

## MINUTES OF THE WORKSESSION OF THE COUNCIL OF THE TOWN OF WARRENTON HELD ON APRIL 5, 2017

A worksession of the Council of the Town of Warrenton was held on April 5, 2017 in the Council Chambers.

Councilmembers present: Mayor Powell L. Duggan, presiding, Councilmembers Sean M. Polster, Jerry M. Wood, Brett A. Hamby, Alec P. Burnett, Robert H. Kravetz and Kevin T. Carter.

Also present: Brannon Godfrey, Town Manager, Whitson W. Robinson, Town and Evelyn J. Weimer, Town Recorder.

The Mayor called the worksession to order.

### Briefing by Experience Old Town Warrenton Board on resuming Main Street Program

Ms. Amelia Stansell came forward and briefed Council on what has occurred in the last ninety days with the establishment of the Experience Old Town Warrenton Board. She distributed a sheet showing the Board members and their offices. Many of the Board members were present. She noted that they plan to raise funds privately and would also be setting up a new non-stock corporation with 501 (c) (3) status. She stated that the nonprofit status should be in place by the end of June. The new Board would be helping the old Partnership for Warrenton board close out their records. She also requested that the last installment of funding (\$10,000) withheld for the Partnership for Warrenton be released to the new group. She also asked that the Council approve transferring the lease over to the new entity. She also requested that the new group be included in the upcoming budget and strongly funded to carry out the mission.

### Draft Correspondence on the Proposed Consolidated Middle School Proposal

The Manager updated Council on the Public Safety and Transportation Committee meeting at which School Board Chairman Brian Gorg was present. He stated that the meeting was followed by a report of how much the Board of Supervisors would be including for the new consolidated middle school construction project. Mr. Gorg recommended that staff draft a letter for Council review indicating what the Town's position would be on a new middle school. Ms. Brandie Schaeffer, Director of Planning and Community Development, had prepared a draft letter (a part of the worksession package) which she reviewed with the Council. Mr. Kravetz noted that the letter was well written and covered everything. Mr. Polster commented that he felt the letter was too late since the School Board was told at a recent meeting that it would never happen. He felt submitting the letter now would only be aggravating since the School Board was told the best location would be Warrenton Middle School. He stated that the Town should go back to Mr. Gorg noting that with the current information that the School Board is divided what direction is he taking. Mr. Carter stated that regardless of the route chosen it presents the Town's opinion and what the Town wants based on information provided. Mr. Wood noted that which location is not specified in the letter. Mr. Kravetz noted that Mr. Gorg had requested the Town Council send a letter to the School Board indicating how they felt. Mr. Kravetz asked that Mr. Gorg be invited to the Tuesday Council meeting. Mr. Carter stated that the School Board be asked to get the Town involved in the process sooner next time.

### Use of Recreation Proffer for Dog Park Construction

Mr. Godfrey noted that the matter had been referred to the Finance Committee and the Finance Committee is forwarding the item to the Council for consideration. The Manager noted that in 1988 there was a recreational proffer from the developer of Menlough which amounted to over \$173,000 and it was not earmarked for anything specific, merely recreation. A \$25,000 amount could be used for the dog park along with \$15,000 of the FY 17 Depot Park funds could be reallocated to the dog park. The remaining \$4,106 FY 17 Depot Park funds could be used for the portion of the Depot Park adjacent to the Greenway Trail head to accommodate installation of fitness equipment on-hand by the County, which is in storage. The Mayor noted that the item should be added to the Tuesday Council agenda. Mr. Polster asked if the Town would be appropriating \$70,000 and the Manager responded that the Town would need to appropriate the entire amount and then get the developer contribution. The developer will pay directly to the contractor. The Manager noted that the Town would only be appropriating \$40,000.

#### PEC Request for Town Contribution to Greenway Trail Extension

The Manager stated that the item had been before Council in March and forwarded it to the Finance Department. The Finance Department forwarded it to the Council for consideration the appropriation of \$1,361 for completion of the Greenway trail which was a portion of the PEC's pledge. The item will be placed on the Tuesday Council meeting agenda.

#### Update on Mosby House Subdivision

The Manager stated that when Council last discussed the matter they directed the staff to look at options for subdividing the property. Staff had talked with a real estate professional from the perspective of the commercial side. He indicated that only one subdivision allowed. The current zoning is public/semi-public and the only option for a new zoning district is R-6. All properties surrounding it as R-6 and it would be spot zoning if any other zoning. He noted that the third problem found in drawing the boundary was there is no driveway for parking for the residence itself. All parking is at the Visitor Center. He indicated that there is a driveway on the south side of the property but that driveway is by the adjacent property on the flag lot (pipestem) and an easement would be necessary with the owner of that property.

Mr. Wood asked if a driveway could be straight from Calhoun Street and the Town Attorney responded that the concern would be where it would come in from Calhoun. He stated that staff had met to go through the potential easements for a sale. He stated that there were some questions and if you try to come in from Calhoun the side yard. He indicated that there is a desire to keep the side yard as a park and how would that affect the listing price. He noted that a driveway on the side would have to deal with the geothermal system underneath and trying to come in from a parking lot owned by the Town and how it would occur when it will still be owned by the Town. Mr. Kravetz asked about through Main Street and the Town Attorney pointed out that the topography would be difficult and it would go through the wall. A lot of the aesthetic feel would be lost.

Mayor Duggan asked when more answers could be obtained and the Town Attorney noted that it would be a few days and the realtor will be donating his part of the listing back to the Town. He wants to read more carefully the appraisal to determine the problems with constructing a bathroom and kitchen.

Mr. Polster noted that he thought the Town was considering a management agreement versus a lease and Mr. Robinson noted that a management agreement was preferable because the Town would be on a contractual basis versus a lease basis. Mr. Polster asked if it would behoove the Town to do both

options currently and Mr. Robinson noted they could be done concurrently. Mr. Kravetz felt that the Council as a whole needs to decide what they want to do. Mr. Polster wanted to see the possibilities and did not want to delay the matter. Mr. Carter was agreeable with doing both things concurrently. Mr. Robinson noted that staff has not been given direction on how to proceed. He noted that a management agreement is a Council policy decision and does not require a public hearing. In order to sell the property a public hearing must be held. Mr. Carter asked if the Town had an obligation to advertise for solicitation of proposals for management groups. The Town Attorney stated that they could submit proposals and the Town could move forward. Mr. Burnett noted that for transparency the Town should make it clear that they are requesting competing proposals from interested parties. Mr. Carter asked if it is legal to accept an unsolicited proposal. Mr. Robinson suggested that anything done should be done with public solicitation. Mr. Godfrey noted that he thought he was interpreting Council's desires that the Town would continue to own the property but do not want the operation cost. Mr. Carter asked if the proposal could be a purchase proposal or a lease proposal. Mr. Robinson noted he would be glad to prepare something and Mayor Duggan asked if it could be done by the Tuesday Council meeting. Mr. Robinson suggested that the proposal be narrowed toward a management proposal. Mr. Robinson noted he would prepare two versions of an RFP, one for a management agreement and the other open for purchase. A purchase would require a public hearing.

#### Warrenton Library Capital Funding

The Manager noted that at the last meeting the Fauquier Board of Supervisors had not adopted the CIP but had \$10 million for construction of the new library. The estimated cost of the project is \$14 million. Since that time, he noted that the County has \$9,084,432 in the FY 19 CIP. The item had been sent back to the Finance Committee who met on March 20 but did not recommend a dollar amount for the contribution. Spreading the contribution out over future years was discussed. The Manager noted he had talked with the County Administrator about how they would build construction into their plans and he had indicated it would be included over three fiscal years.

Mr. Godfrey noted that the building has quite a lot of adaptable space for use. He and Mr. Robinson had toured the area with the County Administrator and County Attorney and the area could be used for meeting and staff space and also address the County's space needs. He stated that there are 16,000 square feet between two floors. He noted that also if all offices vacate the current Town Hall then the area could be used for meeting space on the street level and the other areas for much needed records space. Mr. Kravetz noted that at the Finance Committee there was discussion about the whole project having a lot of moving parts. He felt any agreement the Town comes to with the County include all the different issues at one time. Mr. Robinson indicated his concern about it would be trying to tie all the parts to the contribution to the library may bog the contribution down. He stated it would be harder to put it together in one action. He suggested having a general agreement on space use at the vacated library with a capital contribution amount for the time being.

Mayor Duggan suggested we need to make sure that we clearly state the library is completely vacating building so that the Town owns it and can control the reuse. The Town Attorney noted that it could be included in the agreement. Mr. Carter noted that the Town has considerable needs itself so the Town needs to be considered first. Mr. Robinson stated that the contribution should stand alone so that if the library does not move forward it would come back to the Town. If the library is built, the County will vacate the library and reassess it at that time. Mr. Carter was concerned that the funding started at \$10

million and now it is at \$9 million and yet the Town has \$1 million to contribute. Mr. Carter noted that when it was discussed at the retreat the library was to be located on Alexandria Pike and there was a benefit to it being on that site. When the site changed, it continued to evolve and it seemed that the Town is putting more risk and money on the table than they are. He noted he was also concerned that the library may be built somewhere other than in Warrenton and felt the agreement should be tied to being in Town.

The Manager stated that he has not had a chance to talk with the County Administrator to ask why the amount went from \$10 million down to \$9 million and the total amount includes the debt financing and prior year's cash still totals \$14.6 million. He stated that the financing is still there but what they have in cash is less. Mr. Carter noted that they intend to raise the balance through private donations. Mr. Carter suggested some conditions be added if the item is to go back to the Finance Committee: 1) located in the Town of Warrenton, 2) the County fixes its share of the costs (Town contribution v.s. private contributions), and 3) that they completely vacate the building. Mr. Robinson suggested that they completely vacate the building. If they want to leave the archives, the Town would reassess at that time.

Mr. Carter asked if the Town currently had maintenance requirements for the building and the Town Attorney noted that the Town purchased it outright from the Fletcher Estate. Mr. Stephenson had donated \$100,000 to renovate the building so that it could be used as a library. It was then leased to the Town. Mr. Burnett noted that it would be a need to know the total cost to refurbish the building for reuse. Mr. Carter suggested that there would also be a need to know the ongoing maintenance and operating budget for the former library building. Mr. Carter stated that since it is in the County's CIP they are not under any time constraint and Mr. Robinson responded that he felt the County was looking for something sooner rather than later. Mr. Godfrey noted that those were Mr. McCulla's words – sooner rather than later.

Mr. Kravetz noted that he could commit to an amount not to exceed \$1 million. The matter was referred back to the Finance Committee.

#### Review of the April 11, 2017 Council Agenda

The Manager reviewed the draft April 11 Council agenda. He noted that the meeting would start 6 p.m. with a presentation on the parking study. The regular meeting would start at 7 p.m.

A short break was taken at 7:30 p.m. and the meeting resumed at 7:40 p.m.

#### FY 18 Budget Presentation

The Manager highlighted all the funds in the proposed budget. He stated that Council had received a printed version of the proposed budget and focused on that which the Council had listed their priorities at the retreat: infrastructure, customer service and economic development. The operating budgets for the general fund and water and sewer fund reflects a growth in the revenue base and included several upgraded and new staff positions. The general fund operating budget there is no increase in property tax rates but there is a proposed increase to the vehicle license fee and WARF rates. On the water and sewer side there will be an increase in the user charge for water use. He noted that the CIP was included as part of the budget and there was a difference in what the Planning Commission had at first and what is included in the capital budget for FY 18. He stated that there was less money in there just because he felt that some projects needed to be pushed out to future years to have an affordable capital project for the

upcoming year. The Manager said that the total proposed budget is \$24,994,679, a 11.7% increase. Big pieces of that amount are water and sewer capital and in the general fund the transfer for capital projects. He stated that the big items such as BPOL, vehicle license and meals taxes and they were currently what was expected to end the year with this year. All of the revenues are proposed to grow by \$500,000 by year's end. Mr. Burnett questioned if there are any shortfalls expected and the Manager said that the Town is on target for collection. As far as business licenses, it will not be known until June.

Vehicle license fees would increase from \$15 to \$25 and motorcycle fees would increase from \$10 to \$20. WARF fees would increase by 5% which would amount to \$58,284 in revenue. The Manager highlighted the new positions proposed and those moving from part time positions to full time. There is an increase in the Warrenton Volunteer Fire Company contribution of \$50,000 and funds are included to connect the Town's GIS system with the County's. Mr. Polster asked if it was EZRY and Ms. Schaeffer stated that it is not part of the request. Mr. Carter asked if it would be \$50,000 every year and the Manager indicated it would be an annual expense. Plan file digitization at a cost of \$75,000 was proposed. An amount of \$25,000 was added for office space. Of that amount \$14,000 was for rent and \$5,000 for data/telephone and \$5,000 for furnishings. Mr. Godfrey explained the \$170,000 for the Comp. Plan. He stated that probably none of the amount would be spent on the Comp. Plan and it was needed for operation use. He stated that it is in there for FY 18 because there is an RFP going out for a planning consultant consultant for the contract planner. Mr. Polster felt that Denise Harris was to be driving the Comp. Plan and the Manager responded that there was a consultant needed to review the Comp. Plan. Mr. Polster asked how much the PATH contribution was and the Manager responded that it was \$65,000 and that paid for the walkability audit. The UDA grant was paid directly to the consultant. Mr. Carter asked if there was a legal obligation to update the Comp. Plan and the Manager noted that there is a state obligation to try to update it every five years. Mr. Polster asked about the general properties amount of \$25,000 and Mr. Godfrey stated that it would be for the Economic Development Manager and some of the Planning and Public Works Departments and he was working with the building owner on a one-year lease.

The Manager reported that the general fund capital there is a \$1.5 million capital budget and most comes from the general fund surplus of VDOT revenue sharing. He noted it included permit tracking software and \$716,000 in capital outlay, vehicles, equipment. They are general fund capital projects and take up a good portion of the budget.

Mr. Polster asked if since the County has awarded the radio contract to Harris if the Town was going in that direction. Chief Battle stated that the Town was absolutely going to follow suit but he noted that the amount is for the system upgrade and not the radios. The radios would be placed in the next fiscal year as a placeholder.

Mr. Godfrey noted that the Rady Park playground equipment was moved out into a later year. Mr. Hamby questioned the \$80,770 noted for police cruisers. The Manager stated it was a one-year cost for a five-year lease. Chief Battle came forward and noted that it was basically a financing plan for his police cruisers (6 vehicles). He stated that there was usually eight years life in a police car and it seemed that at the end of the financing there would be two to three "free" years. The Police Chief stated that the Public Works shop recommended replacement of twelve vehicles and he was requesting six this year and will request six next.

Mr. Polster noted that it was talked about last year that there is no vehicle replacement plan, rotation or life cycle plan or a plan for vehicles for staff. Mr. Godfrey noted that there is a vehicle replacement schedule and the police vehicles may be the only ones financed.

The Manager highlighted the water and sewer fund and water and sewer capital.

The dates of the next budget related meetings were noted as:

April 17 – 7 p.m.

April 24 – 6 p.m.

May 9 – 7 p.m. – budget public hearing

May 15 – 6 p.m. – worksession

June 13 – 7 p.m. – budget adoption

Mr. Hamby noted that there is a policy noted on page 113 and asked if there were other policies which govern the budget, as far as department heads transferring funds they can use in other areas. Mr. Godfrey stated that there is an administrative financial policy about budget decisions and procurement. Ms. Miller came forward and noted that as far as budget policy it is not very specific but deals with appropriations at the fund level which is approved by Council and the Town Manager has the authority to transfer within the fund between departments. She stated that if the appropriation is to change at the fund level then it comes back to Council. Mr. Hamby questioned if they had to be within the department. Ms. Miller clarified it would be with the Town Manager's approval.

Mr. Polster noted that he had taken the County's budget and asked mothers and business owners to find public safety and it was at their fingertips. He stated that the budget had progressed a long way since he came on Council but if the Town can provide information at the citizens' fingerprints it can be better. He suggested that the Town try to make its budget more user friendly it would provide better service to the community. Mr. Godfrey noted that he was a budget reviewer for the Government Finance Officers Association and has reviewed budgets through the country. He stated that the Town's could be better but the Town could not even apply for a GFOA award because the Town is not there yet. Mr. Polster stated that the County's budget notes amounts in cents instead of percentages. He felt it would help the public better understand.

There being no further business, the worksession adjourned at 8:45 p.m.

Evelyn J. Weimer, Town Recorder