

Woodstock Town Council Meeting Agenda
Tuesday, May 7, 2019
Municipal Office Council Chambers

7:20 pm Public Hearing

The Woodstock Town Council will hold a public hearing to receive comments regarding the proposed budget for the Town of Woodstock, Virginia, for Fiscal Year ending June 30, 2020.

7:30 pm Council Meeting

1. Call to Order
2. Pledge of Allegiance
3. Prayer
4. Meeting Minutes
 - a. *Action on the minutes from the Joint Public Hearing held on Tuesday, April 2, 2019.*
 - b. *Action on the minutes from the Town Council meeting held on Tuesday, April 2, 2019.*
 - c. *Action on the minutes from the Finance Committee meeting held on Thursday, April 11, 2019.*
 - d. *Action on the minutes from the Water & Sewer Committee meeting held on Thursday, April 11, 2019.*
 - e. *Action on the minutes from the Finance Committee meeting held on Tuesday, April 23, 2019.*
5. Visitors
 - a. *Woodstock Fire Department*
 - b. *Woodstock Rescue Squad*
6. Special Reports
 - a. *Woodstock Enhancement Committee*
 - b. *Northern Shenandoah Valley Regional Commission*
 - c. *Rails to Trails Committee*
7. Committees
 - a. Water & Sewer Committee
 - b. Street Committee
 - i. *Set a meeting date*
 - c. Finance Committee

i. Set a meeting date

d. Personnel Committee

e. Ordinance Committee

i. Set a meeting date

f. Tourism & Economic Development

g. Park Commission

h. Planning Commission

i. Recommendation to approve a Special Use Permit for 754 South Main Street owned by Buettner Family Living Partnership LLC to build an additional apartment building with the included special conditions

8. Old Business

9. New Business

10. Town Manager's Report

11. Mayor's Report

12. Council Person Reports

13. Communications

a. Community Safety & Wellness Day, Saturday, May 18, 2019 at 10:00 am – 2:00 pm (W.W. Robinson Elementary School)

b. Kids ROC the Market – Garden Party, Saturday, May 25, 2019 at 9:00 -11:00 am (South Street Barn Market)

c. Town & County Dinner, Wednesday, May 29, 2019 at 6:00 pm (Downtown Parking Lot)

14. Adjournment

Cc: Mayor
Town Council
Town Clerk
Town Attorney
Chief of Police
Department Heads
Planning Commission Chairman Keith Lantz
Supervisor Karl Roulston
Chairwoman Beth Funkhouser, WEC
Shenandoah County Chamber of Commerce
Henry Buettner, Buettner Family Living Partnership LLC
Media

**PROPOSED BUDGET AND NOTICE
OF PUBLIC HEARING FOR THE
TOWN OF WOODSTOCK, VIRGINIA
FOR FISCAL YEAR ENDING JUNE 30, 2020**

GENERAL FUND BUDGET

	2018-2019	2019-2020
	Amended Budget	Proposed Budget
<u>Revenues</u>		
General Property Taxes	\$ 1,239,000.00	\$ 1,292,973.00
Other Local Taxes	2,838,675.00	2,817,338.00
Licenses, Permits and Privilege Fees	410,600.00	425,000.00
Fines and Forfeitures	32,730.00	28,500.00
Revenue From Use of Money and Property	38,500.00	55,500.00
Charges for Services	278,350.00	268,000.00
Miscellaneous	24,300.00	33,500.00
Intergovernmental	1,094,265.00	1,097,119.00
Proceeds from Indebtedness	1,079,455.00	1,000,000.00
Transfers from Unassigned Fund Balance	<u>1,073,661.00</u>	<u>824,745.00</u>
TOTAL REVENUES	\$ 8,109,536.00	\$ 7,842,675.00
<u>Expenditures</u>		
Legislative	\$ 80,536.00	\$ 84,835.00
General Government Administration	361,783.00	366,107.00
Financial Administration	489,480.00	504,553.00
Electoral Board	0.00	3,000.00
Public Safety	2,039,875.00	2,067,113.00
Public Works	1,845,797.00	1,871,976.00
Planning & Community Development	408,551.00	443,586.00
Parks and Recreation	274,207.00	329,226.00
Property Insurance / Service Charges	46,525.00	46,750.00
Contributions	356,000.00	566,000.00
Capital Outlay	1,979,582.00	1,362,745.00
Debt Service	177,200.00	196,784.00
Reserve for Capital	<u>50,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	\$ 8,109,536.00	\$ 7,842,675.00

PUBLIC UTILITIES FUND BUDGET

	2018-2019	2019-2020
	Amended Budget	Proposed Budget
<u>Revenues</u>		
Charges for Services	\$ 4,028,365.00	\$ 3,995,318.00
Availability Fees	125,000.00	125,000.00
Revenue from Use of Money and Property	30,000.00	57,500.00
Miscellaneous	5,000.00	7,500.00
Intergovernmental	0.00	135,000.00
Proceeds from Indebtedness	0.00	315,000.00
Other Financing Sources	<u>901,029.00</u>	<u>25,000.00</u>
TOTAL REVENUES	\$ 5,089,394.00	\$ 4,660,318.00
<u>Expenditures</u>		
Water Treatment Plant	\$ 769,148.00	\$ 763,969.00
Water Transmission and Distribution	331,196.00	334,412.00
Wastewater Treatment Plant	1,159,300.00	1,212,364.00
Sanitary Sewer Maintenance	277,331.00	278,412.00
Property Insurance / Service Charges	44,750.00	46,250.00
Capital Outlay	855,186.00	475,000.00
Debt Service	1,430,000.00	1,364,911.00
Reserve for Contingencies	51,640.00	0.00
Reserve for Capital	<u>170,843.00</u>	<u>185,000.00</u>
TOTAL EXPENDITURES	\$ 5,089,394.00	\$ 4,660,318.00
TOTAL BUDGET	\$ 13,198,930.00	\$ 12,502,993.00

Real property tax rate is \$0.16 per \$100 of assessed value. Personal property tax rate is \$0.90 per \$100 of assessed value. There are no proposed property tax increases in the fiscal year 2019-2020 proposed budget.

The Public Utilities Fund requires the following water rate increases:

Proposed Monthly Water Rate Increase

In Town Rates

	Meter Under 1"	Meter 1" & Over
First 2,500 gallons	\$1.50	\$1.50
Next 47,500 gallons	0.10 per 1,000	0.10 per 1,000
Next 50,000 gallons	0.10 per 1,000	0.10 per 1,000
Over 100,000 gallons	0.10 per 1,000	0.10 per 1,000

Out of Town Rates

	Meter Under 1"	Meter 1" & Over
First 2,500 gallons	\$1.50	\$1.50
Next 47,500 gallons	0.10 per 1,000	0.10 per 1,000
Next 50,000 gallons	0.10 per 1,000	0.10 per 1,000
Over 100,000 gallons	0.10 per 1,000	0.10 per 1,000

Proposed Monthly Water Rates

In Town Rates

	Meter Under 1”	Meter 1” & Over
First 2,500 gallons	\$25.67	\$28.40
Next 47,500 gallons	8.56 per 1,000	9.49 per 1,000
Next 50,000 gallons	8.30 per 1,000	9.08 per 1,000
Over 100,000 gallons	7.91 per 1,000	8.62 per 1,000

Out of Town Rates

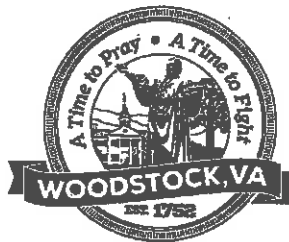
	Meter Under 1”	Meter 1” & Over
First 2,500 gallons	\$33.20	\$37.17
Next 47,500 gallons	11.52 per 1,000	12.84 per 1,000
Next 50,000 gallons	11.03 per 1,000	12.20 per 1,000
Over 100,000 gallons	10.49 per 1,000	11.58 per 1,000

There are no proposed changes to the sewer rate schedules.

Public Hearing for comments on fiscal year 2019-2020 proposed budget to be held Tuesday, May 7, 2019 at 7:20 p.m. in the Woodstock Town Council Chambers.

Copies of the detailed proposed budget are available for inspection at the Woodstock Town Office, 135 North Main Street, Woodstock, Virginia 8:00 a.m. – 5:00 p.m., Monday through Friday or online at www.townofwoodstockva.gov/FY2020budget.

Town of Woodstock
135 North Main Street
Woodstock, VA 22664
(540) 459-3621



APPLICATION FOR SPECIAL USE PERMIT

1. Applicant(s) Name: Buettner Family Living Partnership LP Phone 540-662-8514

Address: 1626 Meadow Branch Ave
Winchester, VA 22601

2. Present Owner (if other than above) _____ Phone _____

Address: _____

3. This ownership is evidenced by deed from Shen. Valley Land Holding LLC recorded in deed book number 1610 on page 962, registry of the County of Shenandoah.

4. Location of Property (please be specific):

754 South Main Street Woodstock Virginia 22664 Apartment building directly behind Tire Distributors

5. Zoning classification B-2; tax map number _____ parcel number _____

6. Proposed use Single family residential apartment to be addressed 754 S. Main Street Apartment 6 Woodstock, Virginia 22664

7. It is proposed that approx 1,044 square feet out of the total building square footage of 1,421 sq. feet will be utilized under this permit.

-OR-

It is proposed that _____ acres of total parcel of _____ acres be utilized under this permit.

8. It is proposed that the following buildings or additions will be constructed under construction with all proper permits from Shenandoah County. remodel of existing building with upgraded electric, plumbing, heat and A/C, and flooring, energy and water consumption efficient.

9. Please list all individuals, firms or corporations owning property adjacent to both sides, rear, and in front of (across the street) the property.

- I. Name Sandra D Funkhouser
Address 118 Bowman Ave
Tax Map Number 45A4-((A))-37 Parcel Number 045A4 A 037

- II. Name George Jeane
Address 120 Bowman Ave
Tax Map Number 45A4-((A))-38 Parcel Number 045A4 A 038

- III. Name Strosy Properties LLC
Address 124 Bowman Ave
Tax Map Number 45A4-((A))-39 Parcel Number 045A4 A 039

- IV. Name Neal Family Limited Liability Company
Address 131 Benchoff Drive
Tax Map Number 45A4-((A))-26 Parcel Number 045A A 026

- V. Name Massanutten Military Academy
Address 510, 526, 614, 650 South Main Street
Tax Map Number 45A4-((A))-22 Parcel Number 045A4 A022

- VI. Name Buettner Family Living Partnership
Address 752, 754, 758, 768 South Main Street
Tax Map Number 45A4-((A))-31 Parcel Number 045A4 A 031

- VII. Name HS Group Inc
Address 762, 764, 766, South Main Street
Tax Map Number 45A4-((A))-33B Parcel Number 045A4 A 033B

- VIII. Name Sandra Funkhouser
Address 770 South Main Street
Tax Map Number 45A4-((A))-34 Parcel Number 045A4 A 034

- IX. Name _____
Address _____
Tax Map Number _____ Parcel Number _____

- X. Name _____
Address _____
Tax Map Number _____ Parcel Number _____

10. Additional comments, if any Construction is of the highest quality, suitable for renter(s) who desire ground level apartment, can be modified to meet ADA requirements. Over 1000+ sq feet of living space.

11. Please attach a sketch or plans of the property indicating the following: proposed and/or existing structures on property, including measurements to all property lines.

**If applicable, provide detail on approval and contact information for activity by other governmental agencies.*

I (we), the undersigned, do hereby respectfully agree to comply with any conditions required by the Town Council of Woodstock, Virginia and authorize the Town of Woodstock to go upon the property for the purpose of making site inspections.

Signature of Owner Buettner Family Living Partnership LP

Signature of Applicant Henry Christian Buettner, Jr.

Complete Mailing Address 1628 Meadow Branch Ave
Winchester, VA 22601

Phone Number 540-662-8514

FOR OFFICE USE ONLY

Public Hearing Date April 2, 2019

Planning Commission Recommendation of April 22, 2019 (Date)

Approval Denial

Clerk Signature

Town Council Action of _____ (Date)

Approval Denial

Town Manager Signature

SPECIAL CONDITIONS:

Date received and fee collected by Town Treasurer's Office

Date Fee Paid Received By

Date Hearing Advertised 3.19.19 & 3.20.19
Public Hearing Date 4.2.2019

Town of Woodstock
Planning Commission – April 2019

754 South Main Street – Special Permit Request

On March 6th, 2019 Henry Buettner, representative owner of 754 South Main Street “Buettner Family Living Partnership LLC”, tax map number 45A4-A-31, applied for a special use permit. The property is currently zoned B-2 and apartments are allowed per section 90-224 Uses permitted by special permit (6) Apartments. Please see attachment 2 that shows the property location.

By statute, it was necessary to advertise and hold a joint public meeting for Town Council and Planning Commission to hear the public’s opinion of the proposed special permit request. At that meeting, Mr. Buettner did not speak, and no one from the public spoke for or against the proposal.

Mr. Buettner stated there was one existing apartment already in this location. His goal is to expand the number of uses, thus requiring the Special Use Permit.

ATTACHMENTS: Buettner Family Living Partnership LLC Application
Map 1

STAFF RECOMMENDATION: Staff recommends that if Planning Commission should approve the Special Permit request and move to Town Council for approval. The following conditions apply to the permit:

1. The easement identified as “proposed access easement” in Attachment 2, must be a recorded and deeded easement for the subject property.
2. This approval for apartments is strictly limited to this application referencing the existing building and expanded apartment use within that building. It shall not incorporate the property in its entirety. Any new construction of future multifamily housing that may include apartments, must be considered with a new Application for Special Use Permit.
3. A landscape plan shall be provided and implemented prior to Issuance of Certificate of Occupancy.
 - a. A minimum of three shade trees and 4 evergreen trees shall be planted on the eastern edge between the old ‘Tire and Auto’ as a screening for the apartments to ensure sufficient screening to the B-2 use.
 - b. It shall also include a mix of shrubs, perennials, and annuals around the base of the building to improve the residential nature requested in this change of use.
4. Per Section 90-387. Off-Street parking – Generally. (b) Commercial and industrial districts. In commercial and industrial districts, a driveway or parking space shall be at least five feet from a property line, and no parking space for a multiple-family dwelling shall be less than 10 feet from a residential structure.
 - a. Provide a Plan that shows parking locations and quantity.

**Staff Recommended Conditions Buettner Family
Living Partnership – Special Use Permit
Date: 22 April 2019**

1. The easement identified as “proposed access easement” in Attachment 2, must be a recorded and deeded easement for the subject property prior to Certificate of Occupancy.
 2. This approval for apartments is strictly limited to this application referencing the existing building and expanded apartment use within that building. It shall not incorporate the property in its entirety. Any new construction of future multifamily housing that may include apartments, must be considered with a new Application for Special Use Permit.
 3. A landscape plan shall be provided and implemented prior to Issuance of Certificate of Occupancy.
 - a. A minimum of three shade trees and 4 evergreen trees shall be planted on the eastern edge between the old ‘Tire and Auto’ as a screening for the apartments to ensure sufficient screening to the B-2 use.
 - b. It shall also include a mix of shrubs, perennials, and annuals around the base of the building to improve the residential nature requested in this change of use.
 4. Per Section 90-387. Off-Street parking – Generally. (b) Commercial and industrial districts. In commercial and industrial districts, a driveway or parking space shall be at least five feet from a property line, and no parking space for a multiple-family dwelling shall be less than 10 feet from a residential structure.
 - a. Provide a Plan that shows parking locations and quantity.
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Woodstock Town Council & Planning Commission

JOINT PUBLIC HEARING

April 2, 2019

On Tuesday, April 2, 2019 the Woodstock Town Council and the Planning Commission held a Joint Public Hearing in the Council Chambers of the Municipal Building at 7:20 pm. Present were Mayor McCleary; Vice Mayor Lambert; Council members Cross, Funkhouser, Gutshall, Haun, and Heishman; Planning Commission Chairman Lantz; Commissioners Leake, Schennum, and Sheetz; Angela Clem, Town Manager; Mandy Belyea, Deputy Town Manager; Lemuel Hancock, Urban Designer | Neighborhood Planner; and Jay Neal, Town Attorney.

Mayor McCleary called the Joint Public Hearing to order at 7:21 pm. Mayor McCleary asked the Clerk to read the Notice of Public Hearing.

Mayor McCleary opened the floor for public comment.

There being no public comments, Mayor McCleary closed the Public Hearing at 7:30 pm.

Mayor

ATTEST:

Clerk

WOODSTOCK TOWN COUNCIL MEETING

April 2, 2019

The Woodstock Town Council held its regular meeting on Tuesday, April 2, 2019 at 7:30 pm in the Council Chambers of the Municipal Building. Present were Mayor McCleary; Vice Mayor Lambert; Council Members Cross, Heishman, Funkhouser, Gutshall, and Haun; Angela Clem, Town Manager; Mandy Belyea, Deputy Town Manager; and Jay Neal, Town Attorney.

Mayor McCleary called the meeting to order at 7:31 pm, followed by the Pledge of Allegiance to the Flag and the prayer by Mr. Heishman.

MINUTES:

- a. Ms. Gutshall made a motion to approve the minutes from the Town Council meeting held on Tuesday, March 5, 2019. Mr. Funkhouser seconded and it carried unanimously.
- b. Mr. Funkhouser made a motion to approve the minutes from the Personnel Committee meeting held on Tuesday, January 28, 2019. Ms. Gutshall seconded and it carried unanimously.
- c. Ms. Lambert made a motion to approve the minutes from the Finance Committee meeting held on Tuesday, March 12, 2019. Mr. Heishman seconded and it carried unanimously.
- d. Ms. Gutshall made a motion to approve the minutes from the Ordinance Committee meeting held on Tuesday, March 12, 2019. Mr. Heishman seconded and it carried unanimously.

HEAR FROM VISITORS:

- (1) Woodstock Fire Department: Chief Bowers gave the run report for the month of March 2019. Chief Bowers noted the upcoming events, that Earth Day is April 20, 2019, Apple Blossom is May 3, Line Officers Meeting is May 5 at 3:00 pm, Safety Day is to be held May 18, 2019 from 10-2 at W.W. Robinson, and Vintage Woodstock is on June 22, 2019. Chief Bowers also noted that on June 29 the 5k run starts at 8:30 a.m. with a dinner following at the Woodstock Moose from 4:00 p.m. to 8:00 p.m. Chief Bowers stated that the tickets for this event can be purchased for \$35.00 for adults and \$16.00 for anyone under the age of 15. Chief Bowers further explained that they have formed a truck committee for the replacement of Engine 12. Chief Bowers stated that this committee will draw up the special needs and specifications for the new engine.
- (2) Woodstock Rescue Squad: No Report.
- (3) Shenandoah County Public Schools Special Education Advisory Committee: Heather Jennelle, Chairwoman of the Special Education Advisory Committee with the Shenandoah County Public Schools gave a statement on Autism Awareness with April being the National Autism Awareness Month. Ms. Jennelle explained that the Special Education Advisory Committee is a parent organization, who supports the families with disabilities within the schools, as well as, provide support to the special education department being the facility, as well as Gina Stetter being the Director. Ms. Jennelle further explained that they serve as an advocate for those teachers, funding, and their needs to the school board also. Ms. Jennelle stated that the Committee provides resources within the community, including presentations for families so they can learn about the IEP program that is being offered and help them

understand the importance of the special needs and the assistance that can be received. Ms. Jennelle also stated that she is very familiar with autism due to her daughter having been diagnosed several years ago. Ms. Jennelle expressed how the Shenandoah County School System has the support and resources available for families with autistic children here in the community. Ms. Jennelle stated that most children are diagnosed early. Ms. Jennelle also explained that this is considered as a spectrum disorder. Ms. Jennelle stated that within that spectrum you would see challenges with social skills, repetitive behaviors, speech and language concerns. Ms. Jennelle further explained that the early signs and symptoms with the research can start as early as age 2 to 3 years old, however, the diagnosis cannot be made until the age of 4. Ms. Jennelle stated that as of December 1, 2018 there are 134 students in this school system with autism. Ms. Jennelle noted that since 2013 to 2018, the students on the spectrum in Shenandoah County School System has more than doubled. Ms. Jennelle extended her thanks for allowing her to attend and speak on the Autism awareness. A resolution was then read by the Town Clerk for the National Autism Awareness Month.

- i. Recommendation pertaining to the adoption of a resolution for National Autism Awareness month: Ms. Gutshall made a motion to adopt the resolution establishing April 2019 as National Autism Awareness Month. Mr. Heishman seconded the motion and it carried unanimously.

SPECIAL REPORTS:

- (1) Woodstock Enhancement Committee: Ms. Marsha Cooper gave the report for the Woodstock Enhancement Committee. She noted that the Design Committee had their second discussion on creative crosswalk designs. Ms. Cooper stated that they have two different creative crosswalk designs in mind, one connecting W.O. Riley Park to the Jean Fogle Memorial Garden and that each member has given their viewpoints on each of those crosswalks. Ms. Cooper noted that the Design Committee will be meeting again on April 17 for further discussions. Ms. Cooper also briefly elaborated on the upcoming Artfest and Vintage Woodstock, with the deadline extension to Friday, April, 5, 2019 for artists to apply. Ms. Cooper stated that there is also an outdoor logo that is being finalized and that is being used on baseball t-shirts and Tervis water bottles to further promote the town's branding. Ms. Cooper noted that Earth Day will be celebrated in the town on April 20, with activities being on West Court Street and at the Community Theatre. Ms. Cooper also stated that the small business week will be coming up on May 5-11.
- (2) Northern Shenandoah Valley Regional Commission: No report.
- (3) Rails to Trails Committee: Ms. Cross stated that the Rails to Trails Committee had a meeting Monday, March 11, 2019 and the Northern Shenandoah Valley Regional Commission is working to contract with the firm to complete an economic impact study. Ms. Cross stated that there also has been a second Summit tentatively scheduled for Friday, May 10, this time to be held in Timberville. Ms. Cross also stated that more information will follow with details.

COMMITTEES:

Water & Sewer Committee: Mr. Heishman reported that there was no meeting. However, he did sit in on interviews for the dam analysis. Mr. Heishman stated that they ended up picking WW Associates. Mr. Heishman set a meeting to be held on April 11, 2019 immediately following the Finance Committee meeting.

Street Committee: No Report.

Finance Committee: Ms. Lambert reported that the Finance Committee held a meeting on March 12, 2019 to discuss the lease purchase financing of the dump truck. Ms. Lambert explained that the purchase of the new dump truck to replace the 1995 dump truck was previously approved as part of the Fiscal Year 2019 Capital Improvement Plan with the best rate offered by BB&T at 2.92% for a five-year term. Ms. Lambert noted that it is the recommendation of the Committee that the lease purchase be financed with BB&T at 2.92% for five-years with a loan not to exceed \$150,000.

Ms. Lambert also stated that the Committee went into closed session as provided by the Code of Virginia and only public matters exempted from open meeting requirements as provided by the code and no other matters were discussed and no action was taken. Ms. Lambert set a budget work session meeting to be held on April 11, 2019 at 5:30 p.m., and another budget work session on April 23, 2019 at 5:30 p.m., if needed. Ms. Lambert made the following recommendation:

- i. Recommendation for a Resolution pertaining to the lease purchase financing not to exceed \$150,000 for the purchase of a dump truck: Ms. Lambert made a motion to recommend the resolution. The motion carried on the following roll-call vote:

Haun-Aye; Gutshall-Aye; Cross-Aye; Funkhouser-Aye; Lambert-Aye; Heishman-Aye

Personnel Committee: No Report.

Ordinance Committee: Mr. Haun reported that there was a meeting held on March 12, 2019 to discuss a request to have a structure that was a business rezoned as residential and the results of that were in favor of modifying the ordinance. No action was taken at the meeting, just a discussion.

Tourism & Economic Development: No report.

Park Commission: No report.

Planning Commission: Mr. Lantz reported that the Planning Commission held a meeting on March 25, 2019 and the Commission has been discussing the development review of Woodstock Gateway and Woodstock Commons, and Section 90-189 of the Municipal Code update and ordinance change.

OLD BUSINESS: None.

NEW BUSINESS:

- i. Recommendation pertaining to the adoption of the 2019 Arbor Day Proclamation: Mayor McCleary asked the Clerk to read the proclamation. Ms. Gutshall made a motion to adopt the 2019 Arbor Day Proclamation. Mr. Heishman seconded the motion and it carried unanimously.

TOWN MANAGER'S REPORT: Ms. Clem gave her Town Manager's report beginning with a special thanks to the Public Works for changing the lights on the building in honor of autism awareness month. Ms. Clem stated that they will be beginning their FY 2020 Operations Budget & Capital Improvement Program budget work sessions scheduled in April. Ms. Clem also noted that Public Works is hosting a County wide training at the Public Works Facility, and will be the first Horticulture and Arboriculture Training program hosted. Ms. Clem further noted that information was just received from the Virginia Department of Health Office of Drinking Water that the Town

waterworks will be receiving a 2018 Excellence in Waterworks Operations Performance Award, being presented in Roanoke. Ms. Clem stated that the Woodstock Police Department has conducted their first mock assessment after completing the first annual term of the re-accreditation period. Mock assessments are not required by the accreditation commission, but the Police Department has chosen to conduct one annually to ensure all standards are met and practices are followed. Ms. Clem noted that the Bicycle & Pedestrian Master Plan public comment period has ceased and the plan will be brought forward in an upcoming meeting for formal adoption and will be looking forward to that recommendation. Ms. Clem further stated that there were several upcoming events as outlined by Ms. Cooper. Ms. Clem also reminded that the Town & County Dinner is scheduled for Wednesday, May 29, and the Town will be showcasing the new Downtown Parking Lot Improvement Project.

MAYOR'S REPORT: Mayor McCleary thanked Officer Wilberger, Ms. Jennelle, Ms. Jennelle (Ms. Jennelle's daughter) and Ms. Darla Moomaw for attending the meeting and for the further knowledge of autism. Mayor McCleary also stated that he is looking forward to working with the Virginia Department of Forestry on giving out the bald cypress tree seedlings this year.

COUNCIL PERSON REPORTS:

- (1) Mr. Haun thanked everyone for attending. He was sorry to have missed the retirement dinner for Howard Miller. Mr. Haun noted that the water quality in town is better than ever and that he is proud of our water treatment facility and staff. Also, he noted that he is looking forward to budget work. Mr. Haun congratulated Chairman Lantz and Commissioner Leake for their leadership roles for 20+ years on the Planning Commission.
- (2) Ms. Gutshall stated the Woodstock Fire Department's Annual Banquet and Awards presentation went well and that she really enjoyed the banquet and was amazed at the hours and amount of calls the Fire Department responded too. Ms. Gutshall thanked Ms. Jennelle for attending the meeting and for providing her knowledge and education on Autism Awareness. Ms. Gutshall extended her thoughts to Mr. Heishman and his family on the loss of his father-in-law.
- (3) Ms. Cross noted that she would like to add to the autism experience, with having two students in her class on the spectrum, stating that it has been a great learning experience. Ms. Cross thanked Ms. Jennelle and the Shenandoah County Public Schools Special Education Advisory Committee for their hard work and assistance.
- (4) Mr. Funkhouser thanked the Shenandoah County Public Schools Special Education Advisory Committee for coming and speaking out on autism awareness. Mr. Funkhouser wanted to touch briefly on Arbor Day and how far it has come. Mr. Funkhouser extended a huge amount of appreciation to Larry Bradford for heading that up. Mr. Funkhouser also stated that he is looking forward to the Town and County Dinner.
- (5) Ms. Lambert wanted to say she is very thankful for the 37 years of service that Howard Miller has provided our town and community. Ms. Lambert also extended her appreciation to the Special Education Directors on their presentation and how informative it was on autism. Ms. Lambert also thanked the individuals for the work on the budget. Ms. Lambert thanked the Fire Department for the dinner and banquet and the invitation to attend. Lastly, Ms. Lambert extended her sympathies to Mr. Heishman's family in their time of loss.
- (6) Mr. Heishman thanked the Shenandoah County Public Schools Special Education Advisory Committee for their hard work and presentation. Mr. Heishman stated that although he was not able to attend the retirement dinner of Mr. Miller, he wanted to extend his congratulations. Mr. Heishman also wanted to note that the bear is back and weighs close to 500 pounds, and to be mindful of your pets that cannot fend for themselves outdoors.

COMMUNICATIONS:

- a. None.

There being no further business, the meeting was adjourned at 8:22 pm.

Mayor

ATTEST:

Clerk

Finance Committee Meeting

April 11, 2019

On Thursday, April 11, 2019 at 5:30 pm the Finance Committee met in the Planning Commission Room of the Municipal Office. Present were Mayor McCleary, Vice Mayor Lambert, Council members Gutshall, Funkhouser and Heishman; Angela Clem, Town Manager; Mandy Belyea, Deputy Town Manager; Lemuel Hancock, Urban Designer | Neighborhood Planner; and Jay Neal, Town Attorney.

Ms. Lambert called the meeting to order at 5:31 pm and turned the meeting over to Ms. Clem for the Fiscal Year 2020 Budget Presentation. Ms. Clem began the meeting with a highlight of General Fund revenues. She highlighted the following slides with the following topics:

FY 2020 Budget Calendar, Strategic Plan Alignment, General Fund Highlights, General Fund Projections and General Fund Expenditure Projections, Changes to Personnel Complement, FY 2020 General Administration Initiatives, FY 2020 Public Safety Initiatives, FY 2020 Public Safety Fire | Rescue Contributions, FY 2020 Public Works Incentives, FY 2020 Planning & Community Development Incentives;

Terms of the Public Utility Fund Revenue Projections, PUF: Changes to the Personnel Complement, FY 2020 Public Utilities Fund Initiatives, Utility Rate Adjustment, Water Rate Adjustment, Example of Water Rate Adjustment, FY 2020 Utility Incentives;

FY 2020 Capital Improvement Plan, General Fund Capital Financial Plan, Bicycle | Pedestrian System Enhancements, South Main Street Sidewalk Structural Repair/Replacement, Public Art Installation, South Main Street Decorative Fencing, Municipal Office Roof Replacement, GF Fleet | Equipment Replacement Plan, Public Works Equipment Replacement Plan Unit #26 Trades Specialist Replacement Truck, Public Works Equipment Replacement Plan Forklift, Police Department Fleet Replacements;

Public Utilities Capital Financial Plan Replacement of I-81 Bridge Waterline, Wastewater Treatment Plant Future Membrane Filter Replacement, PUF Fleet | Equipment Replacement Plan, Wastewater Treatment Plant Fleet Replacement Plan.

Ms. Clem highlighted some of the strategic goals of the departments, stating that they are currently working towards Public Works accreditation. Ms. Clem explained that there are two projects that are proposed in the Public Utilities Fund, including the Route 42 water line boring project, consisting of a water line that is hanging under Rt. 42 and over Interstate 81 and the replacement of the membrane filtration system at the wastewater treatment facility. Ms. Clem further explained that anything over \$5,000.00 has been highlighted in the presentation. Ms. Clem stated they are working towards bringing the Bicycle & Pedestrian Trail Master Plan to Town Council for final adoption and have scheduled some improvements into FY 2020.

Mr. Funkhouser commented on another stellar job and Ms. Lambert agreed.

There being no further business, the Finance Committee adjourned at 5:57 pm.

Finance Committee Chairwoman

ATTEST:

Clerk

Water and Sewer Committee Meeting

April 11, 2019

On Thursday, April 11, 2019 at 5:59 pm, the Water & Sewer Committee met in the Planning Commission Room of the Municipal Office. Present were Mayor McCleary, Vice Mayor Lambert, Council members Gutshall, and Heishman; Angela Clem, Town Manager; Mandy Belyea, Deputy Town Manager; Lemuel Hancock, Urban Designer | Neighborhood Planner; and Jay Neal, Town Attorney.

Mr. Heishman called the meeting to order at 5:59 pm. Mr. Heishman reported that they have received a special request for an out of town sewer connection for a property that the town already provides water services to. Ms. Clem explained that the location for the special request is located at 120 Hottel Road. Ms. Clem stated that the town is currently providing water services to this location, however, there is a failing septic at this location, which is outside of town limits on Hottel Road. Ms. Clem further stated that the owner of the 120 Hottel Road location contacted the town in regards to providing sewer at their home. Ms. Clem explained that there is an out of town rate, plus an installation cost that the owners would be paying for. The owners would be responsible for individual grinder pumps or a sewer pump station since there is no gravity to feed to the sewer main line. Ms. Clem explained that there is a provision for out of town sewer and that this is not something that is done frequently, but there are some on Lee Street and Jefferson Street. Mr. Heishman asked if 120 Hottel Road was the only problem at this point. Ms. Clem explained that is the only location at this time, however, there is a possibility that the others at that location will be requesting as well. Ms. Clem stated that they generally will not allow this special request if there is not water connection being provided already. She noted that there is a higher fee for out-of-town services. Mr. Heishman inquired as to whether there are any grants available for this service. Ms. Clem stated that not that she is aware of. Ms. Clem stated that there was no action needed, and that she wanted to make the Water & Sewer Committee aware of the special circumstance.

There being no further business, the Water and Sewer Committee adjourned at 6:14 pm.

Water & Sewer Committee Chairman

ATTEST:

Clerk

Finance Committee Meeting

April 23, 2019

On Tuesday, April 23, 2019 at 5:30 pm the Finance Committee met in the Planning Commission Room of the Municipal Office. Present were Mayor McCleary, Vice Mayor Lambert, Council member Cross; Angela Clem, Town Manager; Mandy Belyea, Deputy Town Manager.

Ms. Lambert called the meeting to order at 5:32 pm and turned the meeting over to Ms. Sheila Orndorff to provide a presentation on behalf of Shenandoah Alliance for Shelter. Ms. Orndorff stated has been with the organization for 19 years and also introduced Mr. Thomas Spiggle, a new board member. Ms. Orndorff explained that they began their mission at the County Farm and are now located on Lawyers Row. Ms. Orndorff further explained that their mission is to prevent homelessness by providing support services and/or to provide shelter to any of their clients to achieve independence. Ms. Orndorff started the meeting with a presentation for the Shenandoah Alliance for Shelter: 1) Our Mission; 2) Where We Began; 3) What We Do; 4) Housing Programs; 5) Centralized Intake Process; 6) Who is Served; 7) Housing Program Requirements; 8) All Programs; 9) Households Served in FY 2018; 10) How We Helped: FY2018; 11) Our Success Stories...Helping Shenandoah County.

Ms. Orndorff explained that there is a hotline number for citizens to call who need assistance or services. Ms. Orndorff stated that the application process can be generally done over the phone and takes approximately 10-15 minutes. Ms. Orndorff stated that the Shenandoah Alliance for Shelter serves everyone despite their criminal background. Ms. Orndorff stated that there is a limitation on receiving benefits in six (6) month increments. Ms. Clem inquired as to what the age range is that generally asks for assistance. Ms. Orndorff replied that it is mainly the 20s age group. Vice Mayor Lambert asked if their organization accepts donations. Ms. Orndorff replied that they always keep snacks and drinks on hand at all times. Ms. Orndorff also stated that they keep socks, hats, bookbags, gloves, etc. on hand as needed. Vice Mayor Lambert thanked Ms. Orndorff and Mr. Spiggle for attending.

There being no further business, the Finance Committee adjourned at 6:01 pm.

Finance Committee Chairwoman

ATTEST:

Clerk



THE TOWN OF

WOODSTOCK

Virginia

*The Town of Woodstock requests the honour of your
presence for the*

TOWN & COUNTY DINNER

WEDNESDAY, 29 MAY 2019

Six o'clock in the evening for hors d'oeuvres

Spirits available for purchase

Seven o'clock for dinner service

FEATURING

Welcome by The Honorable Jeremy D. McCleary,
Mayor of Woodstock

Farm to Table Dinner Service by Chef José Arevalos & Nikki Grant
Owners & Operators, Woodstock Café

PROGRAM

Woodstock Downtown Parking Project:
Environmental Stewardship & Economic Development
Lemuel R. Hancock, Urban Designer \ Neighborhood Planner

\$25/Person

RSVP to De Ebersole, Treasurer, by May 20
540.459.3621 or de.ebersole@townofwoodstockva.gov

WOODSTOCK CAFÉ & DOWNTOWN PARKING LOT
117 SOUTH MAIN STREET
WOODSTOCK, VIRGINIA