TOWN COUNCIL WORK SESSION MINUTES

Monday, April 29, 2013 @ **6:00pm**

Front Royal Administration Building Conference Room

1. Interviews for Recommendation to the Judge of the Warren County Circuit Court for Appointment to the Board of Zoning Appeals (BZA)

6:00 p.m. Robert Helms
6:15 p.m. Stephen McKee

Summary: A term on the Board of Zoning Appeals (BZA) expires May 1, 2013. At the March 18, 2013, Work Session, Council directed Staff to advertise for this position. Stephen R. McKee is the current member on the BZA and has asked to be considered for recommendation to the Judge of the Warren County Circuit Court for another 5-year term ending May 1, 2018. One individual was interviewed on April 15. Two individuals will be interviewed tonight.

Council Discussion:

2. Ordinance Amendment pertaining to State Motor Vehicular Laws – ***Town Attorney***

Summary: Council is requested to adopt on its first and final reading an Ordinance to Amend Section 158-6 of the Front Royal Town Code pertaining to the adoption by reference of the State Motor Vehicular Laws. Once approved it will be effective July 1, 2013.

Council Discussion:

3. Ordinance Amendments for Water, Sewer and Refuse Rates – ***Town Mgr/Finance Director***

Summary: As part of the FY13-14 Budget, staff has drafted the Ordinance Amendments to Chapters 85.3, 134-22, 134-30, and 134-31 associated with the rate and fee adjustments for the Water, Sewer, and Solid Waste Enterprise Funds. The Water rates and fees are proposed to be increased by 23.5%, and the Sewer rates and fees are proposed to be increased by 20%. Solid Waste rates are proposed to be increased by $1 per month for 32 gallon cans, $1.75 per month for 96 gallon cans, and $10 per month for 8 cy dumpsters.

Council is requested to consider adoption of the Ordinance Amendments associated with the adoption of the FY13-14 Budget for Water, Sewer, and Solid Waste rates and fees.

Staff Evaluation: Staff have evaluated the operating and capital requirements for the Water, Sewer, and Solid Waste Enterprise operations for the FY13-14 and determined that the proposed rate and fee increases are necessary to continue operations and capital improvements. In addition, the Water and Sewer rate and fee adjustments were identified in the study conducted by the Town. Staff have contacted our consultant and determined that maintain the connection fees for ¾” and 1" meters will not adversely impact revenue projections or require adjustment to the proposed utility rates. The presented Ordinance Amendments have been modified to maintain connection fees for residential dwelling at existing FY12-13 levels.

Council Discussion:

4. Budget Overview by Each Department:

- **Police**
- **Energy Services**
- **Department of Environmental Services**

Council Discussion:

5. Community Development Resource Position – *Town Manager*

Summary: As part of the FY12-13 Budget, funding was included to establish a contract position to serve as a Community & Business Development Consultant to further business development, recruitment, and retention in Town. Discussion of the position has occurred at previous Council Work Sessions, as well as Business Forums. At the Council Retreat, Council established several goals for this consultant to achieve.

Council is requested to consider seeking qualification from individuals or firms to provide community development services.

Staff Evaluation: Staff believes that these services are critical to supplement the EDA's efforts to fill vacant storefronts in Town, as well as provide a resource to existing business seeking to expand or relocate.

Budget/Funding: Funding for this contract position is included in the Town Council's budget in the FY12-13 Budget. The Director of Finance will be available to address fiscal issues.

Staff & Town Manager Recommendations: Staff recommends that Council provide any suggestions for the position requirements and authorize staff to advertise for submission of qualifications.

From the RFQ:

PROJECT REQUIREMENTS

The selected Consultant shall provide the following services as part of this project:

A. Assist in development of Community Business Plan that shall define a vision and mission statement for economic/business development within the Town.
B. Develop strong relationships with local economic and business organizations to ensure symbiotic yet separate missions.
C. Develop strong relationships with local business owners to communicate opportunities to enhance their market presence.
D. Develop strong relationships with commercial property owners to communicate opportunities to enhance their properties expand the marketability of their property(ies).
E. Develop strong relationships with Town staff to identify opportunities change/reduce regulations to result in enhanced business-friendly environment.
F. Evaluate commercial properties to identify opportunities to reduce vacancies or to enhance the aesthetic appearance of areas.
G. Develop marketing plan and implement recruitment of new business, cultural, and attraction opportunities.

DELIVERABLES

The selected Consultant shall provide a written plan based on items A through G listed in Section 4.0 – Project Requirements to the Town within twenty-one (21) days of award of contract. During this time and subsequently, the Consultant shall review available business space and properties. The Consultant shall then proceed to “cold call” or otherwise contact business leads to match available space with businesses. The Consultant shall provide weekly and monthly updates on business lead progress.

Facilitation of meetings such as the Business Forum, or other meetings the Consultant deems necessary to support this effort shall be conducted within sixty (60) days of award of contract.

The Consultant shall also provide an “outsider’s perspective” on the “bureaucracy” for business development. A summary report of opportunities for improvement by the Town shall be provided within ninety (90) days of award of contract.

Council Discussion:

6. Council Discussion/Goals

7. CLOSED MEETING – Property Acquisition

TOWN COUNCIL
SPECIAL MEETING MINUTES

Monday, April 29, 2013 after Worksession

Front Royal Administration Building Conference Room

PRESENT: Mayor Timothy W. Darr
Vice Mayor N. Shae Parker
Councilman Daryl L. Funk
Councilman Bret W. Hrbek
Councilman Thomas H. Sayre
Councilman Eugene R. Tewalt
Councilman Hollis L. Tharpe
Town Manager Steven M. Burke, P.E.
Town Attorney Douglas W. Napier
Clerk of Council Jennifer E. Berry, CMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

CLOSED MEETING: Property Acquisition

Motion to Go Into Closed Meeting

Vice Mayor Parker moved, seconded by Councilman Tewalt, that Council convene and go into Closed Meeting for the purpose of discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held real property, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711. A. 3. of the Code of Virginia.

Vote: Yes – Funk, Hrbek, Parker, Sayre, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

Vice Mayor Parker moved, seconded by Councilman Tewalt,

Motion to Certify Closed Meeting at its Conclusion

Vice Mayor Parker moved, seconded by Councilman Tewalt, 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 Action 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 – Darr, Funk, Hrbek, Parker, Sayre, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A

(By Roll Call)

There being no further business, the Mayor declared the meeting adjourned at 9:24 p.m.

APPROVED:

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Jennifer E. Berry
Clerk of Council