Work Session / Retreat
April 28, 2009

PRESENT	STAFF
M. Dearing	Reid A. Wodicka
M. Isom	Lauri A. N. Sigler
D. Kite	Denise R. Monger
P. Workman	
R. Snow	
H. Armbruster	
L. Bompiani	

The following items and issues were discussed:

- Invocation
- Goals
- Works orders should only take two weeks to be completed
- Strategic plan for the administration to be prepared by Town Manager
- Show accomplishments to the public via newsletters and website
- Council member Snow noted issues regarding the following: established relationships, reasons Town Manager was chosen, need of professional leadership, personable manager to relate and listen to citizens and employees, follow existing policies, encourage change with the support of Council and citizens
- Town Manager Reid Wodicka noted issues regarding the following: review of other Town's form of government, frustration over the actions taken by Council at Thursday's meeting, Council-Manager type government, personnel issues being decided by the Town Manager, other Town's success with Town Manager being responsible for Police Department
- Council member Kite noted issues regarding the future of the Town including the Kite property. He noted that Council had no unity last week at the prior Council meeting. He noted that the citizens wanted unity among the Council members in order to move forward on issues.
- Council member Workman asked that everyone be given the opportunity to present various topics for discussion. He urged Council to focus on the most pressing issues and address those items first.
- Vice Mayor Dearing noted issues regarding the following: budget process, rate structures, Newtown Road project and Council direction to the Town Manager.
- Economic Development should be a focus of the Town
- Decision needed to be made regarding the Kite House
- Council member Isom noted issues regarding the following: appreciation for the leadership qualities she is seeing now, Town growth, hometown atmosphere needed to continue and a discount for citizens on their electric bills
- Council member Armbruster noted issues regarding the following: agreed with positive leadership aspect, pleased for opportunity, did not agree with Town Manager last week but appreciated input, scheduling issues in Police Department and burglaries at EMS
- Police officers would like to attend a Committee Meeting to discuss various issues with Council
- Lengthy discussion regarding shift change for Police Department
- Town Attorney Sigler stated the following issues of concern: communication, direction from Town Manager / Council, establish parameters, legal reviews better served if information given prior to the meeting
- List of Goals:
    1) Consent Order / Revolving Loan Fund
    2) Annexation Requirements
    3) Kite House
    4) Kite Property
    5) Website / Public Relations Communication

6) Alternative Revenue Sources
7) Develop Future Phases of the Community Center
8) Pending Legal Matters:
   i. Lohman Matter
   ii. Fire Hall
   iii. George Hensley Street Closure
9) Adaptable Police Department to Community
10) Electric Rates / Assistance
11) Small Town Atmosphere

- Mayor Bompiani's main objectives for the meeting were: public relations, Town website and the Kite property
- Vice Mayor Dearing noted his main concern was the wastewater treatment plant and the DEQ Consent Order
- Council member Isom again noted concern for some type of assistance for citizens regarding their electric bills. She noted some questions that she had regarding the draft budget
- Streetscaping discussed / other Town's downtown development had been successful / most had residences above business levels on the first floor
- Preston Lake
- Light poles moved underground / grant may be available
- <5 MINUTE BREAK>
- Council member Armbruster noted his concern for the Police Department to be more adaptable to the community and the budget review
- Mr. Wodicka had reviewed the police schedules and noted that in order to achieve full coverage the Chief of Police would have to rotate his shift
- Council member Snow noted that some projects were completed or were in the process of completion: bathrooms at Riverside Park, Economic Development formation reestablished, walking tracks, emergency generator for the well, Life well purchased and parking lot near RR tracks
- New revenue needed for the Town
- Council member Snow noted he had prepared a revenue enhancement list. He noted that his main concerns were the wastewater treatment plant, renovation & use of the Kite House, annexation requirements and the development of future phases of the Community Center, Newtown Road sewer, street lights in annexed areas, development of Shen-Elk Park and spring behind Kite House needed new cover
- Council member Kite stated that Kite House renovations needed to be completed if the Town chose to keep the house, Summit Avenue and Route 340 road connection a concern
- It was determined that VDOT was responsible for that road situation at Summit Avenue and Route 340
- Council member Workman noted that a chain of command needed to be established for the Town and what individual would contact the Town Attorney
- Spreadsheet of ongoing work projects could be included in packet
- Mr. Wodicka addressed the chain of command as follows:
  1) All matters to go through the Town Manager
  2) Only Town Manager directs Town employees
  3) Council will listen to citizen complaints, but matters would be directed to the Town Manager
  4) Town Manager could refer matters back to committees if needed in order for Council to set policy
  5) Council – Manager form of government needed
  6) Town Manager should have authority over Department Heads
  7) Town Manager should have ability to hire and fire all employees
- Position of Zoning Administrator and responsibilities discussed / duties of the administrator should be reviewed
- Not necessary for Planning Commission to be involved in all zoning matters

- Additional person should learn public works and zoning matters / assign field work to another employee / Charlotte physically unable to perform inspections and field work
- Town Attorney Sigler noted that in the Town Charter the Chief of Police was assigned duties from the Town Council and that the Town Code prescribes duties to the Chief by ordinance. She noted another ordinance that stated police officers were employed by the Council.
- Council wanted some control over the hiring and firing of key employees such as the Town Manager, Treasurer, Chief of Police and Town Attorneys
- Examples of successful cities in Virginia regarding the relationship between the Chief of Police and City Manager were provided by Mr. Wodicka
- Amendment to Town ordinance could be prepared to state that the Chief of Police shall report to the Town Manager
- Amendment to Town ordinance to state that the Town Manager has the authority to hire and fire all police officers
- Treasurer and Director of Public Works had no authority to hire and fire employees but could make recommendations to Town Manager
- New ordinance could be reviewed on May 7, 2009.
- Town Manager and Town Attorney to review the code
- Two readings needed to adopt the new ordinances for the Police Department which would state that the Chief of Police would report to the Town Manager and that the Town Manager would have power to hire and fire all police officers
- Lengthy process involved to change the Town Charter
- 2/3 vote to pass any financial matter that obligated the Town requested to be added to the Town Charter / research by Town Manager requested
- <5 MINUTE BREAK>
- Legal matters should take priority on list
- Richard Fields matter had been verbally discussed with the Rockingham County Board of Supervisors of which they noted no interest in omitting him from the annexation
- Brief discussion took place if the Field's property was brought into the Town under the Annexation or the Boundary Line Adjustment with the County / legal review of the matter would take place
- Barry Ecroyd's request for a connection now possible with the re-engineered plans from Anderson & Associates
- Debt transfer to Kite House / Deed of Trust
- One Intern to work on the website and another to work on a capital improvements list of projects for Town in the Public Works Department
- Public affairs officer to be clarified / Mayor and Town Manager to work together on that issue
- Personnel issues should not be addressed publicly if the matter was discussed in closed session
- Town Manager contract would be public information
- Sign to be erected at the Kite property stating that the property was for sale
- Industrial Development Authority could be used as an alternative revenue source / reactivate authority and set-up board
- Discussion of transferring Community Center and all Town parks to Park Authority
- Possible development of basketball referee camps and basketball camps
- Plat was received from Attorney Blatt regarding the Fire Department Building / Town building is partially located on Mr. Flory's property and Mr. Flory's building is partially located in an alley that the Town owns / letter prepared to be sent to Mr. Flory to begin communication on the matter

- Planning Commission will have citizens speak on the matter of closing an alley at the request of the Lohman's / public hearing needed / determination needed as to the portion of the area that would be closed
- George Hensley matter had not proceeded forward due to no agreement regarding price
- Utility rate assistance payment plan / Town bill due monthly / availability fee not charged by the Town
- HEC rebate to residents briefly discussed
- If no time constraint involved, the Mayor and/or Town Manager would contact the Town Attorney; however, Council members can also contact her if needed
- Town Attorney can be reached after hours and on weekends / defined issue of communication with Department Heads
- E-mails and information more forthcoming to Council members
- Town had saved money by working with the current Town Attorney
- <5 MINUTE BREAK>
- Description of events that led to the closure of the Kite House / Council member Kite had met with Boyd Lam, Steve Davis & John Huddle regarding the matter
- John Sease provided plans for the improvements to be made at the Kite House / cost to the Town for plans was $3,000.00 / Town received only progress plans and not a defined set of plans showing the extent of the work involved for the improvements
- Only one contractor showed interest in performing improvements at the Kite House
- $4,000.00 sewer line connection / approximate costs were unknown at that time
- Rental fees for Kite House
- Eastside Construction offered to meet with John Sease regarding the improvements needed
- If improvements made to the house, a fee would be charged for all activities
- Council members Workman, Isom, Armbruster and Vice Mayor Dearing stated their support in keeping the Kite House
- Mr. Wodicka stated the house was a potential asset for the Town but would cost money for the improvements
- Council member Snow needed more information before he would support spending any money on improvements at the wastewater treatment plant or the Kite House
- Mayor Bompiani would like to meet with Boyd Lam regarding improvements to the Kite House
- Stove had to be removed from the Kite House per Mr. Lam's request
- Council member Kite stated he did not support keeping the Kite House
- Dr. Bompiani to contact John Sease regarding the expense of drawing a set of working plans for the Kite House / contact Boyd Lam
- Council member Kite noted that Mr. Lam was retired
- Kite House zoned R-8 / may need to be rezoned / meeting hall to be defined in the Town Code
- Discussion of a Town owned bed & breakfast at the Kite House
- Council member Snow spoke of the following: that 20-30 municipalities in the state own golf courses – Charlottesville, Staunton & Harrisonburg / entrepreneurial government / additional source of revenue needed if utility rates not increased / golf course a possibility
- Angler deal would have leased out the golf course which would have been revenue for the Town
- Town could contract out to run bed & breakfast or restaurant at the Kite House
- Regarding the concept of a bed & breakfast: Council member Kite noted that either way the house would need to be renovated; Council member Workman supported the concept but questioned if the governing body needed to be in that type of business; Vice Mayor Dearing supported the idea of a restaurant; Council

- member Isom supported the concept of a restaurant but not a bed & breakfast; Council member Armbruster supported the idea of the golf course as a principal
- Governmental function vs. proprietary function / Kite House could be placed under the Park Authority
- "Council Retreats" to be held every three months with the exception of the next meeting which would be held in June, then September, November…
- Council member Kite cautioned the involvement of Mr. Lam since he was retired and no longer a County employee
- John Huddle also involved in the ongoing situation with the Kite House / Mr. Wodicka noted he had a good relationship with Mr. Huddle
- Water & Sewer: Council member Snow had a discussion with Steve Hetrick / clarifiers need to be installed
- Possibility of Town connecting water and sewer with Merck would cost an estimated $3.5 million / would not solve infrastructure or I & I issues that the Town had / rates would be an issue
- Projected cash flow schedule regarding the revolving loan fund had been prepared / Chris Fewster to meet with Council to discuss the matter
- All upgrades at the wastewater treatment plant based on expansion
- Gravity line at school discussed / pump station to be bypassed
- Funds contributed from County
- ECDC – adopt flower beds / EPIC would like to adopt the two areas
- Committee meetings to be used to finalize motions for the regular council agenda
- Posted answers to inquiries made by citizens at the Regular Council Meeting need to be provided as promised
- Date needed to meet with the Rescue Squad
- Mr. Wodicka noted that before the Town donated funds to the Rescue Squad, a review of volunteers responding to calls should take place / vast majority of calls handled by paid staff
- Suggestion that "Citizen Comments" section of the Regular Council Meeting be moved to the end
- Use of Consent Agenda
- Use of screens for presentations / use microphones at meetings
- Podium at meeting should face Council

As there was no further business, the meeting was adjourned.

Mayor:_____
Larry A. Bompiani

Recorder: Denise R. Monger
Denise R. Monger, Clerk