

MINUTES OF THE WORKSESSION OF THE COUNCIL OF THE TOWN OF WARRENTON HELD ON JUNE 8, 2017

A worksession of the Council of the Town of Warrenton was held on June 8, 2017 in the Council Chambers.

Councilmembers present: Mayor Powell L. Duggan, presiding, Councilmembers Sean M. Polster, Jerry M. Wood, Brett A. Hamby, 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.

Committee Meeting Schedule

The Town Manager noted that the committee meeting schedule had been discussed at the May worksession. He thought there had been a consensus so it was agreed to talk about it further. He stated that there had not been committee meetings the second half of May up until the current worksession. He noted that a schedule needs to be developed which optimizes the Council's time and schedule which also gives staff time for follow up on action items. A month ago it was discussed that two committees would meet every other month prior to worksession. A committee would start at 5 p.m., another at 6 p.m. and the worksession would start at 7 p.m. The Manager had received feedback that not everyone was on board with that schedule. He noted an attachment which showed the proposed schedule through the end of the year. Mr. Godfrey indicated that Mr. Polster had suggested holding all meetings on one day – committee meetings, worksession and Council meeting.

Mr. Kravetz was concerned that the meetings should be accessible to the citizens and many could not attend meetings in the middle of the day. They could possibly attend a meeting which starts at 6 p.m. Mr. Wood had no problem with the schedule as presented by the Manager. He stated that it was important for citizens to be able to attend. Mr. Carter noted that he was happy with the proposed schedule and meetings could occur either on the Tuesday or Thursday, if a meeting was added prior to the Council meeting or worksession. Mayor Duggan pointed out that committee meetings prior to the worksession on Thursday was what was being considered. Mr. Hamby noted he could go either way but noted that both he and Mr. Polster worked shift work and would go with the will of how everyone wanted to proceed. He suggested the day of the worksession would probably be easier. Mayor Duggan asked if the meetings would soon be televised and the Manager replied that the RFP would be going out soon. Mr. Carter asked if Mr. Polster preferred Tuesday or Thursday. Mr. Hamby noted that a lot of times if it is a Thursday there is going to be a problem but sometimes, if not every month, but every other month. It depends on the shift. He stated he and Mr. Polster work the same shift but opposite. In other words, if he hits it one month; Mr. Hamby would hit it the next. Mr. Kravetz suggested trying to schedule a committee meeting at 6 p.m. prior to the worksession and one committee meeting on Tuesday prior to the Council meeting at 6 p.m., every other month. He stated if Thursdays are better for Mr. Hamby, the Public Works/Utilities Committee could meet on Thursday. The Committee on Health, Parks and Recreation could meet on Thursdays also. Mr. Godfrey asked if

he was understanding it correctly that prior to the July worksession, at 6 p.m. the Public Works/Utilities meeting would be held and that Public Safety/Transportation could be held at 6 p.m. on the Tuesday prior to the Council meeting. The next month the Finance Committee could meet on Thursday prior to the worksession at 6 p.m. and the Committee on Health, Parks and Recreation could meet on the Tuesday at 6 p.m. prior to the Council meeting. Mr. Carter noted that they could be adjusted to suit the schedules of Mr. Hamby and Mr. Polster. Mr. Godfrey noted he would readjust the printed schedule provided and forward to Council.

Proposed Changes to Parking Regulations

The Manager noted that the Parking Study had been referred to the Public Safety and Transportation Committee. The Committee discussed the study, including changes to parking fines and regulations. The Committee recommended changing the fine schedule and also the one hour parking spaces would be changed to two hour. Mr. Godfrey highlighted the existing and proposed parking violation costs. He also detailed other violations, as noted on the parking summons, and the existing fines as well as the proposed. All are listed in the Agenda Memorandum included in the meeting packet. In establishing the proposed fines, the Town's fines were compared to the surrounding jurisdictions of the Towns of Culpeper, Remington, Leesburg, Haymarket, Herndon and Fairfax County. The Committee recommended increase in the handicap zone violation to \$100. The Manager stated that the one hour time limit change to two hour would be everywhere but on Main Street, where it would remain one hour. He stated that since this is by Town Code within the authority of the Town Manager, he wanted to bring the suggestions back to the Council for input or comment. He proposed to implement the changes on July 1, 2017. Mayor Duggan questioned the reasoning of leaving Main Street at one hour. Mr. Carter thought it was due to the amount of time it would take enforcement to make the loop. Mr. Wood asked if the changes had been discussed with business owners and the Manager responded that they had not been consulted but it was part of the parking study and had been discussed at a worksession, comment period and published it so that citizens to access it online. He stated that the other fines had not been published but staff wanted to address them at the same time. Mr. Kravetz felt it should address the business owners' complaints about no parking and would be an incentive to them. Mr. Hamby was in agreement since it was all in the parking study.

There were no objections by Council for implementation of the fines as presented by the Manager. Mr. Godfrey noted that he felt that the retailers and restaurant owners in Town would appreciate getting a warning. Mr. Hamby asked if the new parking software would keep track of the warning and tickets. The Manager stated that it would provide an instant record of the vehicle and pending violations.

Committee Schedule Additional Discussion

Mr. Polster arrived at 7:15 p.m. and the Manager asked if discussion could be continued on the Committee schedule. The Manager highlighted the earlier discussion where there was a consensus to have each committee meeting every other month, with one being held at 6 p.m. prior to the worksession and one held at 6 p.m. prior to the Council meeting.

Mr. Polster noted that it was his idea to have the committee meetings, worksession and Council meeting all on Tuesday, with the worksession at 1 p.m. and Council meeting at night. Mr. Kravetz noted that many citizens were unable to attend day meetings. Mr. Polster noted that the County does it every month and Mr. Kravetz responded that the Town does not have to do it because the County does it. Mr. Polster noted that many have busier work schedules. He stated that he often has to take leave to come to Tuesday and Thursday meetings and having all meetings one day would facilitate not having to have four meetings.

The Manager noted that it was proposed as a compromise knowing that Mr. Polster and Mr. Hamby's schedules were similar there had been discussion to try to be flexible and accommodate their schedules. Mr. Wood noted that he was not in favor of an all day meeting. Polster noted that under *Roberts Rules* a Chairman can call a meeting at any time. He stated that unless every committee chair is on board, it could not change. Mayor Duggan noted that there were two others onboard with the change. Mr. Polster noted that Mr. Burnett was not in attendance and should be a part of the discussion. Mayor Duggan noted that perhaps it could be discussed further at the Council meeting.

Update Re: Mosby House

Mr. Robinson noted that he had distributed two documents. One of the documents was the appraisal from the realtor and the other was a Co-stewardship Agreement with the Brentmoor Trust. He stated that the realtor, Joe Allen, had suggested what the listing price should be and the Brentmoor Trust had submitted a draft agreement for consideration. Under the agreement, the Town would own the property and there would be a contract for Brentmoor Trust to manage the property as a museum, as opposed to a lease. Mr. Robinson recommended that a lease not be done. The group has an organization ready to go and things are set up to move forward, it Council chooses that option.

Mayor Duggan asked why a management agreement and Mr. Robinson responded that the problem he has with the last lease it did not allow for easy termination. He stated that as things were moving in that direction there was a lot of interest in real estate. It would be more difficult to terminate a lease, whereas a management contract is a little less "sticky." The Mayor asked about the term which is left blank in the agreement and Mr. Robinson said it was left blank on purpose, as he did not want to get too far down the field to negotiate something. He stated that the time limit would be purely the Council's decision. If Council wants to go that way or sell the property, they can direct the Manager and Attorney to move forward.

The Mayor asked if he understood correctly if it was to be sold it would require a public hearing and the Attorney stated it would. Mayor Duggan also asked if there would be a public hearing if there was to be a management contract in order for the public to give their input. Mr. Robinson stated that there would not be a requirement for a public hearing for a management contract because it would basically be a services contract but not for money. He stated that he did not think that it would fit into a procurement situation since the Town would not be paying them to management the facility. They would raise money to keep it going and the Town would essentially be out of it except working with them on capital projects within the building. The Mayor noted that a decision would have to be made soon, perhaps in July. The Town Attorney

pointed out that the Walker Drive project would be on the agenda for July and there may not be time to review it because it will be a busy meeting. Mayor Duggan asked that the item be added to the Tuesday agenda and perhaps it could be added to the July or August regular meeting agendas so it could be moved along. He stated that some of the blanks in the management agreement could be filled in. Mr. Robinson stated that he had talked with Mr. Birge Watkins about the term limit and it was noted at 25 years. He felt it too long. The Brentmoor-Mosby House item would be added to the Tuesday, June 13 agenda.

FY 18 Budget

The Manager noted that the last budget worksession was on May 15 and several changes were recommended and the budget was scheduled for adoption at the Tuesday Council meeting.

He highlighted the changes. He stated that the table of contents had been reworked to make it easier to find sections from the table, a table had been added on page 11 which highlights the new and updated staff positions, on page 12 a table was added of all the full time positions by department and a year to year comparison, and on page 23 there is a new and improved dollar chart. He further added that each department had a description and individual organization charts and allocation for each department and goals and key projects were included.

He said that the overall changes were that the operating budget was reduced in the amount of the Comp. Plan funding to encumber this year's dollars to be able to reduce that amount in next year's dollars. He noted that staff had selected a consultant for the Comp. Plan and he felt that they would produce a good product. He indicated that it would require an additional appropriation in FY 19. He stated another change was to increase the Boys and Girls Club amount from \$10,000 to \$30,000 and increase the contribution to Bluemont up to \$5,500, since the Commonwealth reduced its portion of the contribution for the Challenge Grant.

He highlighted the changes to the capital projects. He stated that the Eva Walker Park fencing had been moved to next year for a decrease of \$115,000, added one third of the \$1 million for the library contribution up to \$333,333, and added ornamental street light for Franklin Street, in the Fifth Street parking lot and Fifth Street from Main to Lee Street for a total increase of \$126,791.

Mr. Kravetz questioned whether the parking enforcement officer was included and Mr. Godfrey noted that on page 11 included completely new or upgraded positions and the parking enforcement officer is in the part time section.

Mr. Polster noted that Council was to receive two things on June 1: 1) the financial policy and 2) estimated carryover. Mr. Godfrey responded that the policy was going to take some time and he would like to wait until the new auditor is on site at the end of the month and get input on all policies. He stated that he would bring them back to Council in a comprehensive financial policy that includes everything. The Manager stated that staff could obtain the estimated carryover fairly easily. He stated that capital projects and their status of completion can be updated and that would give an idea of what would be completed by the end of the year. Mr. Polster noted that in the CIP it is noted that the fire department has zeros all the way through.

Mr. Jason Golden, Fire Chief, noted he would get information to the Manager for inclusion in the CIP.

Mr. Polster noted that at the last meeting it was discovered that there was utilities buried under Fifth Street and he had requested information on other locations where conduit was buried where lighting could be added. The Manager stated that there are not a lot of areas where there is conduit but no lighting but he would find out.

June 13 Regular Meeting Agenda

Mr. Godfrey noted that there would be a public hearing on Popeye's SUP and called upon Ms. Brandy Schaeffer to come forward to give a Powerpoint presentation. There were questions on the ingress/egress, lighting, and landscape buffers. She commented that the applicant has been very accommodating to staff's requests and from the date of hitting the front counter to this point, it had been under 90 days.

The Manager highlighted the four special events on the Council agenda. Mr. Polster commented that he had talked with Lily Dunning and there was a possibility of some of the Bluemont events occurring in Eva Walker Park. The Manager highlighted the balance of the Tuesday agenda.

The Manager stated that Council Committee schedules and Mosby House items will be added to the Tuesday agenda. Mr. Polster suggested that the committee schedule discussion be referred to the July worksession. Mr. Kravetz stated that the matter could be set for discussion but referred to the next worksession. Mr. Godfrey stated that it means that there will not be any committee meetings until after the July worksession.

There being no further business, the meeting adjourned at 8:05 p.m.

Evelyn J. Weimer, Town Recorder