

**MINUTES OF A TOWN COUNCIL WORK SESSION**  
**TOWN OF LURAY, VIRGINIA**  
**Tuesday, June 24, 2014**

The Luray Town Council met in a work session on Tuesday, June 24, 2014 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: Ronald Vickers  
Pam Flasch  
Mary Menefee  
Leroy Lancaster  
Joey Sours  
John Meaney**

**Also Present:**

**Charlie Hoke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Danielle Babb, Deputy Clerk Treasurer  
Ligon Webb, Town Planner  
Jason Spitler, Town Attorney  
Jeff McMillan, Page News and Courier  
Jerry Schiro, Council Member-Elect  
Pat Racey, Racey Engineering  
Bill Fisher, Luray Downtown Initiative  
Coty Gray, George Mason University Student**

The meeting was called to order by Mayor Barry Presgraves and everyone recited the Pledge of Allegiance to the flag. The roll was called with no members absent.

**Updates and Discussion Items**

**Proclamation for Clifton Campbell**

Mr. Ligon Webb presented the Proclamation for Clifton Campbell for his service to the Luray Planning Commission.

**Luray Downtown Initiative Request for a Business License at the Co-op**

Mr. Bill Fisher, LDI, announced that they have just received a letter from National Main Street recognizing LDI as a 2014 Nationally Accredited Community who meets all ten standards of performance. He stated that receiving National Main Street program status is a prestigious achievement. Mr. Fisher thanked Council for their support in this achievement.

Mr. Fisher stated that no vote on this issue is expected this evening but that his intention is to begin discussion and provide background information on the business license for the Market Collective. Mr. Fisher said that a list of vendors has been given to the town and that it has been determined that licenses are needed. Mr. Fisher said that LDI is requesting a waiver for the section of the town code pertaining to these licenses. He said that he is requesting something similar to that of the Luray Page County Farmers Market in that the market have one blanket Business License that would cover all vendors for the Market Collective. Mr. Fisher said that the conditions set forth for vendors would include that all items be locally produced agricultural or artisan items, or for health and wellness benefits. Mayor Presgraves asked how gross receipts would be handled by businesses that have a location elsewhere. Members discussed that the receipts should be included with their specific business totals. Mayor Presgraves said that he would hate to see the town make this too prohibitive and that he likes the entrepreneurship that the market promotes. Mayor Presgraves said that Council can consider this and take action on the issue at the July 14<sup>th</sup> meeting. Mr. Fisher said that if members have any further questions they can contact him before the next meeting.

## **Contributions**

Charlie Hoke, Town Manager, noted that Council has previously allocated \$25,000 dollars for contributions. He said there has been some discussion on how to address the non-profits requests for funding. After talking with the Mayor, Mr. Hoke said that he would like for the Council to determine how they would like to handle the requests. Members can hear from each group or they can simply go through the listing and make a decision. He said members can also start by determining which groups they “do not” want to contribute to. Mayor Presgraves said that members can make a decision this evening or they can take home the provided worksheet and consider this further. Mr. Hoke said some organizations have requested funding and others have requested a specific dollar amount of funding. Councilman Vickers said that he would like to see the organizations’ budgets in order to determine if funding is truly needed. Mr. Hoke said that the Page Public Library is on the agenda for the July 14<sup>th</sup> meeting to make a request but that is contingent upon decisions made this evening. Mayor Presgraves said that regardless of the organizations chosen, the town has to adopt its budget by June 30<sup>th</sup>. Councilwoman Menefee said that organizations don’t have to be specified immediately but that members had hoped to go through this process several months ago. Councilman Lancaster said that members could leave funding aside, so that money is available if there is a later request or unforeseen need. Councilwoman Menefee said that the process needs to be a bit more transparent so that information is given to show some accountability. Mayor Presgraves said that members are elected to be the spokesperson of the citizens. Councilwoman Menefee agreed that if members are determining how to spend these funds they need more information. Councilman Vickers said that he would like to see each organization come up with one page or less on how and why the funds are needed. Mr. Vickers also agreed with Councilman Lancaster that all funds not be expended right now. Councilwoman Flasch said that in addition, members also need to know how town funding is being spent. Mayor Presgraves directed members to take the list home and give this more consideration. Councilman Vickers said that he still wants more information, with Councilman Sours in agreement. Mr. Vickers said that he would like to have an answer for why an organization isn’t being funded. Mr. Hoke was directed to get more information from each organization. Councilman Sours said that personally he gives to organizations and he feels that citizens should choose which groups are the most important to them. Mr. Hoke verified that he is to request information from all organizations and provide back to Council.

## Action Items

### **2014-2015 Budget Approval**

Town Manager, Charlie Hoke, stated that the approved balanced budget is before Council. The required advertising and public hearing have been held and now the budget needs to be approved before the deadline of June 30<sup>th</sup>.

**Motion:** Councilman Vickers motioned to approve the FY 2014-2015 Budget; Councilman Sours seconded the motion with the following members voting YEA: Council Members Vickers, Flasch, Menefee, Lancaster, Sours, Meaney. **Approved 6-0**

### **Personnel Policy Changes**

Town Manager, Charlie Hoke, said that staff is requesting some changes to the Personnel Policy Manual. One item is that the Safety Policy be included as a part of the manual and that the words “permanent employee” be removed. VML has directed that the word permanent be removed as it is not allowable.

**Motion:** Councilman Vickers motioned to approve the two changes to the Personnel Manual as recommended; Councilwoman Flasch seconded the motion with the following members voting YEA: Council Members Vickers, Flasch, Menefee, Lancaster, Sours, Meaney. **Approved 6-0**

## EXECUTIVE SESSION

### **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.

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

**Motion:** Councilman Sours motioned to adjourn the closed session and to reconvene in open session; Councilwoman Flasch seconded the motion with the following members voting YEA: Council Members Vickers, Flasch, Menefee, Lancaster, Sours, Meaney. **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. **The roll was called with all members certifying “Yes”.**

## Announcements

Mayor Presgraves announced that the Stanley Homecoming Parade will be held on Saturday, July 5<sup>th</sup> and members should meet at the town office to leave at 4:00pm. He noted that the Employee Picnic will be on July 3<sup>rd</sup> at 12:30pm and that Council members should arrive at 10:30 to assist in preparations.

Mayor Presgraves said that all good things must come to an end and that is hard to put into words appreciation for someone who has served their community so well. Mayor Presgraves recognized Councilwoman Menefee

for her service and said that she will be missed by fellow members as this is her last scheduled meeting. Councilwoman Menefee said that it has been an honor to serve on Council, as that the town has an amazing staff and it has been a pleasure to serve our town.

**Adjourn**

There being no further business, Mayor Presgraves adjourned the work session of the Town Council at approximately 7:00 pm.

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Barry Presgraves  
Mayor

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Danielle P. Babb  
Deputy Clerk-Treasurer