



**SUPPLEMENTAL AGENDA
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
JULY 12, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

- 1) APPROVAL OF MEETING MINUTES**
 - 15.a.** June 28, 2016 Town Council Meeting (Town Council) (pgs. 3-8)

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**MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
JUNE 28, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM**

The regular meeting of the Purcellville Town Council convened at 7:00 PM in the Heritage Room with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member
Karen Jimmerson, Council member
Kelli Grim, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Hooper McCann, Director of Administration
Patrick Sullivan, Director of Community Development
Lt. Joe Schroeck, Police Dept.
Melanie Scoggins, Events Specialist
Sheryl McIlvaine, Executive Assistant

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM.

AGENDA AMENDMENTS/APPROVAL:

None

PROCLAMATIONS/RECOGNITIONS:

- a. Proclamation – Cooper Lush, Eagle Scout
- b. Proclamation – Drinking Water and Wastewater Professionals Appreciation Day

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

CITIZEN AND BUSINESS COMMENTS:

None

MAYOR AND COUNCIL COMMENTS:

Council member Nave shared his thoughts from when he was first elected to the Town Council and shared his initiatives and accomplishments over the years.

Council member Grim thanked Hooper McCann and Danny Davis for their work on the swearing-in ceremony.

Council member McCollum thanked Danny Davis and staff for getting the website up and running. Council member McCollum thanked the Council members Lehr, McConville and Nave for their leadership.

Council member Lehr talked about her history serving the Town on the Planning Commission and Town Council and thanked staff, Council, media and her family for their support. Council member Lehr talked about growth and other accomplishments during her eight years on Town Council and requested that Council move forward and not backward.

Council member McConville talked about his history with the Town and thanked staff for their assistance over the years.

Council member Jimmerson thanked Council for their dedication and welcomed their input in the future.

Mayor Fraser thanked Council members Lehr, McConville and Nave for their service to the community.

DISCUSSION/INFORMATIONAL ITEMS:

a. Public Safety Reports

i. Purcellville Volunteer Rescue Squad

No verbal report.

ii. Purcellville Police Department

Lt. Schroeck talked about an article that printed incorrect information about crime and is hopeful it will be corrected. Council member Grim asked about the policy for filing and receiving copies of police reports.

iii. Purcellville Volunteer Fire Company

No verbal report.

iv. Purcellville Police Citizens Support Team

Lt. Schroeck summarized the report and upcoming events.

b. Public Works Monthly Operations Report

Alex Vanegas introduced the report provided in the agenda packet. Council had no questions or comments.

c. Personnel Update

Danny Davis stated that there are three openings at the Water Treatment Plant that are currently being recruited for. Mr. Davis noted that a Payroll/Accounting Specialist has been hired, and added that with the new budget staff will be working to fill the new positions which will be reflected in next month's report.

Mayor Fraser asked the reason for staff leaving. Danny Davis stated the main reason is to move up in another locality.

d. Economic Development Monthly Report

Patrick Sullivan talked about the start of three projects – Catocin Corner, McDonald's and Southern States as well as the future expansion of the east end 7-Eleven. Council member Grim noted she has not seen an update on the O'Toole property and would like this information made available to the public. Patrick Sullivan stated he does not have staff time to put everything on the website and that items received to date are included in the report. Mayor Fraser stated that this item can be further discussed at the Strategic Planning Session.

e. Purcellville Wine and Food Festival Planning Update

Melanie Scoggins stated the event is on July 16th and there are 12 food vendors as listed in the staff report, 10 wineries, sponsorships, and artisan vendors – space is full for food vendors and wineries. Ms. Scoggins talked about the marketing efforts, entertainment and ticket sales.

f. Availability Approval Process

Alex Vanegas stated that staff handles single family developments however commercial development applications are brought to Council for approval as per the current process and asked if Council would like to modify the process.

Council member Jimmerson stated she feels the process is redundant since this item has been previously approved.

Council member Lehr requested that a list of approved availabilities be added to the Public Works monthly report and that only items in question be brought to Council.

Rob Lohr provided some history on the approval of availabilities.

Council member Grim requested that this item move forward to the new Council for further discussion. Mayor Fraser requested that Alex prepare a draft policy that shows the risks and rewards and request that this item come back to the next meeting.

ACTION ITEMS:

a. Ownership and Maintenance of 21st Street Clock Dedicated in Memory of Bruce Brownell

Rob Lohr provided history on this item as provided in the staff report, and added that Mr. Brownell has said he would like to see the clock restored and that he would work with the Town and grant an easement to do so.

Council member Grim expressed concerns for the Town taking over this item because of the possible expenses.

Mayor Fraser stated he feels the Town can earn economic value from the clock and talked about making the clock digital.

Council member Lehr noted that if the clock becomes digital it would change the feel of downtown, and stated if the clock is not going to be maintained as it exists now that Mr. Brownell should take it down, however does not feel this is the right thing to do.

Council member Grim stated she cannot support moving forward without knowing what will be done.

Council member Nave made a motion that Town Council authorize staff to begin the process of securing ownership and easement to replace/upgrade/maintain the existing clock dedicated to Bruce Brownell located on 21st Street in front of Magnolia's/Train Station. The motion was seconded by Council member Lehr.

Council member Jimmerson stated she feels the public sees this as a Town asset and talked about different options and added that she feels the historical look should be maintained.

Council member Grim requested a friendly amendment that the beneficiaries be engaged and other groups in the community participate in this effort.

Vice Mayor McConville stated concerns for having the community involved as the Town then loses some control.

Motion: Council member Nave
Second: Council member Lehr
Carried: 6-1-0

Nave - Aye
Grim - Nay
McCollum - Aye
Lehr - Aye
McConville - Aye
Jimmerson - Aye
Mayor - Aye

b. Recoupment of Legal Fees for Planning Department

Patrick Sullivan talked about concerns for outside legal fees associated with site plan reviews which the Town is currently paying for.

Sally Hankins stated that in order to charge a fee, it would need to be advertised accordingly and a public hearing would need to be scheduled.

Rob Lohr provided some history on the submission of site plans as well as covering staff costs. Further discussion took place about forms and templates as well as comparisons to other municipalities for the same fees.

Council member Lehr stated she feels it would be helpful for Council to receive a list of expenses on the different types of items that go through the Planning Dept. with a comparison to similar localities and then review the fee schedule. Council member Grim said she agrees and feels this should be a priority.

Rob Lohr stated staff can provide a project summary and costs associated with each project and talked further about a fee structure that would not have an impact on smaller businesses or penalize those that submit everything requested.

c. Appointment of Interim Vice Mayor

Mayor Fraser stated the reason for this item is to fill the Vice Mayor vacancy from July 1 until the first Town Council Meeting in July.

Council member Lehr made a motion that Council member Jimmerson be nominated as Vice Mayor. The motion was seconded by Vice Mayor McConville.

Council member Grim asked about Council member Jimmerson's attendance during this time. Council member Jimmerson stated she would be on vacation during this time however available to make decisions.

Motion: Council member Lehr
Second: Vice Mayor McConville
Carried: 6-0-1 Abstain

McConville - Aye
Lehr - Aye
McCollum - Aye
Grim - Aye
Nave - Aye
Jimmerson - Abstain
Mayor - Aye

APPROVAL OF MINUTES

- a. June 14, 2016 Town Council Meeting

Vice Mayor McConville made a motion to approve the minutes of the June 14, 2016 Town Council Regular Meeting waive reading. The motion was seconded by Council member Jimmerson and approved unanimously.

ADJOURNMENT

With no further business, Council member Lehr made a motion to adjourn the meeting at 8:52 PM. The motion was seconded by Council member Jimmerson and passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council