

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**April 9, 2019**  
**7:30 p.m.**

**Town Council:** Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez

**Staff:** Keith Dalton, Town Manager; Desiree Moreland, Assistant Town Manager/Treasurer; Christy Dunkle, Assistant Town Manager/Planner; Chief Neal White, Berryville Police Department

**Press:** Mickey Powell, Winchester Star

1. Call to Order

Mayor Dickinson called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

**Council member Rodriguez made the motion to approve the agenda as presented, seconded by Council member Harrison.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

4. Public Hearing

Mayor Dickinson opened the public hearing. Mr. Dalton read the public hearing notice as follows:

**Proposed Tax Rates for 2019**

**Listed below are the proposed tax rates for the tax year beginning January 1, 2019, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.**

**A. \$.20 per \$100 assessed valuation on real estate, including real estate of public service corporations;**

**B. \$1.25 per \$100 assessed valuation on tangible personal property tax except machinery and tools;**

**C. \$1.30 per \$100 assessed valuation on tangible machinery and tools.**

**The proposed real estate tax rate reflects an increase of \$.01 per \$100 of assessed valuation. The proposed rate constitutes a 5.26% increase in the real estate tax rate that was adopted in year 2018. The proposed personal property tax rate reflects no increase in the personal property rate that was adopted for the year 2018. The proposed machinery and tools tax rate reflects no increase in the machinery and tools rate that was adopted for the year 2018.**

Mayor Dickinson recognized Wayne Webb, town resident. Mr. Webb said Mayor Dickinson shared the 15 page budget at a presentation at Mary Hardesty House. He said several items stood out including contingency funds and interest income; water and sewer rate billing mailed every month instead of every two months; and increases in compensation for the Town Manager and Treasurer while cuts were being made to the police department budget. He questioned why taxes need to be raised if there were reserves.

Mayor Dickinson recognized Bill Igoe, town resident. Mr. Igoe said he had not read the budget but was opposed to any property tax increase. He said according to a Winchester Star article, cuts can be made and that should be done first. He requested that a chart be created to identify water and sewer rates, County taxes, and Town taxes and include the costs of proposed changes. Mr. Igoe said he moved from Loudoun County in 2012 and found utility rates in Berryville very high. He asked that Council find creative ways for government tax increases to fix revenue problems.

Mayor Dickinson recognized Susan Schoonover, town resident. Ms. Schoonover said there are a number of items on Page Street, including dogs running off leash, that are safety issues. She said there is a concern about vehicles blocking sidewalks adding that fire and rescue may have difficulty reaching a house due to the number of large commercial vehicles parked on the street. She said there are people walking and speeding on the road behind Page Street. Ms. Schoonover requested additional police presence on Page Street due to drug activity.

There being no other speakers, Mayor Dickinson closed the public hearing.

**5. Citizens' Forum**

Mayor Dickinson recognized Jason Porter, President, John H. Enders Fire and Rescue Company. Mr. Porter referenced the \$150,000 proffer from the Robert Regan Village project. He said Enders purchases a new ambulance every 10 years and the last one purchased was in 2009. He said that they see increased call volumes in facilities such as this. He said costs including apparatus and fuel are going up and appreciates Council honoring the previous agreement.

Mayor Dickinson recognized Harold Rohde, former chief at John H. Enders Fire and Rescue Company. Mr. Rohde said Enders staff worked with the developer when the proffers were first discussed. He referenced the 10 year cycle to purchase ambulances and its importance with additional assisted living units and increased population in general. He thanked everyone involved for the proffer funds.

Mayor Dickinson recognized Mary Ivie, Town resident. Ms. Ivie said she was disappointed that the Streets and Utilities Committee did not meet every month. She said residents need to know what is going on with procuring an engineer for the storm water project and recommended that the Committee meet monthly.

Mayor Dickinson recognized Alton Echols, Town resident. Mr. Echols said he met with Mr. Shipe, Mr. Rohde, and others during the application process. He thanked Council members McDonald and Gibson and Mayor Dickinson for their support. He said the property is closing this week. Mr. Echols discussed Mary Hardesty House and assisted care facilities in Berryville, the increased costs of development for Robert Regan Village, and estimated taxes generated per unit.

Mayor Dickinson recognized Wayne Webb, Town resident. Mr. Webb discussed separating recyclables stating that he observed all of the recycling being mingled when the truck picked it up.

6. Consent Agenda

Mayor Dickinson asked if any of the items should be removed. No items were removed. There being no further discussion, **Council member McDonald made the motion to approve the consent agenda, seconded by Council member Harrison.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

7. Presentations

No presentations were scheduled.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson said the Martin's grocery store opening was well received and she appreciated their support of the community with their donations of \$1,000 each to the Berryville Police Department; Clarke County Schools; FISH; and John H. Enders Fire and Rescue Company.

Mayor Dickinson said she was looking forward to the McDonald's grand opening and the ground breaking for the senior apartments.

9. Report of Harry Lee Arnold, Jr., Recorder

Recorder Arnold said he had nothing to report.

10. Report of Christy Dunkle, Assistant Town Manager for Community Development

Ms. Dunkle said she had one action item. She said the Tree Board is recommending adoption of a proclamation for Arbor Day in order to qualify for Tree City USA designation. Council member Gibson asked about the costs per capita associated with Tree City USA designation. Ms. Dunkle said funds spent by the Town on tree maintenance, the Board's \$150 budget in FY20, and in-kind efforts including the Tree Board members attending meetings and working on other aspects of tree-related activities will cover the requisite funding. Council member Gibson asked for confirmation that additional funds would not be allocated from the Town's budget. Ms. Dunkle confirmed that was correct. There being no further discussion, **Council member Harrison made the motion to adopt the proclamation in support of Arbor Day, seconded by Council member Rodriguez.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

11. Report of Keith Dalton, Town Manager

Mr. Dalton discussed the refuse and recycling contract extension with Republic Services. He said the 2014 contract provided for three successive one-year contract extensions and this would be the final extension. He said an overall increase of 1.5% was included in addition to a \$97.52 tipping fee for recyclables. He said he and the Treasurer are confident that the budget will cover these increases.

Council member Rodriguez said she assumed changes to glass disposal are included in the budget. Mr. Dalton said the percentage increase was taken into account with the extension. Council member Gibson asked if there was still a lot of glass in the recycling stream. Mr. Dalton said yes. There was a discussion about leaving notes in the bins that contain glass and the time it takes to do so.

There being no further discussion, **Recorder Arnold made the motion to approve a one-year extension to the Garbage and Refuse Collection/Disposal and Curbside Recycling Collection Services Contract with Republic Services which would extend the contract in question from July 1, 2019 to June 30, 2020. He further moved that the Council authorize the Town Manager to execute any and all instruments required for this one-year contract extension. The motion was seconded by Council member McDonald.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

Mr. Dalton said the Invitation For Bid for paving was sent to Council members Friday afternoon. He said the streets slated for paving are the same as last year but the proposed schedule has changed to reduce administrative costs. He said the paving of Hermitage Boulevard will be completed by the end of FY19 and First Street and Hancock and Fremont courts will be scheduled for FY20 with anticipated completion by September. Council member Gibson asked about construction mobilization for phase five of the Hermitage subdivision and the impacts to Hermitage Boulevard. Mr. Dalton said staff had anticipated a start-up for the past few years and have delayed paving accordingly. He said the longer the paving is pushed back, the more issues will arise. Council member Gibson added that Montgomery Court was also slurry coated in 2012.

There being no further discussion, **Council member McDonald made the motion that the Council of the Town of Berryville approve the issuance of IFB #02-19 and authorize the Town Manager to accept the low bid and execute all contract documents; provided that the chosen bidder meets minimum standards established in the IFB and bid does not exceed allocated funds. The motion was seconded by Council member Harrison.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

Mr. Dalton discussed proffers for the Robert Regan age- and income-restricted apartment complex. He said the agreement identifies \$1,250 per unit would be paid to the Town for fire and rescue purposes. He said that it appears that Enders had originally been meant to be the beneficiary of the funds. He said he had discussed the matter with Enders President Jason Porter and has drafted a letter to him concerning distribution of the funds. Mr. Dalton said the letter states that the \$150,000 would be a part of the FY 20 Budget and could be released after July 1.

Mayor Dickinson asked if the check had been cashed. Ms. Moreland said she was awaiting direction from Town Council. Mayor Dickinson suggested that it be deposited into the CIP account. There was a discussion about where the check should be deposited and it was determined that it would be put into the proffer account. Mr. Dalton received consensus from

Council members to change the FY 20 budget to add the distribution of the \$150,000 adding that Mr. Porter was fine with the timing of the distribution.

12. Report of Erecka Gibson – Chair, Budget and Finance Committee

Council member Gibson said Council needed to set a public hearing for the FY 19-20 Budget and take action on the PPTRA tax rate for 2019, and real estate, machinery and tools, and personal property taxes.

Council member Rodriguez said Council has a lot of hard decisions to make including large capital projects including storm water management and the livery stable. She said costs across the region are increasing. She concluded by saying it is a difficult decision but she supports the increase.

Council member Harrison said she appreciated staff presenting both options (increase and no increase) for discussion. She said if the tax rate did not increase this year it would definitely have to next year. She said adding one cent this year would create a more consistent budget.

Council member McDonald agreed with a one cent increase. She said the biggest reason are the projects in the next five years that cannot wait any longer. She said she hopes the community understands.

Council member Gibson clarified the tax increase would not affect water and sewer rates. She said if the one cent increase was not added this year, Council is kicking the can down the road to address projects in the future. She said she did not agree with every line item in the budget. She said she would like to see the full costs of the proposed marketing and branding effort as well as the return on investment. She said costs for the implementation of such a program are unknown. She concluded by saying she supported the one cent increase.

Council member McDonald said she does not support the marketing and branding effort.

Recorder Arnold said Council was unable to do a few projects last year. He said expenses such as fuel go up for everyone including the Town. He said the Budget and Finance Committee and staff were able to balance the budget. He said no one wants the increase and said he will not support the tax increase.

Mayor Dickinson said if the funding were focused on storm water and pedestrian safety efforts she would be in support of the increase and stated that she could not support the increase as proposed.

Council member Rodriguez asked Ms. Moreland what the tax bill impact would be. Ms. Moreland said it would be approximately \$10 per \$100,000 of property value. Council member Rodriguez said she spoke four years ago as a resident and was angry about the tax increase and that more thought had not been put into the decision. She said this Council has

been discussing the need for the tax increase and has a firm understanding of the importance of bringing business into the Town. She added that current projects will enable Council to hold the line with tax increases in the future.

Council member Gibson said there is no Budget and Finance Committee meeting scheduled for April.

There being no further business, **Council member Gibson made the motion to set a public hearing for the May 14, 2019 meeting to hear public comment on the proposed FY2020 budget, seconded by Council member McDonald.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

**Council member Gibson made the motion to adopt the attached Ordinance setting the tax levies for tax year 2019 amending the Code of the Town of Berryville, Chapter 16 – Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of properties.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Nay**

**Dickinson: Nay**

**Abstain: None**

**Council member Gibson made the motion to adopt the attached resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the tax year 2019.**

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

13. Report of Kara Rodriguez – Chair, Community Development Committee

Council member Rodriguez said the Committee has been discussing the Memorandum of Understanding for Economic Development and is recommending that Council meet with the Board of Supervisors to discuss. She discussed her draft letter and said she was open to edits and changes. She recommended having two Town Council members and two Board of Supervisors make up the Committee. Mayor Dickinson reiterated that members shall be elected officials and County and Town staff would also participate. Recorder Arnold said he was fine with the recommendations and would like to see a draft of the letter prior to it being sent to Board members.

Council member Rodriguez said the next Community Development Committee meeting is scheduled for Monday, April 29 at 2:00pm.

14. Report of Donna McDonald - Chair, Public Safety Committee

Council member McDonald said they will have a meeting on Wednesday, April 24 at 2:00pm. She asked Chief White if he had anything to report. He said that all Town staff had completed the CPR training, thanking Brian Lichty for training support.

Mayor Dickinson recognized Berryville being named the second safest city in Virginia and congratulated Chief White and other non-profits who received \$1,000 from Martin's.

15. Report of Diane Harrison – Chair, Streets and Utilities Committee

Council member Harrison discussed the storm water efforts in Rose Hill Park, Blue Ridge Street, and Dorsey and Treadwell streets and requested an update from Mr. Dalton on responses to the engineering request for proposal. Mr. Dalton said there was no offering for the engineering work as the in-house engineer has been authorized to move forward with an examination of Jackson Pond and areas downstream from this area including Dorsey and Treadwell streets. He said Ashby and Archer courts and impacts to Walnut Street will also be reviewed. He said he anticipates that these studies for these items will be completed by the end of the current fiscal year.

Mayor Dickinson asked about the status of the rate study. Mr. Dalton said he met with the engineer and he gave him a deadline to be on the May 14 Town Council agenda. Mr. Dalton said he requested a final draft of the report the first week of May so Council and staff have time to review. There was a discussion about scheduling a Streets and Utilities meeting. Mayor Dickinson requested recommendations on rate changes from the Streets and Utilities Committee and the Budget and Finance Committee. Council member Harrison requested a full Council work session be held. Mr. Dalton said May 6 would be their regularly scheduled work session. It was agreed the work session would be held.

16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointments, and Policy Committee

Recorder Arnold had nothing to report.

17. Closed Session – No closed session scheduled

18. Other

There was no other business.

19. Adjourn

Council member Harrison made the motion to adjourn the meeting, seconded by Council member Rodriguez.

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**Abstain: None**

The meeting adjourned at 8:45pm.

  
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Harry Lee Arnold, Jr., Recorder  
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Christy Dunkle, Recording Secretary

**BERRYVILLE TOWN COUNCIL WATER/WASTEWATER RATE STUDY WORK SESSION**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**March 11, 2019**

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A work session of the Berryville Town Council was held on Monday, March 11, 2019 at 1:30pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of Town Council present: Pat Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez

Staff present: Keith Dalton, Town Manager; Desiree Moreland, Treasurer/Assistant Town Manager; Christy Dunkle, Planner/Assistant Town Manager; David Tyrrell, Director of Utilities; Rick Boor, Director of Public Works; Jody Kern, Utility Clerk.

Press present: none

Mayor Dickinson called the meeting to order at 1:30pm.

**Approval of Agenda**

Ms. Rodriguez made the motion to approve the agenda as presented, seconded by Ms. McDonald, the motion was approved by consensus.

**Discussion: Draft Water and Sewer Study**

Mayor Dickinson asked Pennoni representatives to introduce themselves. Mr. Ron Mislowsky gave an overview of the project scope and introduced Tom Frederick. He said Mr. Sutherland had intended to attend the meeting but was unable to do so.

Mr. Mislowsky reiterated that the study that has been presented is a draft preliminary report and said the document would be finalized after comments from staff and Council members are incorporated into the study. Mr. Frederick described the process including rate and asset forecasting and growth projection adding that this was not an exact science. He said the slide presentation includes the charts from the draft study.

Mr. Frederick identified three stages of the process. He said the first is to review the current system, customer demand, and population growth forecast. He said the second stage is to identify the assets in the existing system adding that Mr. Sutherland has vast knowledge of the Town's system. The lifetime of the asset and its replacement cost would be determined. The third stage would be the financial information including the current Capital Improvements program and rates, existing data, which would create a different picture for forecasting. Mr. Frederick reviewed all of the charts in the document with Council members.

Mr. Frederick discussed vertical and horizontal assets and said that replacement costs are assigned to each facility. Mayor Dickinson asked whether the costs presented were all inclusive and Mr. Frederick said that they were and include the materials, legal, engineering, etc. He reviewed water charges and discussed usage and rate fees. He recommended increasing the base fee or administrative fee to cover costs incurred no matter the level of an individual occupancy's usage. There was a discussion about percentages of users and the quantities of water used. Mr. Frederick said that 60% of the residents use 3,000 gallons per month or less.

Mr. Frederick discussed the capacity of the distribution system and anticipated growth scenarios. Mr. Tyrrell discussed production and staffing, identifying specific times when the water plant ran 24 hours a day. Mr. Dalton discussed inflow and infiltration in the collection system. There was a discussion about asset replacement and associated costs.

Mr. Dalton noted that specific concerns with the water plant including building deterioration, roof repairs, and structural needs to be addressed. There was a discussion about funding for facilities. Mr. Dalton said that economic development efforts would help with additional system users. There was a discussion about out of town users.

There was a discussion about the timing of the final draft. It was determined that staff would work with representatives from Pennoni to update items discussed at the meeting and finalize figures. Mr. Dalton asked if a May completion would be okay with Council members. They agreed that May would be fine.

#### **Closed Session**

There was no closed session.

#### **Other**

There was no other business.

#### **Adjourn**

There being no further business, Ms. Rodriguez moved adjourn the meeting, seconded by Ms. Gibson, the motion passed by voice vote at 2:59pm.

**BERRYVILLE TOWN COUNCIL BUDGET WORK SESSION**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**March 12, 2019**

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A work session of the Berryville Town Council was held on Tuesday, March 12, 2019 at 10:30am in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members of Town Council present: Pat Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez

Staff present: Keith Dalton, Town Manager; Desiree Moreland, Treasurer/Assistant Town Manager; Heather Halterman, Finance Clerk; Christy Dunkle, Planner/Assistant Town Manager; Neal White, Chief of Police; David Tyrrell, Director of Utilities; Rick Boor, Director of Public Works

Press present: Mickey Powell

Mayor Dickinson called the meeting to order at 10:30am.

**Approval of Agenda**

Ms. Harrison made the motion to approve the agenda as presented, seconded by Ms. Rodriguez, the motion was approved by consensus.

**Discussion: Proposed FY 2020 Budget**

Mayor Dickinson recognized Mr. Dalton. He asked that police, public utilities, and public works staff questions be addressed first so they could get back to their respective offices. He said that lunch would be available around 12:00 noon and asked that Council recess the meeting at that time.

Mayor Dickinson recognized Erecka Gibson, chair of the Budget and Finance Committee. Ms. Gibson discussed the process and asked staff to review the budget documents. Mr. Dalton said that Council will need to set a public hearing for the tax rates at the regular meeting this evening for the April meeting. He added that Council should set a public hearing at their May meeting for a June public hearing and adoption. Mr. Dalton reviewed modifications made by the Budget and Finance Committee including the removal of \$5,000 from Clarke County Parks and Recreation and the addition of the same amount to Clarke County Economic Development.

Mr. Dalton discussed the storm water studies, recommending that funding for studies that go beyond FY19 be under the CIP. There was a discussion about using funds from the storm water fund balance to begin the preliminary engineering report (PER) on Jackson Pond/Treadwell/Dorsey in the current FY (a portion of the \$35,000); PER for Town Run east of the railroad tracks (\$10,000 from CIP in FY 20); and PER for Archer/Ashby (residual funds from Jackson Pond PER and \$15,000 from CIP in FY20). Mr. Dalton also requested Council consider purchasing Civic Clerk software, adding that the first year cost is \$16,000 with \$10,000 annually. He identified the benefits of the software program. He

identified repairs to the water treatment plant, recommending expanding the structural evaluation, repair or replace the treatment facility, and repairs.

Mr. Dalton said that the proposed budget cuts he would like to revisit beginning with the police vehicle. There was a discussion about the police, utilities, and public works vehicles. Ms. Moreland reviewed budget highlights. Mr. Dalton added that the Budget and Finance Committee budget goals included police accreditation; transportation study for the southeast collector to be shared with the County; and web site redesign/marketing and branding efforts. General discussion included stabilization of the livery stable; police camera equipment; creation of a deputy town manager position; social media archiving; increase in central alarm request.

Ms. Harrison said she is not against raising taxes to better serve the residents. Ms. Rodriguez said that the marketing and branding effort is not done frequently, Ms. Harrison adding that this speaks to economic development and tourism. Ms. Rodriguez said she would be fine moving the web site redesign to FY 21. Ms. Gibson said she was concerned with the possibility of utility user fees and property tax rates increasing simultaneously, adding that she does not support the marketing/branding effort, requesting committee members write a brief identifying the benefits of the request. Ms. McDonald said she did not support the marketing/branding effort. Mayor Dickinson said the return on investment would be positive, setting an economic development foundation.

Ms. Rodriguez made the motion, seconded by Ms. Gibson, to take a recess in order to eat lunch. The motion was approved by voice vote at 11:52am.

The meeting reconvened at 12:32pm.

There was a discussion about the proposed deputy town manager position; meals tax; water and sewer fund including nutrient credits; trash costs; Town/County Economic Development MOU; Hogan's Alley; and central alarm funding. Mr. Arnold suggested \$3,000 rather than \$5,000 requested by the County. Mr. Dalton noted that support for public works and utilities for use of the call center is a bargain. Council directed Mr. Dalton to discuss central alarm efforts with Mr. Ash and report back.

There was a discussion about whether to stabilize the livery stable or sell the building. There was a discussion about maintenance of storm water management facilities throughout the town. There was a discussion about the Virginia Commission for the Arts Creative Communities grant. Mayor Dickinson asked about the 4-wheeler identified in the budget request. Mr. Dalton described its use and stated that the 4-wheeler was a valuable piece of equipment.

The following items were identified as changes for staff to make to the budget:

- Civic Clerk software funding would come from the FY19 budget identified as budget software;
- Two storm water projects be moved to CIP in FY 20;
- Identify Rose Hill Park under Parks and Recreation line item;
- Reduce Hogan's Alley upgrades from \$6,000 to \$3,000;
- Remove \$4,500 identified for town and county economic development;

- Fund the police cruiser using \$30,000 from general fund capital reserves;
- Add a Tree Board line item with \$150 in funding; and
- Remove web site redesign from FY20 budget.

It was determined that a one cent real property tax increase would be advertised, acknowledging that Council may choose a lower increase or none at all. There was a discussion about raising personal property rather than property tax.

#### **Closed Session**

There was no closed session.

#### **Other**

There was no other business.

#### **Adjourn**

There being no further business, Ms. McDonald moved to adjourn the meeting, seconded by Ms. Harrison, the motion passed by voice vote at 3:39pm.

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**March 25, 2019**

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A meeting of the Town Council Community Development Committee was held on Monday, March 25, 2019 at 2:00pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Committee members present: Kara Rodriguez, Chair; Diane Harrison

Committee member absent: Donna McDonald

Staff present: Keith Dalton, Town Manager; Christy Dunkle, Planner/Assistant Town Manager

Chair Rodriguez called the meeting to order at 2:01pm

**Approval of Agenda**

Ms. Harrison made the motion to approve the agenda as presented, seconded by Ms. Rodriguez, the motion was approved by consensus.

**Discussion: Livery Stable at 23 East Main Street**

Mr. Dalton discussed the Livery Stable. He described items that needed attention including windows; HVAC on the second floor and existing window air conditioning units; and the creation of a vestibule on the second floor. He added that funding for the Livery was cut in last year's budget and may be cut again with the current budget review. There was a discussion about selling the property and tax credit opportunities.

Chair Rodriguez recognized Allen Kitselman who discussed the work that needs to be completed previously referenced by Mr. Dalton. There was a discussion about the incubator space. Chair Rodriguez requested Mr. Dalton forward financing options for improvements and the lease with Berryville Main Street. Chair Rodriguez asked if work could occur this year. Mr. Dalton discussed the use of contingency funds in the current FY to begin work on the building.

**Discussion: Economic Development / MOU with Clarke County**

Chair Rodriguez asked Ms. Harrison if she had any thoughts on reviewing the document with the County. There was a discussion about discussing the document with the MOU Committee and elected officials. Mr. Dalton suggested that Council make an overture to the County to determine a time to discuss the MOU. Chair Rodriguez said she would draft a letter to the Board of Supervisors for review by Town Council concerning the matter by the end of the week.

Ms. Harrison discussed the Barns of Rose Hill Visitors' Center funding for staffing.

**Closed Session**

There was no closed session.

**Other**

Chair Rodriguez said she would not be available for a meeting on April 22 and recommended moving the meeting to April 29. Ms. Harrison agreed to move the meeting date.

Ms. Harrison asked about the work in Rose Hill Park. Mr. Dalton described efforts by Public Works staff to install drains to prevent long-term ponding near the playground area. He recommended engaging Public Works staff to discuss future improvements to the Park. He identified items that will be addressed including resurfacing the basketball court; lighting in Rixey Moore Parking Lot; gazebo plantings; tree removal and replacement; and work on the path.

**Adjourn**

There being no further business, Ms. Harrison moved to adjourn the meeting, at 3:24pm.