

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
June 12, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 12, 2018, at 7:00 p.m., with Mayor Clinton O. Lucas, Jr., presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

Council Members present were: Mayor Clinton O. Lucas, Jr.; Vice Mayor William Kite; Councilmen Lynn Fox; David Hinkle; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: There were no members absent from this meeting.

Other Town Officials present were: Juanita F. Roudabush, Town Manager/MMC; and Sarah Dean, Town Clerk.

Citizens present were: Russell Comer, Jr.

Media Representatives: There were no Media Representatives present during this meeting.

RECEIVING OF VISITORS

There were no visitors present during this meeting.

May 22, 2018 REGULAR MEETING MINUTES

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on May 22, 2018, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite	NAY: None
Councilman Fox	
Councilman Hinkle	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **June 12, 2018**, in the **Combined Accounts Disbursement Warrant #36536-#36608** in the amount of **\$167,771.95**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for June 12, 2018.

A *Motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve the June 12, 2018 Treasurer's report in the amount of \$1,664,779.41, as read.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Town Manager Roudabush provided Council with a memorandum requesting authorization for Mayor Lucas to sign a proposal with Baughan & Baukhages for design specifications for the proposed Railroad Museum in the amount not to exceed \$24,750.00.

Councilman Jenkins inquired about the type of drawings to be obtained for the price quoted.

Russ Comer stated the designers will present several rough sketches for the railroad committee to choose from, and once a decision has been made on the design, full construction drawings will be created and the cost will include the full design.

Mayor Lucas inquired about the timeline available for paying Baughan & Baukhages the \$24,750.00.

Town Manager Roudabush stated the Town would pay the amount in full, using current donations and funds in the checking account, and will later get reimbursed by funds received from the Page County Transient Occupancy Tax. She reported the Town received \$10,000.00 from the Page County Transient Occupancy Tax funds to be used for Events and Marketing, and \$16,712.00 towards the proposed Railroad Museum. Town Manager Roudabush also noted the Town may offer \$5,000 of the Events and Marketing funds received to the Shenandoah Heritage Center to be used for marketing the Town's Memorial Festival, if the Council desires.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to authorize Mayor Lucas to sign the proposal with Baughan & Baukhages for design specifications for the proposed Railroad Museum in the amount not to exceed \$24,750.00, with funds currently in the Railroad Museum donation account and/or future funds received from Page County Transient Occupancy Tax funds and others, which they have designated for the Railroad Museum.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item # 2 – Treasurer Cindy Breeden provided Mayor Lucas and Council with a memorandum requesting to follow with past procedure and close the Town Office to the public on Tuesday, July 10 through Thursday, July 12, 2018 in order to allow the office staff the opportunity to close out the books for the previous fiscal year and set up the books for the new fiscal year. The memorandum also noted this time will allow the office staff to prepare for the Town’s audit for fiscal year 2017-2018.

There being no discussion, a **Motion** was made by Councilman Fox, **seconded** by Councilman Lowe, to authorize the closing of the Town Office on Tuesday, July 10 through Thursday, July 12, 2018 for employees to close out the books for Fiscal Year 2017-2018 and to set up the new Fiscal Year 2018-2019, and in preparation for the Town’s audit.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item # 3 – Town Manager Roudabush provided Mayor Lucas and Council with a memorandum requesting the acceptance of the Healthy Communities Action Team Grant and the authorization of the purchase of the first phase of playground equipment at the WigWam Village Playground. She explained the grant will provide \$7,007 for phase one of the playground equipment replacement, to be received after July 1, 2018, and \$7,125 for phase two, to be received in 2019.

There being no discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite, to accept the Healthy Communities Action Team grant and authorized the purchase of the first phase of playground equipment at the WigWam Village Playground in the amount of \$11,028, of which \$7,007 will be reimbursed by the HCAT grant funds after July 1, 2018.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush informed Mayor Lucas and Council of a Playground Fundraiser to be held at Mamma Mia's on June 13, 2018 from 11 am to 9 pm. She noted 10% of all mentioned checks would go towards the purchase and installation of the new playground equipment.

Item # 4 – Town Manager Roudabush provided a memorandum requesting the purchase of a handicap accessible swing for the WigWam Village Playground, in the amount of \$1,014.

Councilman Fox inquired about the research completed to find the lowest price for the playground equipment replacements.

Town Manager Roudabush explained the playground equipment presented is the cheapest options available.

Following a brief discussion, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorize the purchase of a handicap accessible swing for the WigWam Village Playground in the amount of \$1,014.00, using funds in this current Fiscal Year Parks and Recreation budget.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush noted as the Town continues fundraising efforts; all funds raised will be applied to equipment replacements at this Park.

Item # 5 – Mayor Lucas and Council Members received notice that the Traffic Group, Inc. has been contracted by VDOT's Central Office to conduct traffic counts throughout Town starting the week of June 18, 2018 and continuing through July 20, 2018, if weather permits. It stated citizens can expect to see traffic road tubes across the lanes of travel secured to a traffic counting device roadside.

Item # 6 – Website Administrator Joyce Fluharty provided the May 2018 Town Website Statistics for review. The total page views came to 18,001 with 8,999 Unique Visitors. The most popular referring site was Google with 1,805 users.

Item # 7 – Mayor Lucas and Council reviewed the May 2018 Police Department Activity and Vehicle Logs.

Item # 8 – The Town Vehicle Gas Logs for May 2018 were presented for review.

Item # 9 – Mayor Lucas and Council received a letter from Frazier Quarry informing the Town of a price increase for their products.

Item # 10 – Mayor Lucas and Council received a thank you letter from the Shenandoah High School Alumni Association for selling tickets to their banquet held on May 5, 2018. The banquet brought in 170 graduates and guests. The Shenandoah High School Alumni Association increased their scholarship this year by \$250.00 and was able to give Lauren Lam, a deserving senior at Page County High School, a \$1,750.00 scholarship.

Item # 11 – Mayor Lucas and Council received a thank you letter from James Madison University for the \$200.00 donation the Town made to their foundation. This donation specifically supports “The Reading Road Show: Gus Bus,” which provides children in Shenandoah with extra educational support.

Item # 12 – Mayor Lucas and Council received information on the Living Legacy non-profit organization’s renovation and restoration of the old Andrew Jackson School on West Main Street in Luray. The W Luray Recreation Center has begun staging and phasing-in programs with a clothes closet, senior programming, after school events, on-site counseling, literacy and high tech services. Community Organizations will also be able to rent the main hall for social events. For more information on this project, call (540) 282-7524, or email WLurayRecCenter@gmail.com.

Item # 13 – The Luray-Page County Chamber of Commerce May 2018 Newsletter was presented for review.

Item # 14 – Mayor Lucas and Council received a thank you letter from the Luray-Page County Chamber of Commerce for holding the Memorial Festival and honoring Veterans.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Mayor Lucas stated the water leak on Quincy Avenue has been reported and will be fixed, along with several other leaks in Town, as soon as possible.

STREETS & PUBLIC PROPERTY

(Chairman Kite, Councilmen Fox, Hinkle, and Lowe)

Councilman Jenkins reported a clogged drainage pipe at Virginia Avenue and Fifth Street which will need to be cleaned out as soon as possible.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Pierce inquired about the possibility of allowing citizens to utilize the Police Department's shooting range for practicing with handguns, with the supervision of a Police Officer.

Town Manager Roudabush requested this request be tabled until she has the opportunity to speak with the insurance company and Police Chief Davis is present.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Mayor Lucas inquired about moving funds from the Town's General Fund checking account to a Certificate of Deposit.

Town Manager Roudabush stated Treasurer Cindy Breeden is currently looking into creating a Certificate of Deposit with funds currently in the Town's General Fund checking account.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Big Gem Pond fountain will be replaced once the water level decreases. He also noted a large amount of debris will need to be removed from the pond area due to the recent storms.

Town Manager Roudabush informed Council the Big Gem Park trails have been closed due to inaccessibility and will reopen once they have been cleared of flood debris.

Chairman Jenkins reported due to electrical issues, there are currently no lights at the Tennis Courts, making them unusable at night.

Mayor Lucas inquired about a suggested sign to be placed at the WigWam Village playground during the replacement process.

Chairman Jenkins stated a sign should be placed notifying visitors of the replacements being made and letting them know how they can help, if they are interested.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Brittaney Sutherland has opened a new cleaning business in Shenandoah. Some services Brittaney will be providing include window washing, floor care, carpet cleaning, and pressure washing.

Councilman Lowe reported the Old Mill building is for sale.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, for a Community Enhancement Award to be given to Keith Seal for his hard work to improve his home at 106 Second Street. The award will be presented at the June 26, 2018 Council Meeting.

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Town Manager Roudabush stated the Public Works employees have been working hard with the Police Department and will be repairing several water leaks in Town in the upcoming weeks.

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

Councilman Jenkins informed Council the railroad building on First Street may potentially become available to use as a railroad museum, and suggested Railroad Committee leader Russ Comer contact Norfolk and Southern regarding obtaining ownership of this building.

Russ Comer stated he will contact the owners of the building to discuss the possibility of the building being donated for museum use.

TOWN MANAGER'S REPORT

Town Manager Roudabush informed Council the new mowers and weed eaters are working great and have been assigned to certain employees.

MAYOR'S REPORT

Mayor Lucas expressed his appreciation for the Board of Supervisors support and for the funds the Town will be receiving from the Page County Transient Occupancy Taxes.

FOR THE GOOD OF THE TOWN

Councilman Jenkins informed Council of WHSV's Touring Our Town article, featuring Shenandoah.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:14 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk