



TOWN COUNCIL WORK SESSION

**Monday, June 18, 2018 @ 7:00pm
Town Hall Council Chambers**

1. Policy for Outside Funding Requests – Town Manager

SUMMARY: To set forth parameters and establish guidelines for the funding of outside agencies by the Town and to ensure transparency, accountability, consistency, and adherence to best practices. This policy also establishes eligibility and evaluation criteria for outside agencies funding request.

BUDGET/FUNDING: Policy to be considered in future budget session when evaluating outside agency funding request

STAFF RECOMMENDATION: Staff recommends approval of an Outside Agency Funding Policy to address the numerous requests the Town receives throughout the year for funding or support.

Council Discussion:

Councilman Meza noted that perhaps Council should narrow the scope to suggest items that the Town would support; to quantify the matter. Mr. Waltz stated that he would look into it further. Mr. Napier stated that he would provide the State of Virginia requirements for providing donations.

A set amount was also suggested by Mr. Meza. Councilman Sealock noted that some seed money could be provided perhaps, guidelines could be given and the Town Manager should decide whether items go further to Town Council, to weed out the requests. Mr. Meza noted that he agreed that the Town Manager should filter the requests so they all do not go to Council. Vice Mayor Tewalt noted that it may not be advisable to put an application out to the public when the Town only receives a couple requests per year.

Councilman Sealock noted that those organizations that come back annually should not return each year requesting funds. Vice Mayor Tewalt agreed that annual requests should be avoided. Councilman Connolly voiced support of the cap on funding and noted that Mr. Tewalt was most likely correct – that this would be opening a huge door to be flooded with requests. He added that the Town's in-kind assistance is important to consider and should be noted on the application in some form (trolley donation for Waggin' for Dragons for example). Councilman Gillispie noted that capping the funds is important and he had reservations with the many requests that may come in. Councilman Morrison stated that the recommendations as suggested are valid. Councilman Meza stated that having objective criteria is important, especially for unseasoned Councilmen coming into the seat of Council.

2. Joint Towing Advisory Board Appointments – Town Manager

SUMMARY: The purpose of the Towing Board is to ensure proper storage, availability and service by persons and firms authorized to provide towing services at the request of the Warren County Sheriff's Office, the Front Royal Police Department, Virginia State Police and other law enforcement personnel. The Towing Operators are deemed independent

contractors and not employees of Warren County, the Town of Front Royal, Virginia State Police, or other law enforcement agencies assigned to Warren County or Front Royal.

The Towing Board shall consist of seven. (7) members to be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors. The Committee shall include the following members:

- Three (3) members shall be law enforcement officers, including a representative from the Sheriff's Office, the Police Department, and State Police
- Three (3) members shall be representatives of towing and recovery businesses.
- One (1) member shall be a citizen of the Town of Front Royal or the County of Warren

This agenda item is to appoint three members of towing and recovery business to the Towing Advisory Board.

STAFF RECOMMENDATION: Staff recommends appointing the following three towing and recovery businesses to the Towing Advisory Board:

1. Henderson's Towing and Recovery – 311 N. Commerce Ave
2. Keen's Towing and Hauling – 218 E. 4th Street
3. Tharpe's Garage and Towing – 560 Kendrick Lane

Council Discussion:

Mr. Napier noted that he and the Clerk of Council had spoken in reference to the Towing Board meeting minutes and notification of the meetings to the public and media. Mayor Tharpe stated that he felt that the County would cover these meeting issues completely and Mr. Waltz stated that he would check the bylaws to be certain.

3. CDBG Update and Resolution – *Director of Planning/Zoning*

SUMMARY: Town Staff will provide an update of the pre-contract activities related to the CDBG awarded to the Town for the Downtown Revitalization Project, Envision 2.0.

The Town has a deadline of June 30, 2018 to complete the required pre-contract activities.

Council Discussion:

Mr. Camp stated that the meeting would be June 28th to review matters and the resolution gives the Town Manager the authority to sign the necessary documents. He explained that the it was a dollar for dollar match and each building can go up to \$20,000 if they have a larger storefront. To answer Mr. Tewalt's question, Mr. Camp stated that the lien can transfer to the new purchaser should they choose to participate in the program or they can pay the matter in order to satisfy the issue. He added that after five years it depreciates, as it is 1/5th each year depreciated.

Councilman Meza asked about the application process. Mayor Tharpe noted that the matter needs to be kept on the Staff level, rather than have it appointed on Council level. Mr. Napier noted that if it is kept on Staff level then the meetings are to be advertised, minutes are to be taken, etc. Council noted they accepted the suggestions as discussed. It was noted that the Town Manager would appoint the members rather than Council.

4. Liaison Committee Meeting Items for July Meeting

Council chose to remove:

- The WWTP Update
- Sticker Decal Relocation

Ms. Berry noted that it was Councilman Gillispie's turn to serve on the Committee and it would be held at the Warren County Government Building.

5. Council Discussion/Goals

Councilman Meza asked for an update on the Capital Projects for available funds. Mr. Waltz stated that they would soon return the matter to worksession.

Councilman Meza asked about the recent charges with Ms. McDonald of the EDA. Mr. Sealock, Mayor Tharpe and others noted that they were separate from the EDA and noted that an individual Councilmember can speak with the EDA at anytime.

Councilman Sealock stated that the painting of the crosswalks seems to help and pedestrians seem to be responding. He noted that he received an email from a citizen stating that he was pleased with the crosswalk of the work and he was appreciative of the cycling aspects of the Town.

Councilman Meza asked about the costly expense of the crosswalk initiatives and he was concerned about the crossing of the Shenandoah Avenue/17th Street area near the bridges and S. Royal Avenue. Councilman Sealock and Mr. Waltz stated that they could return at a worksession soon with detailed information regarding their project suggestions.

PRESENT: Mayor Tharpe, Vice Mayor Tewalt, Councilman Connolly, Councilman Gillispie, Councilman Morrison, Councilman Meza, Councilman Sealock, Town Manager Waltz, Town Attorney Napier, Clerk of Council Berry, Director of Planning Camp, Director of Finance Wilson, Police Chief Magalis, Interim Director of Environmental Services Boyer, Community Development Director Hart, IT Director Jones, members of the public and members of the press.