still be a street closure from the railroad tracks to West Main Street, various music locations, and many food vendors. The second event proposed is the 2020 Sunflower Festival. This event would partner with LDI, PACA, the Arts Council, and would be located at the Ralph H. Dean Recreation Park.

This year's Sunflower Festival will be held on September 14th from 11:00am to 6:00pm. The event will be held at the recreation park with a focus on downtown restaurants. Ms. Baker stated that the Facebook response to the Sunflower Festival has been huge.

Both Ms. Baker and Ms. Dees felt that many may question "why the change". They noted that survey results from the Festival of Spring have included negative comments regarding the bridge closure, and weather issues associated with the spring date. Overall, Ms. Baker noted a large decline in vendor applications for the Festival of Spring. With Council's approval, LDI and Parks and Recreation requested to proceed with the two new events. Councilman Dofflemyer suggested extending the June event well into the evening, as opposed to ending at 6:00pm. Mayor Presgraves agreed that the Festival of Spring has run its course and it is time to try something new. Council members agreed to proceed with the proposed plans.

PUBLIC HEARINGS

Code Amendment- Definition of Single-Family Dwelling

Town Manager, Steve Burke, said the Town Council is requested to conduct a Public Hearing regarding proposed changes to the Town Code Section 202 of Article II- Definitions of Appendix A- Zoning. The Town Code permits single-family dwellings in all Residential Districts, this definition change would permit manufactured homes by- right rather than the need for a Special Use Permit in designated zoning districts. The Planning Commission conducted a public hearing in July and unanimously approved the revision. The intent of the change is to clarify the definitions of Single Family Dwellings, Manufactured Homes, and Mobile Homes.

Mayor Presgraves opened the Public Hearing for Citizen Comment. With no one present to speak on the issue, the hearing was then closed.

Motion: Councilman Dofflemyer motioned that the Town Council adopt the Code Amendment to Section 202 of Article II-Definitions of Appendix A- Zoning of the Town Code as presented. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Lancaster. **Approved 3-0**

DEPARTMENTS, TOWN BOARDS AND COMMISSIONS

Luray Page County Chamber of Commerce

Ms. Gina Hilliard, Luray Page County Chamber of Commerce, provided a power point presentation to update Council on news and events at the Chamber. Ms. Hilliard began by highlighting new staff members at the Chamber office. She advised Council member that chamber membership is up to 441 members, just shy of her goal of 450 memberships. Ms. Hilliard discussed past events for the Chamber, upcoming events and meetings, and highlights for the month of August. Upcoming events include the Blue Ridge Mountain Mudurance on September 28th and the Annual Banquet on November 14th. Ms. Hilliard discussed various forms of advertising for the Chamber, social media statistics, office walk-ins and phone calls for the previous months, and state tourism revenue statistics.

Luray Downtown Initiative

Ms. Meredith Dees presented a graphic of the new and improved Downtown Guide. The guide is currently in production and features an entirely new look. The revised map focuses on the downtown area specifically.

ACTION & DISCUSSION ITEMS

Chamber of Commerce – Storage Issues

Ms. Gina Hilliard discussed storage issues at the Chamber office. She said that the only storage they are currently able to utilize is the Depot basement and an offsite area at Blue Ridge Bank. She noted

issues with water in the basement of the Depot and the need to store items in a dry, convenient location. She added that Councilwoman Pence suggested she bring this to Council's attention. Dakota Baker, Director of Parks and Recreation, said that all storage at the Recreation Park is full and in fact her department is also short on storage. Ms. Hilliard said that her board of directors will have to determine if they would like to rent a storage unit or purchase a prefabricated building. Council suggested a location outside of the fence at R.H. Dean Park if the board chooses a prefabricated building. Council noted that if the new building is located beside the depot it will need to be in keeping with the aesthetics of the building. Ms. Hilliard said that the property immediately adjacent to the Depot is railroad property and will likely not be an available site.

Policy Updates

Town Manager, Steve Burke, requested Council consider the proposed draft policy updates to the Federal Awards Administration, Conflict of Interest, and Fund Balance Policies. Both the Federal Awards Administration and Conflicts of Interest Policies were both recommended by the Town's auditors.

Motion: Councilman Vickers motioned that the Town Council adopt the policy updates to the Federal Awards Administration, Conflict of Interest Policy, and the Fund Balance Policy as presented. Motion seconded by Councilman Dofflemyer with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Lancaster. **Approved 3-0**

Personnel Policies Manual & Job Descriptions Updates

Mr. Burke discussed an updated draft of the Town's Personnel Policies Manual and job descriptions. Mr. Burke highlighted areas of change to the Personnel Policies Manual and provided copies of the draft in Council's meeting packets. He said that no action was needed at this evening's meeting and that discussions could take place on the changes over the next several meetings. Councilman Lancaster suggested discussion at a work session meeting.

Draft Code Amendment Chapter 98 Parks & Recreation Facilities

Town Manager, Steve Burke, discussed amending Chapter 98 of the Town Code regarding Parks and Recreation facilities. The amendment would attempt to address issues that staff has identified related to parks activities. Council and Staff will continue to review this amendment.

WWTP & Sewer System Update

Mr. Burke discussed financing of a proposed capital improvement project within the Wastewater Treatment system. The DEQ has requested that the Town develop a plan to address its sewer system overflow issues. Currently staff has identified an area of the Town's sewer main that requires extensive repair in order to eliminate inflow and infiltration to this area. Video inspection of this line revealed approximately 900 linear feet of pipe between the Park and Ride at Route 211 and Broad Street. The contractor identified a number of pipe failures in this area and is recommending relining the pipe. Mr. Burke feels it is in the best interest of the Town to take a proactive approach to the system failures. Mayor Presgraves said he doesn't believe the Council has a choice and must address the matter. The quote from Pleasants Construction to make the needed repairs is \$108,000.

Motion: Councilman Vickers motioned that the Town Council approve the transfer of \$108,000 from Sewer Fund Balance (1,201,035 currently) to fund the lining of approximately 899 linear feet of sanitary sewer main. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Lancaster. **Approved 3-0**

Water Fund Transfer

Town Manager, Steve Burke, advised Council members that the water fund incurred a deficit in its operational budget for the fiscal year 2018-2019. The operation of the Water Treatment Plant incurred a deficit of \$17,500 due to electricity costs, \$19,500 due to materials and supplies overages, and a \$10,000 deficit due to equipment replacement. Internal transfers were able to supplement some of the overage. Mr. Burke asked Council to consider the transfer of \$28,000 from the sewer fund to the water fund to finalize the books for FY 2019.

Motion: Councilman Dofflemyer motioned that the Town Council approve the transfer of \$28,000 from Sewer Fund Balance (1,201,035 currently) to the Water Fund to cover the Water Fund deficit in FY18-19 to allow the Treasurer to close out the fiscal year budget. Motion seconded by Councilman Vickers with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Lancaster. **Approved 3-0**

ANNOUNCEMENTS

Councilman Dofflemyer complimented the Police Department for a great job on National Night Out. He complimented Lt. Mike Wagoner's efforts on planning and organizing such an amazing event.

-Recess-

EXECUTIVE SESSION

Real Property: Potential Disposition of Real Property 36 West Main Street, 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 the potential disposition of real property.

Motion: Councilman Dofflemyer motioned to recess the regular meeting and to convene in executive session; Councilman Vickers seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Lancaster. **Approved 3-0**

-Closed Meeting-

Certification: 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 Dofflemyer motioned to certify the closed session; Councilman Vickers

seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Dofflemyer, Lancaster.

ANNOUNCEMENTS/ ADJOURN

With no further business, the meeting was adjourned at 8:40 pm.

Barry Presgraves
Mayor

Danielle Babb
Deputy Clerk-Treasurer