

**FLOYD TOWN COUNCIL MEETING
W. SKIP BISHOP JR., TOWN HALL
May 7, 2015
6:30 P.M.
MINUTES**

MEETING CALL TO ORDER – Mayor Griffin called the May 7, 2015 meeting of the Floyd Town Council to order.

ROLL CALL – Councilman Patton, Vice-Mayor Turner, Councilman LeMay, Mayor Griffin, Town Attorney Shortt, and Interim-Town Manager Cox were present. Councilwoman Bingham was absent.

CITIZENS COMMENT PERIOD- Rebecca Weeks from the Floyd County Historical Society updates the Council on projects that the Historical Society and reminds the Council of the request for a \$4,000 allocation for the upcoming year. Ms. Weeks invites everyone to attend the presentation on Saturday May 9th at the Phlegar house in Floyd.

CONSENT CALENDAR- Councilman Patton makes a motion, seconded by Councilman LeMay, to approve the minutes for the April 2nd, April 16th, and April 22nd Town Council Meetings.

Councilman Patton-aye
Vice-Mayor Turner-aye
Councilman LeMay-aye
Mayor Griffin-aye
Councilwoman Bingham-absent

PRESENTATIONS

- A. Ms. Terri Smusz from New River Community Action updates the Council on the progress of the construction on their facility. Ms. Smusz requests an allocation in the amount of \$2,100 for their Emergency Assistance Program. Ms. Smusz informs the Council that costs for emergency services have risen since last year. Councilman Patton asks why there has been an increase; Ms. Smusz states that they have received more donations therefore they have been able to give out more funds where needed.
- B. Mr. Blaine Keesee from Draper Aden Associates updates the Council on the sidewalk project. The plans for the project are completed along with the instruction manual. VDOT will have to give the final approval on the instruction manual before they can move forward. There have also been requests from three different property owners for alterations to be made to the plans that will also need to be VDOT approved. Once the easements have been signed they will be submitted to VDOT, once all of these VDOT requirements have been made the project will be ready to be bid out. Mr. Keesee hopes to be able to break ground early Fall. Mayor Griffin asks how the budget for the project is looking; Mr. Keesee states that the budget is in line with what was proposed. Councilman Patton asks when the project will be completed; Mr. Keesee states that they hope to be done Mid-Spring of next year. Councilman LeMay asks where the project will begin; Mr. Keesee states that where it starts will be up to the contractor.

Councilman Patton asks about the sidewalk accommodating to the County office; Mr. Keesee states that the sidewalk will run on the opposite side of the street from the County Office. Town Attorney Shortt informs Mr. Keesee that the easements are done but that they are having a hard time finding a source Deed for the Baptist Church property and asks Mr. Keesee if they have a source Deed or if the surveyor may have one. Mr. Keesee informs Town Attorney Shortt that he will check into it for him.

ITEMS FOR DISCUSSION/ACTION

- A. Mobile Food Vendors-Councilman Patton asks Interim Town Manager Cox if she has any recommendations for solving the problem; Interim Town Manager Cox stated that in 2007 a Motion was made to charge the vendors \$30 a day for the days that they were operational. Vice-Mayor Turner doesn't think the issue needs to be rushed. Mayor Griffin agrees and states that the issue needs to be handed off to the Planning Commission so that they can give their recommendation and wants to set a deadline of October to make a decision about how to proceed.
- B. Harris Street-Interim Town Manager Cox reminds Council of the issues with Harris Street parking. Interim Town Manager Cox states that she believes that it is partially a neighborly issue between Clark Gas & Oil and the resident that parks on the street. Vice-Mayor Turner states that we do have the option to restrict parking on the street. Interim Town Manager Cox states that the truck running off the road in causing the ground to erode of the side of the Moore property. Interim Town Manager Cox informs Council that she asked an employee of Clark Gas & Oil to possibly use another route to enter their property they stated that they will look into an alternate route. Interim Town Manager Cox informs Council that she asked Clark Gas & Oil if the parking was restricted during the day if they would be sure to use the street during those hours, Clark Gas & Oil informed Interim Town Manager Cox that would try to work with the Town. Council discusses restricting the parking on Harris Street and putting up signs that state "No Parking Monday through Friday from 9:00am to 5:00pm".

Councilman LeMay makes a motion, seconded by Vice-Mayor Turner to restrict the parking on Harris Street and putting up signs that state "No Parking Monday through Friday from 9:00am to 5:00pm" and to give the property owners a 15 day notice.

Councilman Patton—aye
Vice-Mayor Turner—aye
Councilman LeMay—aye
Mayor Griffin—aye
Councilwoman Bingham-absent

- C. Tourism Agreement-Vice-Mayor Turner updates the Council on the progress of the Tourism Agreement and informs them that they have received several grants and they are currently under budget and that the \$20,000 allocation may be less than they originally thought due to private contributions. Councilman Patton informs Vice-Mayor Turner that the general consensus with the Council is to continue to support the Tourism program.

- D. Conditional Use Permit Renewal Fee-Interim Town Manager Cox presented Council a list of conditional use permits and sign permits. Interim Town Manager Cox states that she is prepared to send out letters to the permit holders that are not in compliance. Council discusses the benefit of having fees due on the calendar year or the fiscal year. Interim Town Manager Cox asks Council if the fees will be charged to the current permit holders or if they will be grandfathered in; Mayor Griffin states that the permit holder should be held to what they originally agreed upon. Councilman Patton states that there is a need for an annual fee. Mayor Griffin states that the Planning Commission will need to make a recommendation on this matter and that there needs to be an October deadline for this subject.

Councilman Patton makes a motion, seconded by Councilman LeMay that the Council expresses their desire for a renewal fee to be established for a Conditional Use Permit and that the Planning Commission be tasked with mission and that an October deadline be imposed for this to be implemented.

Councilman Patton—aye
Vice-Mayor Turner—aye
Councilman LeMay—aye
Mayor Griffin—aye
Councilwoman Bingham-absent

- E. Draper Aden Associates Scope Change-Councilman Patton asks Interim Town Manager Cox if she is happy with the scope change; Interim Town Manager Cox states that she is happy with the change.

Councilman LeMay makes a motion, seconded by Councilman LeMay to approve the scope change as presented.

Councilman Patton—aye
Vice-Mayor Turner—aye
Councilman LeMay—aye
Mayor Griffin—aye
Councilwoman Bingham-absent

- F. FY2015-2016 Budget—Council was presented with a rolling twelve months report for consideration. Council discussed the tax rate change due to the assessment. Town Manager Shortt informs Council that the Comp Plan would have to be consulted before making any changes to the tax rate. Interim Town Manager asks if \$50,000 over to the TEA21 account to make the accounts right on budget. Mayor Griffin informs her that she does need to transfer the money. Mayor Griffin requests to see the cash positions as of July 1st 2014. Councilman Patton voices his concerns about the donations that the Town makes and believes that there needs to be a cap on the amount of the donations given out and that he also believes that there are too many donations given out. Councilman LeMay states that Council decided to put a cap on donations last year and that he disagrees with cutting out donations all together. Interim

Town Manager Cox states that a cap of \$5,000 was established and that anything over \$1,000 had to provide proof of matching allocation. Mayor Griffin states that he believes that the donations are part of the responsibility of the Town to help maintain the integrity of the Town. Mayor Griffin suggests that the Town give a deadline for submitting allocation requests. Councilman Patton informs Council that the Town is in the running for USA Today's best little town. Vice-Mayor voices his concerns about putting money aside for grants or large purchases that may come up. Mayor Griffin states that the Town has a "rainy day fund" that would cover unexpected expenses. Councilman Patton wants to go through the budget line by line at the next meeting. Mayor Griffin asks for a breakdown of fixed expenses for the next meeting.

Councilman Patton makes a motion, seconded by Councilman LeMay to promote our Interim Town Manager to Town Manager and beginning July 1st, 2015 set her salary at \$50,000 annually.

Councilman Patton—aye
Vice-Mayor Turner—aye
Councilman LeMay—aye
Mayor Griffin—aye
Councilwoman Bingham-absent

TOWN MANAGER'S REPORT

Interim Town Manager Cox informs Council that she attended a community development meeting with Ladenna Martin, John McEnhill, and Pat Sharkey. Items discussed at the meeting where that May is Business Appreciation Month and that the Governor has put out a proclamation to that affect. The Chamber is having an open house at the Visitors Center on May 29th and are looking to the Town and the County to do a proclamation for them to present to the business owners at that event. Councilman Patton states that he thinks that the Town should participate, Interim Town Manager Cox states that she will work on a draft for their review.

Interim Town Manager Cox reminds Council to review the letter of resignation of Robert Shelor from the Planning Commission. Councilman Patton asks about the content of the letter concerning the "efficiency of the commission", Mayor Griffin states that he believes it is concerning having a quorum because Mr. Shelor is out of town frequently. Councilman Patton requests that Interim Town Manager Cox send a letter of appreciation to Mr. Shelor.

Interim Town Manager Cox informs Council that the office received a Conditional Use Permit from Milestones Childcare allow them to have a childcare facility in a B1 zoned property. Interim Town Manager Cox requests that the Council and the Planning Commission have a joint public hearing on this issue. Interim Town Manager Cox informs the Council that the Planning Commission is also discussing wording updates to the ordinances.

Interim Town Manager Cox informs the Council that the prints of Mr. Terpenney's painting should be available next week.

Interim Town Manager Cox explains to Council that she has reached out to Joey Kaylor concerning the street sweeping contract multiple times and that he has yet to respond to her.

Interim Town Manager Cox informs the Council that the NRVRC is having a meeting on May 21st and that either she or Clerk Mandzak would be happy to attend because food trucks are on the agenda. Council agrees that it would be a good idea to have someone attend the meeting.

OTHER

Councilman Patton explains an issue with a vehicle being parked in the Town office parking area and informs them that he spoke with the property owner Andrew Morris. Mr. Morris stated to Councilman Patton that the vehicle would be removed by 5:00 the next day.

Councilman Patton asks if Council would agree that the Town offers to pay for the staff to attend the NRVRC Annual Dinner. Council agrees to offer to pay for the staff to attend the dinner.

Councilman Patton requests help from the Council and staff in providing cookies for the Tour de Floyd.

Councilman Patton states that Interim Town Manager Cox has done a great job as Town Manager.

Councilman LeMay makes a motion, seconded by Councilman LeMay to remove the title of Interim and make her the permanent Manager of the Town of Floyd.

Councilman Patton—aye
Vice-Mayor Turner—aye
Councilman LeMay—aye
Mayor Griffin—aye
Councilwoman Bingham-absent

Vice-Mayor Turner asks Council if they should wait until Councilwoman Bingham should be present when removing the Interim title. Councilman Patton agrees and resends his previous motion to the remove the Interim title. Councilman LeMay resends his second.

Council determines that the budget will have to be finalized by the next meeting to be able to hold the Public Hearing at the first meeting on June 4th to meet the June 30th

Councilman Patton makes a motion, seconded by Councilman LeMay, to adjourn until Thursday, May 21st at 6:30 p.m.

Will Griffin, Mayor

Chrissy Mandzak, Clerk