



## TOWN COUNCIL WORK SESSION

Monday, April 17, 2017 @ 7:00pm

Town Hall Conference Room

### 1. Request for Letter of Support for Center for Workforce Development - Brooklyn's Marketplace

**Summary:** Council has received a request from Arlene T. "Brooklyn" Ballou seeking a Letter of Support from the Town for her business "Brooklyn's Marketplace". Her organization "Center for Workforce Development, Inc" is purchasing 206 E. Main Street (Kibler Building) to expand her incubator program, Brooklyn's Marketplace, located at 113 E. Main Street. Her funder United States Department of Agriculture (USDA) Rural Development is requesting a letter from the Town stating that her business is within the Town's vision of community and economic development. After review of this request from Director of Planning/Zoning and the Director of Community Development/Tourism they both agree on the following:

**Brooklyn's Marketplace conforms to the goals and objectives of the Town's Vision and Downtown Revitalization Plan.**

- As a **business incubator**, Brooklyn's Marketplace has helped to create numerous small businesses that attract visitors to the downtown and generates revenue for the Town while supporting other local business in the downtown area.
- As an **adaptive reuse**, the expansion of Brooklyn's Marketplace to 206 E. Main Street will establish a vibrant place for business in a building that has remained vacant or underutilized for an extended period of time. This will help strengthen the economic base of the downtown and help restore a building that is slowly deteriorating due to lack of use.
- As a **business leader**, the owner of Brooklyn's Marketplace helps participate in local activities and events that draw visitors to the downtown. The owner also played an important role in helping to develop Envision 2.0 on the CDBG project management team.

**Council Discussion:** Mr. Waltz explained that the Kibler building was being purchased and Felecia Hart noted that it would double their current space. Council chose to place the matter on the consent agenda.

### 2. New Website Analytics – Director of IT

**Council Discussion:** Councilman Morrison had a few technical questions related to the content of the website. Staff noted that the IT Crew had been very helpful.

### 3. Compensation Study Update – Director of Human Resources

**Summary:** Council has requested an update regarding the progress of the Compensation study with Paypoint HR.

Ms. Bush noted the following timeline for Council:

- March 17 – Completed first information request
- March 21 – Kick off meeting/leadership
- March 22 – Letter of notification to all employees
- April 17 – Completed second request for information
- April 25/26 – Meetings with employees
- April 28 to May 5 – Managers review of employee PVP
- May 8 – June 9 – Survey to comparables (localities)
- June 22/23 – Focus groups w/ employees
- July – Analysis of information
- August – Delivery of final report

**Council Discussion:**

Ms. Bush noted that they would meet with employees to discuss to explain how to complete the job description forms and they will review and analyze the job descriptions. Mr. Connolly asked which localities were listed in the RFP included some of the following: Culpeper, Warrenton, Woodstock, Leesburg, Luray, Strasburg, Warren County, Shenandoah, and Page County, to name a few.

**4. Shentel Fiber Optic Services Franchise Agreement Extension – *Town Attorney***

**Summary:** In 2011, Shentel entered into a five-year franchise agreement with the Town to use the public ways to construct, operate and maintain a fiber optic telecommunications system. The franchise was not granted Town-wide, but was limited in scope to individual fiber build projects, with the scope of the franchise to be expanded for additional fiber builds on a case by case basis pursuant to administrative review and approval. Consideration of any future franchise term extension or Town-wide expansion of the franchise should be proceeded by a right-of-way utilization study to determine capacity.

Town Council is asked to retroactively extend the term of the Franchise Agreement for Fiber Optic Services through August 14, 2017.

**Staff Evaluation:** The franchise term extension on a short-term basis will allow Shentel to continue to operate its installed fiber optic telecommunication system while allowing the Town to review its right-of-way utilization capacity prior to granting the extension or expansion of existing franchises or granting new franchises. The franchise generates revenue for the Town.

**Council Discussion:** Mayor Tharpe asked if the Town Manager could handle the lease matter. Mr. Napier noted that for the minor matter, the Town Manager could. Council had no objection.

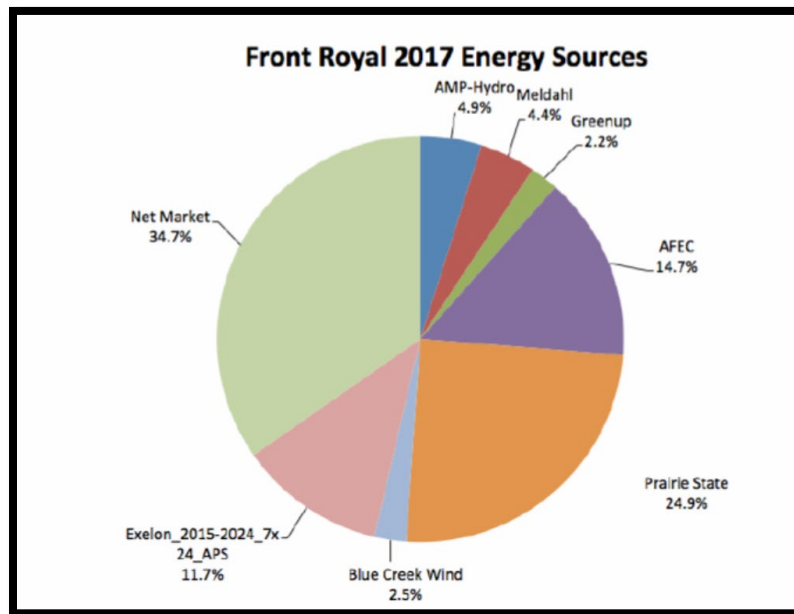
**5. Power Supply Purchases for 2021-2023 – *Town Manager***

**Summary:** During the past year, as new electric and natural gas supply has outpaced demand, long term energy prices have reached all-time lows. The low forward market provides an opportunity for the Town to lock in long term power prices beyond our 2020 contracts.

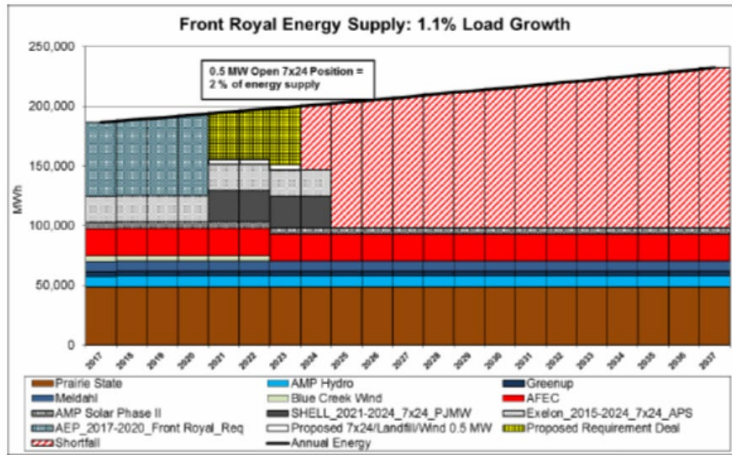
Council is requested to consider purchasing an all remaining power contract for 2021-2023 except for 0.5 MW of power be carved out for the anticipation of renewing the Blue Creek Wind Project that currently goes from 2010-2022.

**Staff Evaluation:** The past two years we seen very little daily and hourly volatility in the power markets. This has lowered the risk premiums that suppliers are adding to load following power supply contracts (remaining requirements deals). The low forward market provides an opportunity to lock in long term power prices.

**Town Manager Recommendation:** Recommends purchasing a 2021-2023 remaining requirements deal at a targeted price of \$45.40/MWh (recommended ordinance up to price of \$50.00/MWh) with 0.5 MW of 7x24 power be carved out for the possible extension of the Blue Creek Wind Farm. The main advantage of load following contracts is to eliminate the risk of buying from the market during times of high prices and selling unneeded power in a low priced market.



## Proposed Power Purchase FY2021-2023



Mr. Waltz noted that AEP's contract allowed the Town to hit heavy loads (Polar Vortex for example) and not have to go onto the market. He stated that the graph shows the third year, though he is asking for only two, for set maximum price of only fifty, it is currently only \$44 this morning. Mr. Waltz stated that even at \$50 it was a great deal for the Town.

**Council Discussion:** Council voiced support for the proposal.

**6. Continued Discussion of the Proposed FY18 Budget – Interim Town Manager/ Director of Finance Summary:** Staff will be reviewing the Town's enterprise fund expenses in the FY18 proposed budget. Review of enterprise fund budget and discuss concerns or questions regarding the FY18 proposed budget.

**Staff Evaluation:** Staff has provided a balanced FY18 proposed budget that has included some staff requests and items requested by council.

**Council Discussion & Questions:** In response to Councilman Egger's question, Mr. Kisner and Mr. Wilson explained that the nutrient credits would be going away. Mr. Waltz stated that it was part of the Chesapeake Bay Act. In response to Council questions, Mr. Wilson reviewed the meter vault at the Conservation Center that would be replaced for \$22,000 with Council. Mr. Hannigan noted that it was installed in the 1970's and was put in by hand originally. Mr. Wilson noted that the I&I abatement was backing down slowly, as the Town has been more on top of the problems in recent years.

### 7. Council Discussion/Goals

There was an update on the number of applicants on the Town Manager positions.

### 8. CLOSED MEETING – Consultation with Legal Counsel

### **Motions to Go Into Closed Meeting**

*Councilman Connolly moved, seconded by Vice Mayor Tewalt that Council convene and go into Closed Meeting for the following purposes, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia: (1) Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body; "probable litigation" meaning litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party; and (2) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.*

Vote: Yes – Connolly, Egger, Morrison, Sealock and Tewalt

No – N/A

Abstain – N/A

Absent – Meza

(Mayor Tharpe did not vote as there was no tie to require his vote)

(By Roll Call)

---

### **Motion to Certify Closed Meeting at its Conclusion**

*Councilman Connolly moved, seconded by Councilman Morrison that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.*

Vote: Yes – Connolly, Egger, Morrison, Sealock, Tharpe and Tewalt

No – N/A

Abstain – N/A

Absent – Meza

(By Roll Call)

---

PRESENT: Mayor Tharpe, Councilman Connolly, Councilman Egger, Councilman Tewalt, Councilman Morrison, Councilman Sealock, Interim Town Manager Waltz, Town Attorney Napier, Clerk of Council Berry, Director of Planning Camp, Director of Finance Wilson, Police Sergeant Nicewarner, Police Sergeant Ryman, Interim Director of Energy Resources Jenkins, Director of Environmental Services Hannigan, Risk Management Director Scholtz, Director of IT Jones, Superintendent of Water Plant Kisner, Community Development Director Hart, Superintendent of Refuse Boyer, Human Resources Director Bush, members of the public and members of the press.

ABSENT: Councilman Meza