

Town of Strasburg

SPECIAL MESSAGE TO THE PUBLIC

LIMITED IN PERSON ATTENDANCE WILL BE ALLOWED FOR THE SEPTEMBER 14TH, 2021 MEETING. PLEASE UTILIZE OUR LIVESTREAM BY ACCESSING THE LINK BELOW

<https://www.strasburgva.com/bc/page/meetings>

To make public comment please submit to:
comment@strasburgva.com
by 4:00 p.m., Tuesday, September 14th, 2021

Town Council Regular Meeting

Strasburg Town Hall
174 West King Street
Strasburg, Virginia

Tuesday, September 14th, 2021
Regular Meeting: 7:00 p.m.

Town Council Members:

Brandy Hawkins Boies, Mayor
Ken Cherrix
Dane Hooser
John Massoud
Christie Monahan

Taralyn Nicholson
Emily Reynolds
Doreen Ricard
Paul Weaver

Staff Contact:

J. Waverly Coggsdale, III, Town Manager



Town Council Preliminary Agenda – Tuesday, September 14, 2021

Please, silence all cellular devices. Thanks.

Call to Order – Mayor Brandy Boies

Pledge of Allegiance –

Invocation – Rev. Todd Gess, Pastor of the Mt. Zion United Methodist Church

Roll Call – Amy Keller, Clerk of Council

Public Hearing(s):

- 1.) To receive public comment and to consider the adoption of a proposed Resolution authorizing the Town's issuance of a not to exceed \$3,550,000 Town of Strasburg, Virginia General Obligation Bond, Series 2021 (the "Bond") to Virginia Resources Authority ("VRA") in one or more series, all as the Town may deem advisable. The bond is to be used for improvements to Borden Mowery Drive in the Northern Shenandoah Business Park.**

(Please, refer to materials provided with Action Item #2. A staff presentation will be provided before the opening of the Public Hearing).

Introduction and Recognition of Visitors and Guests

- 1.) Cheryl Metz – Strasburg Community Library**

Mayor's Comments

Citizen Comments

Action Items:

- 1.) Approval of Minutes: August 10th, 2021 Town Council Regular Meeting**

Description: Minutes of the August 10th, 2021 Town Council Regular Meeting.

Contact: Amy Keller, Clerk of Council

Support Materials: August 10th, 2021 Town Council Regular Meeting minutes

- 2.) Virginia Resource Authority General Obligation Bond Issuance– Northern Shenandoah Business Park**

Description: To consider the adoption of a proposed Resolution authorizing the Town's issuance of a not to exceed \$3,550,000 Town of Strasburg, Virginia General Obligation Bond, Series 2021 (the "Bond") to Virginia Resources Authority ("VRA") in one or more series, all as the Town may deem advisable. The bond is to be used for improvements to Borden Mowery Drive in the Northern Shenandoah Business Park.

Staff Contact: Waverly Coggsdale, Town Manager

Support Documents: Staff Report and Resolution

- 3.) Change of Election Month of Mayor and Council Members**

Description: Changing the month of the election of the Mayor and Council Members from May to November pursuant to actions by the Virginia General Assembly as set forth in the Code of Virginia, Section 15.1-1400

Staff Contact: Waverly Coggsdale, Town Manager

Support Documents: Staff Report

- 4.) Woodson Fundraiser Special Event Permit**

Description: Special events with an anticipated attendance of 250+ people must have Town Council approval.

Staff Contact: Lee Pambid, Planning and Zoning Administrator

Support Materials: Staff Report, Special Event Permit Application

Reports

1. Town Officers
2. Standing Committees
3. Special Committees

Unfinished or Old Business:

New Business:

Adjournment

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Amy Keller, Clerk of Council, at 540-465-9197 or akeller@strasburgva.com. Three days notice is required.

MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, AUGUST 10th, 2021, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

Call to Order:

Vice Mayor Cherrix called the meeting to order.

Pledge of Allegiance: **Council Member** led all in the Pledge of Allegiance.

Invocation:

Rev. John Haynes, Pastor of the Strasburg United Methodist Church, offered the invocation.

Roll Call:

ROLL Called with the following members present: Vice Mayor Cherrix and Council Members Hooser, Massoud, Monahan, Nicholson, Reynolds, and Weaver. Absent: Mayor Boies.

Public Hearings:

- 1.) **To receive public comment and to consider the adoption of proposed resolutions authorizing the issuance by the Town of Strasburg of an aggregate not to exceed \$520,000 Town of Strasburg Wastewater Revenue Bond.**

Interim Town Manager McKinley said the project has been approved by Council and this is just the funding resolution that is needed to begin the funding application process. Several weeks or months will still be needed to complete the loan application, and the resolution does not commit the Town to fund anything at this time. He continued by saying that we might want to consider using some of the ARPA funds to just do this project, but we still have the time to look into this in the future.

A Preliminary Engineering Report (PER) was done on the project in April 2019 which showed we had considerable I&I between Queen and Zea Streets sewer system. The project cost was estimated to be \$657,000 and the USDA loan, if approved, would be at 1.25 percent, the USDA grant amount would be \$129,500, with the Town contribution being \$7,500, to-date.

The Public Hearing opened at 7:03 p.m.

David Cutshaw, 336 North Massanutten Street, Strasburg, VA: Stated that the PER was done in 2019 and with the housing market and construction costs, everything has gone up since then. In the next phase, will this be accounted for? He imagines the estimates are out-of-date in this climate.

Interim Town Manager McKinley said we can only speculate on what future costs will be. When we lock in this type of financing with a government agency, it is what it is. Any escalation after that point will have to come out of the town's pocket.

Being no other speakers, the Public Hearing closed at 7:05 p.m.

- 2.) **To receive public comment to amend the FY2021-2022 budget to allocate the following funds:**
 - **\$3,463,231.00 from the Virginia Coronavirus State and Local Fiscal Recovery Fund to the Town of Strasburg American Rescue Plan Grant Fund**

Interim Town Manager McKinley said the town has received its first disbursement from the American Rescue Plan Act (ARPA). We have worked with the auditors who has suggested we set-up a line item for the funds. One of the concerns is that the spending will be heavily tracked by State government, so we want to make sure we track these accurately. We have already set-up the line item, and basically the vote will be to amend the FY22 Budget to include these grant dollars.

The Public Hearing opened at 7:06 p.m. and with no speakers, closed immediately.

- 3.) Public informational hearing regarding changing the Election of Council members from May to November pursuant to actions by the Virginia General Assembly as set forth in the Code of Virginia, Section 15.1-1400, which mandates said changes.**

Interim Town Manager McKinley said the purpose of the resolution is to move the date for election of Council and Mayor from May to November. Councilors scheduled for reelection in May will receive an extended term. This public hearing must be advertised twice, and he must read the following verbatim at this first reading:

- **THIS IS A RESOLUTION AUTHORIZING THE ADOPTION OF AN ORDINANCE TO ESTABLISH THE ELECTION OF TOWN COUNCILORS AND MAYOR AT THE NOVEMBER GENERAL ELECTIONS. COPIES OF THE DRAFT RESOLUTION MAY BE VIEWED AT TOWN HALL.**

Vice Mayor Cherrix asked if this was part of the Town's Charter and if it would need to be changed. **Town Attorney Miller** said the General Assembly passed a blanket bill that required all municipalities that have elections in May to move them to November. We do not need to amend our charter because of this, and this change can be done by resolution. He has suggested that we read this twice just so the citizens know about this change. To clean-up our Charter, we should eventually take that language out, but this language will supersede the Charter language.

The Public Hearing opened at 7:09 p.m. and with no speakers, closed immediately.

Introduction and Recognition of Visitors and Guests:

- **Introduction of Officers D.J. Dunivan and Trevor Rick**

Chief Sager introduced the newest members of his department. **Trevor Rick** came with three years of law enforcement experience from the Shenandoah County Sheriff's Department. **D. J. Dunivan** joins us from the Woodstock Police Department.

- **Karen Beck-Herzog, Site Manager for Cedar Creek and Belle Grove National Historical Park**

Ms. Beck-Herzog thanked Council for allowing her to give an update. She said this is a partnership park. COVID has had a major impact on the Park Service. The Park Office was closed, and it is hoped to open in late summer or early fall, depending on the Delta variant. However, even with the closure of the office, they have seen an increase in the use of the trails at the headquarters. Tourists and locals are both using the trails. They cancelled their outdoor programming last year but have re-opened this for this year at Belle Grove Plantation. Several key staff members retired over the past year and those vacancies have been filled and the new hires are bringing in new ideas. She discussed some of the new programs that are being worked on. The National Park Federal Advisory Commission was not allowed to meet since 2017. This affected the Cedar Creek and Belle Grove Advisory Commission, and this group is a way to get ideas from surrounding areas. **Ms. Beck-Herzog** was pleased to announce that this group will re-

engage in September. Currently, **former Council Member Rick Redmon** is our representative and he continues to serve until replaced. She encourages the town to nominate two people as a primary and an alternate. An application for both, along with a resume, will need to be submitted for both.

The Park Service has purchased the campground located along Route 11 at Cedar Creek. They intend to open it to the public. One of the Route 11 bridges is on the property. An emergency stabilization will be done to the bridge in November.

The Park Service has also purchased the Mitchell Estate which is close to Water Plant Road. They are continuing to work with landowners to preserve more land.

Council Member Massoud asked if the reenactment will be held. **Ms. Beck-Herzog** said the National Park Service does not host this, but Cedar Creek Battlefield Foundation is planning to hold this.

Council Member Hooser asked about the old structure along Cedar Creek. It was noted that this is on private property and across the creek from the campground.

Council Member Ricard discussed papers done by former **President Roosevelt** and **Ms. Beck-Herzog** thanked her for the information and said she would share this with their new resource people.

Vice Mayor's Comments:

Vice Mayor Cherrix said he attended the National Night Out event and applauded the Police Department for all their work. He helped work the Cake Walk which had lots of donated cakes.

Council Member Nicholson said there was an article in the NVDaily about **Deacon Maddox**, a graduate of Strasburg High School and VMI and son of **former Council Member Shirley Maddox**. He pioneered the computer program that tracked every dose of the COVID vaccine, and where it was delivered. He was quoted in the paper as saying, "It has been the honor of my life. I think that few people get the opportunity to have a direct impact on the entire country and the world."

Citizen Comments:

David Cutshaw, 336 North Massanutten Street, Strasburg, VA: Just wanted to offer a word of thanks to the town. They are relatively new to the area, and he, too, attended National Night Out and it was fantastic. He also appreciates the Council's decision on the industrial zoning from last month. He added that about two weeks ago, he noticed water coming out of a box. He called Public Works and they were there within minutes. He thanked all for their services.

Action Items:

- 1.) **Approval of Minutes: July 13th, 2021, Town Council Regular Meeting**

The minutes of the July 13th, 2021, Regular Council Meeting were approved unanimously as presented on a motion by Council Member Massoud and the second being offered by Council Member Nicholson.

2.) Queen Street Sewer Project

Description: *USDA funding application resolution for the Queen Street Sewer Rehabilitation Project*

Interim Town Manager McKinley said he had no new information to add from that given before the Public Hearing.

Council Member Weaver moved to approve the **USDA funding application resolution for the Queen Street Sewer Rehabilitation Project; second by Council Member Ricard.**

The motion passed with no discussion on a roll call vote with the following results:

Vice Mayor Cherrix	Aye
Council Member Hooser	Aye
Council Member Massoud	Aye
Council Member Monahan	Aye
Council Member Nicholson	Aye
Council Member Reynolds	Aye
Council Member Ricard	Aye
Council Member Weaver	Aye

3.) FY22 Budget Amendment

Description: *To amend the FY2021-2022 budget to allocate \$3,463,231.00 from the Virginia Coronavirus State and Local Fiscal Recovery Fund to the Town of Strasburg American Rescue Plan Grant Fund*

Interim Town Manager McKinley said he had no new information to add from that given before the Public Hearing.

Council Member Nicholson moved to amend the **FY2021-2022 budget to allocate \$3,463,231 from the Virginia Coronavirus State and Local Fiscal Recovery Fund to the Town of Strasburg American Rescue Plan Grant Fund; second by Council Member Weaver.**

Discussion:

Council Member Massoud asked about the spending as to when do we have to determine what the money will be spent on and by what date. **Interim Town Manager McKinley** said it must be allocated within two years and then we have an additional two years once the project is on the books in which to complete.

Council Member Nicholson said if we do not spend the money, then it would have to be returned since every penny is allocated, and that is correct. **Council Member Massoud** said the projects are still very specific and **Interim Town Manager McKinley** said we are still waiting on how the money can be spent.

The motion passed on a roll call vote with the following results:

Council Member Nicholson	Aye
Council Member Weaver	Aye
Council Member Massoud	Aye
Council Member Ricard	Aye
Vice Mayor Cherrix	Aye

Council Member Hooser	Aye
Council Member Reynolds	Aye
Council Member Monahan	Aye

Town Officer Reports:

Interim Town Manager McKinley: Staff is still awaiting the land appraisal for the Borden-Mowery Project. The VRA loan application was submitted so the Town could be considered for the fall pool.

Regarding the harmful algae bloom, the Virginia Department of Health has the Town testing for anatoxins twice per week, and VDH will be paying for the tests. The HAB advisory area is to be extended to Front Royal. We will follow-up with VDH on the boat ramp signage.

We are approaching the finish line for the Streetscape Project. Paving has started and should be completed by the end of the week.

Council Member Massoud asked if we have any word on when the Dog Park will be fixed. It is hoped to start on the project next week depending on staffing of the department. **Council Member Massoud** asked how long it should take once it is started and **Interim Director of Public Works Heishman** said he is looking at about a week and a half. **Interim Town Manager McKinley** said projects must be prioritized, and **Council Member Massoud** said he understands, but that he is asked about it several times a week, so he has to ask.

Vice Mayor Cherrix said with the algae bloom, would we have to close the boat ramp and **Interim Town Manager McKinley** we are not responsible for those who decide to swim. He believes VDH will have us place signs at the boat ramp warning that this area is within the HAB advisory area.

Council Member Reynolds asked about the bricks that were purchased, have they been ordered and when will they go in? **Interim Town Manager McKinley** said they are not in yet due to construction materials back log, but it is hoped they will be going in soon; these will be placed in the last phase of the Streetscape. Trees will also be planted later in the fall.

Director of Finance Fletcher: Absent. Report was given by **Interim Town Manager McKinley**. Staff continues to work on annual year-end activities. Our annual audit reviews have gone very well and without issues to report and will wrap up with the fall visits. The next audit field work visit is scheduled for September 9th and 10th.

The Town continues to partner with Dollar Energy. In the Spring, we awarded 10 grants to citizens totaling \$9,867.24 through the DHCD COVID-19 Municipal Utility Relief Program. For the summer processing, there were 20 applicants. Of those, five were awarded relief for a total of \$4,022.38, bringing our total utility bill assistance to \$13,889.62.

Council Member Cherrix asked about the Dollar Energy, is there an end date, do we keep it rolling, or do we stop when we hit a cap. **Interim Town Manager McKinley** said he thinks we are still rolling with this program.

Clerk of Council Keller: We introduced new officers tonight, but on the other end of the spectrum, **Bill Fish**, the Maintenance Foreman for Public Works, retired as of July 31 with more than 32 years of service to the town. He will be hard to replace as he knows all our equipment like the back of his hand.

A thank you was extended to all of Council who contributed cakes or worked the Cake Walk at

National Night Out. More than 50 cakes were donated.

Council was reminded of the required Conflict of Interest training. Please, contact **Clerk of Council Keller** if members have trouble accessing the training.

Chief Sager: The department answered 1,320 calls for service during the month of July which resulted in 27 criminal charges, six juvenile criminal charges, and 34 traffic violations. Narcan was not administered during the month.

Strasburg Police Officers attended the Shenco Cares, Family Funfest at the fairgrounds in Woodstock on July 20th. National Night Out was held on August 3rd. **Chief Sager** thanked Council for their support, especially with the Cake Walk. On August 4th, officers attended an event at the Woodstock United Methodist Daycare. On August 5th, **Chief Sager** had the honor to be interviewed by the Shenandoah County Library about law enforcement and COVID-19. And, on August 7th, **Chief Sager** and **Captain Ford** attended the “Never Forget Walk” in Winchester.

Chief Sager said the department celebrated with **Donald Keller**, a Strasburg citizen, and World War II veteran, on his 99th birthday.

Council Member Weaver said the Shenandoah County Library received a grant regarding the impact of COVID to the County and when asked about a police officer, he recommend **Chief Sager**.

Chief Sager said **Officer Perez** is doing a great job at the Town Park. He has set up a tent to talk with the Hispanic population. We are making headway with the rules and regulations.

Jack, a former canine officer with the department, died recently. **Lt. Magdenic** was **Jack’s** handler and **Jack** was now his pet.

Chief Sager recognized **Officers Dunivan** and **Himmelright** who performed CPR on a resident and saved this person.

Council Member Massoud acknowledged the passing of **Jack**. Prayers to **Lt. Magdenic**. **Chief Sager** said we currently do not have a canine officer, but if we have one in the future, he would like to work more with Council. He is still working out the current laws on a canine unit.

Council Member Monahan said the dogs that were trained might have to be put out of commission or service because they cannot be untrained to smell marijuana and now that it is legal, it is hard to use the dogs.

Council Member Nicholson said the department helped **David Woodson** when he needed to be evacuated during the Valley Milk explosion and she thanked them. **Chief Sager** said the explosion scene was controlled by Fire and Rescue and the Police Department controlled traffic and evacuations.

Vice Mayor Cherrix said it is unfortunate we have a business down, but the timing of the explosion was excellent as no one was hurt. He thanked the first responders for how it was handled.

Chief Sager said Acton Place, or at least a portion of it, will be closed for an unspecified period, but it is best for the safety of residents.

Council Member Reynolds thanked the department for being so pro-active on educating citizens at the boat ramp.

Council Member Nicholson asked if we could get out thank you notes from the town to all the

businesses that helped out on the day of the explosion.

Interim Director of Community Development Hilton: Valley Milk has reached out to partner with the Town on the Grilled Cheese and Tomato Soup Festival. This is the first time that she knows of that they have been a partner on an event.

In regards to economic development, the Business Directory is live now after a few modifications were made to some listings.

Applications are now closed for the Shenandoah County Small Business COVID-19 Recovery Assistance Grant. They are wrapping up applications that were received in July.

Planning meetings for WOW are underway. WOW (Worlds of Work) is 7th grade career exploration event. The event will occur on September 10th and they are looking for volunteers. They are currently recruiting more Shenandoah County businesses to participate.

The RevUP 8-week business bootcamp applications opened in July. The Community Advisory Team met on July 20th and discussed wayfinding efforts and the COVID Recovery Assistance Grant.

The monthly Business Newsletter went out on July 8th and covered COVID Assistance, Return to Earn Program, Local Tee Thursday campaign, business spotlights, and upcoming Virginia Small Business Development Webinars. The Creative Communities Partnership Grant match was approved by the Virginia Commission for the Arts! We will receive a \$4,500 grant to support local art focused organizations. Both ShenMOCA and the Museum of the Shenandoah Valley were officially notified. MSV has already scheduled four programs in Strasburg in Spring 2022. On July 29th, **Interim CDD Hilton** had the privilege of attending a celebration of the SV2 Cohort of entrepreneurs at the coworking space in Winchester, Innovault. The Shenandoah Creative Community Fund selects only 10 entrepreneurs through the valley to participate and we had Dryad Cookery graduate from the program. This program focuses on larger scale manufacturing and growing your small business which are both a benefit to our community.

Shenandoah County's Public Transit is moving ahead, with an opening season of Fall 2021. Routes are currently being worked on, as well as marketing and branding of the program, and sponsorships. The transit will be called ShenGo and run seven days a week through the county.

The Town hosted the July 4th Celebration, along with three Front Porch Fridays. The July 30th event was postponed and moved to August 21st.

Vintage in the Valley planning is underway and includes the ordering of our first King Street banner! The event is August 27th and 28th!

The monthly segment on The River 95.3 showcasing local businesses, Strolling Strasburg, highlighted Strasburg Hobbies, Clip & Curl Beauty Salon, and Pancake Underground. It aired on Monday, July 19th.

The Visitor Center welcomed 784 visitors in July, an average of 25.3 visitors per day, coming from 22 other states. From Virginia, there were 111 visitors (with 27 being from Strasburg). 16.5 percent of those toured the museum, and merchandise sales totaled \$2,351. Also, the Tourism Council met on July 20th.

Regarding Parks and Recreation, the Strasburg Parks & Rec kickball league wrapped up its season with a championship and pool party on July 18th. The Strasburg Police Department took first place. The fall season will begin on September 12th.

The Town hosted a Town of Strasburg Night for the Strasburg Express at the First Bank Park on July 15th.

The Master Park Plan Implementation Team continues to move forward on multiple projects including:

- Playground Installation – COMPLETE!

- ADA walkway - soon to come
- Tennis/pickleball resurfacing quotes
- Brainstorming ARPA funding opportunities

The Strasburg Town Pool will be closing on August 22nd, 2021. With the opening of school, we have moved to a 4 p.m. – 7 p.m. weekday schedule and regular senior swim times and weekend hours. Swings + Sno-cones was held on Friday, July 30th to unveil our newest swings! About 50 children attended. JP's Sno-cones was kind enough to donate their earnings to the Tribute to Trent Skatepark which totaled approximately \$200.

Council Member Massoud thanked **Vice Mayor Cherrix** and **Council Member Nicholson** for getting the ADA equipment to the town park. They worked hard to get this through, and he is grateful.

Council Member Nicholson thanked **Interim CDD Hilton** for the 4th of July Celebration and said it was a great event.

Council Member Monahan asked about CareFest. **Interim CDD Hilton** said it is to be a low stress community event in September. Non-profits have responded well.

Vice Mayor Cherrix asked that in the future, when we have an event that we want a good showing, have it on the weekend. He could not be at the Swings and Snow Cones. **Interim CDD Hilton** said Friday was chosen for this and they are trying to be diverse on the days picked. The days are chosen intentionally and mindfully to try to include all.

Interim Director of Public Works Heishman: Stated the Water Plant produced 21.09 MG and is running at 27 percent capacity. The Wastewater Plant treated 24.90 MG and ran at 40 percent capacity.

Lantz Construction continues work on Phase III of the Streetscape Project. They have almost finished the concrete work. Wires have been pulled and streetlight poles have been installed. The brick pavers are being installed. Milling and paving operations are scheduled to start this week. During July, Public Works cleared four sewer backups, repaired three water leaks, and handled 65 meter service requests and replace two meters.

Council Member Ricard said with the last phase, the streetlights were put up where they were to be and then it was discovered they were very bright, and shields had to be placed on them. She asked if shields would be put on first and **Interim Director of Public Works Heishman** said they would go up first and then shields added where needed.

Planning and Zoning Administrator Pambid: Eleven zoning permits were issued for the month of July (seven additions/accessory; one site plan, and three signs). The total estimated cost for the projects was \$50,401.

Staff attended virtually the Virginia Chapter American Planning Association Conference on July 19th and 20th. Staff will also be attending a meeting next week for the planning of ShenGo's public transit routes throughout the service area.

The Architectural Review Board met on July 22nd and approved a gable roof over a flat roof with parapet. The Planning Commission met on July 27th and further discussed Short Term Rentals.

Town Attorney Miller: Matters discussed last month are still being worked on. He is working closely with **P&Z Administrator Pambid** on several legal issues that have come up. **Town Attorney Miller** added that we do need to clean up the Town Charter. Some things need to be eliminated or shortened because they are obsolete. An example of this deals with financing which **Interim Town Manager McKinley** and he dealt with on bond issuance.

Council Member Massoud said he understands that changing the Charter would be an act to the General Assembly and that was correct. **Town Attorney Miller** said you would decide on the language that needs changing, develop it into a resolution, and the Representative for this area would take it before the House of Delegates. **Council Member Massoud** asked how many items need to be eliminated and **Town Attorney Miller** said there are a number of things that need to be eliminated and then some housekeeping issues. **Council Member Massoud** asked if anything should be added to the Charter, and **Town Attorney Miller** does not think so. **Vice Mayor Cherrix** said he knows this has been discussed before and because it does take an act of the General Assembly, we wanted to group as many things together as possible. **Town Attorney Miller** explained some of the items he felt should be looked at.

Standing Committee Reports:

Finance and Personnel Committee: **Council Member Nicholson** said other than the retirement and new hires, there was nothing new to report.

Infrastructure Committee: **Council Member Weaver** said the Projects List shows that the items for this committee are under staff development or underway. Once the new town manager is on-board, he will be getting with **Mr. McKinley** on meetings.

Public Safety and Ordinance Committee: **Council Member Reynolds** said the Public Safety and Ordinance Committee met on July 28th. They received department updates from the Fire Department and Rescue Squad.

The Fire Department reported that they responded to 250 calls from January to June 2021. That is approximately a 30 percent increase in calls compared to January – June 2020. The committee asked **Mr. Rathore**, who was present to give the report, to please keep the council informed if the Fire Department continues to see an increase in calls, and if a need for additional support arises as result of the increase.

The Fire Department is currently selling tickets for a raffle fundraiser. Tickets are \$20. You can find additional information on the raffle on the Strasburg Fire Department’s Facebook page or reach out to any volunteer for details. The drawing will take place on August 20th, which is next Friday.

The Strasburg Volunteer Rescue Squad has been building membership and training up new members and doing recertifications. They’ve added 10 new members since January. They also purchased a new ambulance this year.

The committee discussed the Sign Ordinance at length. Representatives of two businesses attended the meeting in person. Reports showed that largely, Strasburg’s sign ordinance is similar to that of several other municipalities in the area, with the exception of our design standards. There appears to have been some interpretation of our design standards in the past, which caused needless conflict between a few business owners and the town. This issue appears to have been resolved, but work is ongoing to identify, analyze and potentially revise or eliminate specific sections in the ordinance that lead to these instances of conflict.

The committee briefly went over the town’s dog defecation code section, and asked staff to include additional Public Service Announcements regarding the code on the town Facebook page and in the September newsletter. The town includes reminders to citizens to clean up after their dogs twice a year in the newsletter as a standard practice. Wording suggested was, “Everyone please be courteous and clean up after your dog(s) when they poop on public or private property that is not

your own.” Also, “Please do not to throw plastic bags of dog poop into sewer drains or street gutters. It is extremely damaging to our town’s sewer infrastructure and ultimately results in expensive repairs and potentially higher sewer rates.”

Lastly, the committee began discussion on the number of livestock, animals, or fowl allowed on a property. Currently, there is no language in our ordinance that specifies a limit on the number of animals one can have on one’s property in town. At the suggestion of **P&Z Administrator Pambid** and the committee’s agreement, draft language is being worked on to include a limit in our ordinance.

Vice Mayor Cherrix asked why the number of animals was brought up; were there complaints? **Council Member Reynolds** said **P&Z Administrator Pambid** has fielded calls on this and since there is no language on the number, it was thought to discuss.

P&Z Administrator Pambid said an animal complaint can either go to the Police Department or Planning and Zoning. Recently, we have been receiving some written complaints on the number of animals. Chickens and cats are mainly the complaints. Livestock can be kept in town, but there is no limit. We have an ordinance in place to regulate, but we need to look at it more closely.

Vice Mayor Cherrix said complaints lead to the changes in ordinance. **P&Z Administrator Pambid** gave examples of what complaints or questions he has had.

Council Member Massoud said he is concerned that if someone complains about a chicken or duck, the Planning and Zoning Administrator has the right to remove the animal within 10 days.

P&Z Administrator Pambid said it is a little extreme. **Council Member Massoud** thinks it should be looked at more closely.

Recreation/Parks/Trails Committee: Vice Mayor Cherrix said the committee met on August 5th and discussed the upcoming projects for the next year, including ADA pathways, the pickle ball/tennis court resurfacing, tree work, and lighting. During the report on the pool, the committee agreed that they would like staff to be more proactive on getting more lifeguards next season. An idea was to hold lifeguard trainings at the pool. The committee wants to be able to keep the pool open longer. It was also noted that budget wise, minimum wage increase will impact the pool.

Interim CDD Hilton said a company reached out about quotes on lighting the tennis courts and so this information will be shared.

Vice Mayor Cherrix asked who is on the Master Park Plan Implementation Team now. **Interim CDD Hilton** said the Implementation Team is a combination of Community Development, Public Works, and the Police Department. It is the different departments that would be facilitating the plan. They look at the items that were on the five-year plan, and then at priorities, staff time, and budget to see how to make things happen.

Council Member Nicholson asked who decided that it would be handled this way. The Master Park Plan that Council approved broke things down into five year, ten year, and fifteen year implementation so then staff took what Council said they wanted accomplished, and staff worked from this on how to accomplish the strategies.

Council Member Nicholson said then that Council has no say in what is done, and **Interim CDD Hilton** said Council approves the budget so when staff comes with the CIP, it is shown how the plan is being broken down. The list shared at the Parks and Recreation Committee meeting show how things are being done. Each year, it is put into the budget what is going to be worked on for the specific year. It is a partnership in that staff brings forth what they feel is doable and then Council approves the budget.

Council Member Nicholson said this sounds really good, but when it comes from that plan and

then to the budget, Council does not get to hear the specifics. They only hear the numbers and not what is in the plan. They cannot remember what is in the plan for five years, and there are different people on Council every five years. It is hard to figure out what previous Councils did and what this Council has looked at.

Interim Town Manager McKinley said at the committee meeting, this was all discussed.

Council Member Ricard felt the committee was up on what was happening and when.

Vice Mayor Cherrix said the committee got the notice on what is being done in the next year, but they have not been able to get the plan back open and maybe shift the priorities. We need to figure out a way to shift things around so that Council is not just seeing the numbers.

Council Member Ricard feels there is a conversation happening and the Plan is not set in stone.

Vice Mayor Cherrix said maybe it should be brought to a Work Session and all of Council decide when things should happen. The MPP was done and then handed to staff. Council has not had the chance to revisit.

Interim CDD Hilton thinks the 10 or 15 year projects could be looked at and ARPA funds might move things up sooner.

Special Committee Reports:

Northern Shenandoah Valley Regional Commission: **Council Member Weaver** said they do not meet in July.

Outreach Council: **Council Member Ricard** said **Mr. George Rathore** had some good ideas that he had brought forth at an earlier meeting, and they would like to explore further. They are working on the Veterans' Day Parade.

Planning Commission: **Council Member Reynolds** said the Commission continued their discussion on Short Term Rentals. We want to get the ordinance right. She encouraged all to listen to the meeting or read the minutes. There are some opinions on the Commission that people outside of Strasburg should not be allowed to manage a STR in town or have a limit on the number of units. The discussion has been very thorough.

Vice Mayor Cherrix said the enforcement will be hard.

P&Z Administrator Pambid said coming out of the Planning Commission, there were two primary discussions. How do we hold the owners/operators to standards? And, how much control does the town have? Allowing STRs through the Special Use Permit process ups the control of the Council.

Old/Unfinished Business:

New Business:

On August 14th, Scoops and Hoops will be held at the Strasburg Assembly of God Church on Ash Street.

The American Legion will host a 9/11 event on Saturday, September 11th, 8 a.m.

Council Member Nicholson said **Crystal Robinson Dupuy** passed away. **Crystal** was the daughter of **Edith Robinson Wallace** who served on Council for several terms.

Interim CDD Hilton thanked **Interim Town Manager McKinley** for his leadership during the transition. He in turn thanked the staff and Council for their support. It has been a team effort. Birthday wishes were extended to both **Interim CDD Hilton** and **Interim Director of Public Works Heishman**.

Being no further business, the meeting adjourned at 8:40 p.m.



Memorandum

To: Mayor Boies and Members of Town Council
From: J. Waverly Coggsdale, III, Town Manager
Date: September 9, 2021
Re: Public Hearing – Virginia Resources Authority Pooled Financing Program
GO Bonds (Borden Mowery Drive Extension)

Town staff is recommending the Town issue a general obligation bond to finance improvements to Borden Mowery Drive in the Northern Shenandoah Business Park (NSBP). The debt will be issued through the Virginia Resources Authority (VRA) in a maximum principal amount not to exceed \$3.55 million. To proceed with financing, Council will need to conduct a public hearing and adopt a bond resolution, in the form attached to this memorandum.

The proposed improvements include the extension of Borden Mowery Drive to Radio Station Road and the extension of a water line in the NSBP. The town previously engaged the engineering consultant firm of Pennoni Associates, Inc. to perform the design work for this project.

The project budget for the Borden Mowery Drive Extension includes the following elements:

Construction (Road Extension only 05/20/2021 estimate)	\$2,020,959
Engineering	\$ 473,500
Right of Way Consultant Services	\$ 37,500
Project Administration	\$ 295,071
Contingency	\$ 196,714
Right of Way Acquisition (estimate)	\$ 300,000
Bond Issuance Costs	\$ 50,000
Total Project Estimate:	\$3,373,744
<i>Less VDOT Revenue Sharing</i>	<i>(\$1,146,762)</i>
Remaining Amount for Financing	\$2,226,982

Once the Town bids the project, the amount of the debt can change, if necessary, up to the maximum amount of \$3.55 million.

VRA will be providing the Town a “term sheet” for this borrowing that will set forth the annual debt payment and interest rate, the week of September 13-17th. The debt service payment for the road extension would be allocated from the General Fund. Bond Counsel has indicated that there may be a requirement by VRA for a “Local Debt Service Reserve Fund”, which could be paid with Town cash or Bond proceeds. We will know whether the Reserve Fund is required and/or the amount once VRA’s credit committee meets.



In addition to the road extension, a water line extension has also been discussed. The estimate for the water line project is between \$700,000 and \$1 million. The original concept was to include this item in the VRA borrowing; if this is the option selected the debt service payment would come from the Water Fund. Staff would like Town Council to consider funding the water line through the American Rescue Plan Act of 2021 (ARPA), to avoid additional debt service in Utilities. It would be advisable to evaluate the need for sewer in the area that would be served by the road extension. If this is Council's desire, staff can work with the engineers to establish a sewer project budget. The eligibility of use of ARPA funds is being reviewed by staff.

The required public hearing, scheduled for Council's regular meeting on September 14, 2021, has been properly noticed by publication in *The Northern Virginia Daily* on August 31, and September 7, 2021.

The proposed bond resolution provides for the terms of the financing, including the use of proceeds; authorizes the financing agreement between the Town and VRA; addresses bond details, tax compliance and private activity use of the proceeds; and authorizes the Town to utilize the State Non-Arbitrage Program of the Commonwealth of Virginia (SNAP) in connection with the investment of the proceeds of the bond.

Town Manager's Recommendation: Recommend that the Town Council adopt the proposed bond resolution, as presented.

Suggested Motion: I move that Council adopt (i) the proposed Resolution Providing for the Issuance and Sale of a Taxable General Obligation Public Improvement Bond, Series 2021, in a Principal Amount Not to Exceed \$3,550,000, pending any further legal revisions from the Town Attorney or the Town's bond counsel. (ROLL CALL VOTE REQUIRED)

**RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND AWARD
OF A NOT TO EXCEED \$3,550,000 TOWN OF STRASBURG, VIRGINIA
GENERAL OBLIGATION BOND, SERIES 2021,
AND PROVIDING THE FORM AND DETAILS THEREOF**

WHEREAS, pursuant to Title 15.2 of the Code of Virginia, 1950, as amended (the “Virginia Code”), the Town of Strasburg, Virginia (the “Town”) is empowered to finance the acquisition, construction, reconstruction, expansion, and equipping of facilities for governmental purposes, issue its general obligation notes and bonds to pay all or any portion of the cost thereof, and to pledge the full faith and credit of the Town in connection with the payment of such notes and bonds; and

WHEREAS, the Town desires to issue and sell a not to exceed \$3,550,000 Town of Strasburg, Virginia General Obligation Bond (Borden Mowery Project), Series 2021 (the “Bond”) to finance a portion of the long-term financing of the capital costs to provide funds to (a) acquire, construct, reconstruct, expand, and equip a portion of the Town’s roads and its water system and related facilities, including an extension of Borden Mowery Drive, and (b) pay costs of issuance in connection with any related financing(s) (collectively, the “Project”); and

WHEREAS, Virginia Resources Authority (“VRA”) has informed the Town that it is eligible to participate in VRA’s Virginia Pooled Financing Program (“VPFP”) in order to finance costs in connection with the Project; and

WHEREAS, VRA has indicated its willingness to purchase the Town’s Bond in order to provide funds for the Town to pay the costs to accomplish a portion of the Project, and to such end, VRA will purchase the Town’s Bond with a portion of the proceeds of VRA’s Infrastructure and State Moral Obligation Revenue Bonds (Virginia Pooled Financing Program), in one or more series (the “VRA Bonds”), in accordance with the terms of (a) a Local Bond Sale and Financing Agreement between VRA and the Town (the “Financing Agreement”), and (b) a Nonarbitrage Certificate and Tax Compliance Agreement between VRA and the Town (the “Tax Compliance Agreement”), which documents shall be in standard forms generally required by VRA in connection with its pooled bond financing program; and

WHEREAS, the Town Council of the Town (the “Town Council”) has held a duly noticed public hearing immediately prior hereto, on the issuance and sale by the Town of the Bond in connection with the financing of the Project, all in accordance with the requirements of Section 15.2-2606 of the Virginia Code; and

WHEREAS, the Town has indicated that the current amount of proceeds being requested by the Town from VRA for a portion of the Project and other costs is \$3,550,000 (the “Proceeds Requested”) plus amounts necessary to pay the VRA costs of issuance, or such other amount requested by the Town in writing and approved by VRA prior to the pricing of the VRA Bonds,

provided that such sum does not exceed the maximum principal amount of the Bond authorized pursuant to this Resolution; and

WHEREAS, VRA has advised the Town that VRA's objective is to pay the Town as the purchase price for the Bond an amount which, in VRA's judgment, reflects the market value of the Bond (the "Purchase Price Objective"), taking into consideration such factors as the maximum authorized par amount of the Bond, the Proceeds Requested, the purchase price to be received by VRA for the VRA Bonds, the issuance costs of the VRA Bonds (consisting of the underwriters' discount and other costs incurred by VRA (collectively, the "VRA Costs")) and other market conditions relating to the sale of the VRA Bonds; and

WHEREAS, such factors may result in the Town receiving an amount other than the Proceeds Requested and consequently (a) the principal amount of the Bond may be greater than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (b) if the maximum authorized amount of the Bond set forth in this Resolution does not exceed the Proceeds Requested by at least the amount of the VRA Costs and any original issue discount, the amount to be paid to the Town, given the VRA Purchase Price Objective and market conditions, will be less than the Proceeds Requested; and

WHEREAS, the Town Council now desires to authorize the issuance, sale, and award of the Bond and to approve the Project for the essential governmental purposes and benefit of the Town; and

WHEREAS, the Town may issue such long-term indebtedness, at the election of the Town Council, under the provisions of Section 15.2-2601 of the Virginia Code without regard to the requirements, restrictions, or other provisions contained in any charter or local or special act applicable of the Town, and, further, under the provisions of Section 15.2-2607 of the Virginia Code, the Town Council may finally adopt this Resolution authorizing the issuance thereof at the meeting at which it is introduced upon a majority vote of the members of the Town Council.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STRASBURG, VIRGINIA:

1. **Authorization of Bond Project, and Use of Bond Proceeds.** The Town Council hereby determines that it is in the best interest of the Town to contract a debt and issue and sell to VRA the Bond, in one or more series for the purposes of financing the Project, as described in this Resolution. Accordingly, the Town Council hereby authorizes the issuance and sale of the Bond in the form and upon the terms established pursuant to this Resolution and, further, approves and authorizes the Project, including all transactions contemplated by this Resolution. The proceeds from the issuance and sale of the Bond shall be used, along with other lawfully available funds of the Town to the extent appropriated, if any, to provide funds to pay a portion of the costs of the Project and as further described in the Financing Agreement.

The sale of the Bond to VRA is hereby authorized and shall be delivered to or upon the order of VRA upon payment of the purchase price of the Bond, pursuant to the terms and

conditions set forth in the Financing Agreement, a substantially final draft copy of which is on file and available for review in the office of the Town Manager.

2. **VRA Term Sheet; Financing Agreement.** The Town hereby authorizes the issuance, sale, and delivery of the Bond to VRA pursuant to the terms and conditions set forth in the VRA Term Sheet and the Financing Agreement. The Town hereby ratifies, confirms, and accepts the provisions of the VRA Term Sheet, attached to this Resolution as **Exhibit A**, and VRA's offer to purchase the Bond at a price determined by VRA to be fair and accepted by the Mayor, Vice Mayor, or Town Manager (whether collectively or individually, any one or more of whom may act, the "Town Representative"), upon the terms set forth in this Resolution and the Financing Agreement.

3. **Details of the Bond.** The Town shall issue the Bond in fully registered form and shall designate the Bond as the not to exceed \$3,550,000 "Town of Strasburg, Virginia General Obligation Bond (Borden Mowery Project), Series 2021" or such other series designation as appropriate. The Town Representative is authorized and directed to determine and approve all of the final details of the Bond, including without limitation, the date of issuance and the dated date of the Bond, the maximum principal amount authorized to be issued under the Bond, the stated interest rate(s) therein, the payment dates and amounts and the final maturity date of the Bond; *provided however*, that (i) the maximum par amount of the Bond shall not exceed the amount of \$3,550,000; (ii) the aggregate "true" interest cost of the Bond shall not exceed five percent (5%) per annum (exclusive of Supplemental Interest as defined in the Financing Agreement); (iii) the Bond shall be sold to VRA at a price not less than 95% of the principal amount of the Bond, and (iv) the final maturity date of the Bond shall not be later than October 1, 2041.

Given the VRA Purchase Price Objective and market conditions, it may become necessary to issue the Bond in an aggregate amount greater than the Proceeds Requested. If the limitation on the maximum aggregate principal amount of the Bond set forth in this Section restricts VRA's ability to generate the Proceeds Requested, taking into account the VRA Costs, the VRA Purchase Price Objective, and market conditions, the purchase price of the Bond will result in an amount less than the Proceeds Requested. Subject to the foregoing limitations, the Town authorizes VRA to establish the final principal amount of the Bond, the final interest rate(s) on the Bond, the final maturity date, and the final principal amortization schedule (including principal installment dates and amounts) for the Bond. No further action or approval of such financing terms shall be necessary on the part of the Town. The principal of and premium, if any, and interest on the Bond shall be payable on the dates and in the amounts set forth in the Bond and the Financing Agreement.

The acceptance and approval of the Town Representative of such purchase price and final terms of the Bond shall be evidenced conclusively by the due execution and delivery of the Bond on the Town's behalf to, or at the direction of, VRA. It is to be understood that the actions of the Town Representative in determining the purchase price and final terms of the Bond, as described in this Resolution, shall be conclusive and no further action shall be necessary on the part of the Town.

The Town will issue the Bond initially in the form of a single, registered typewritten bond substantially in the form attached hereto as **Exhibit B**. There may be endorsed on the Bond such legend or text as may be necessary or appropriate to conform to any applicable rules and regulations of any governmental authority or any usage or requirement of law with respect to the Bond.

4. **Authorization of Documentation in Connection with the Bond.** The Mayor or Vice Mayor of the Town (either of whom may act) are each authorized and directed to execute and deliver the Bond on the Town's behalf to, or at the direction of, VRA, in such form as may be required by VRA in order for the Town to finance a portion of the Project and to reflect, facilitate, and give effect to the transactions contemplated by and within the parameters and intent of, this Resolution. The Town Clerk or any Assistant Town Clerk or designee of the Town Council is authorized to affix the Town's seal on such Bond and any other documentation in connection with the Project, all as may be requested, and to attest or counter-sign the same.

The Town's execution and delivery of the Financing Agreement and the Tax Compliance Agreement, including any other documentation in connection with the Bond or the Project as may be requested by the Town Attorney or bond counsel to the Town, or as otherwise required by VRA in furtherance of the purposes set forth in this Resolution (collectively, the "Financing Documents"), are hereby approved in all respects. The Town Representative, and such officer(s) of the Town as any of them may designate, are each hereby authorized and directed to execute and deliver the Financing Documents on behalf of the Town, and the Town Clerk or any Assistant Clerk or designee of the Town Council are authorized to attest or counter-sign the same and attach the Town's seal thereon, with such changes as any one or more of them shall approve, as may be requested by VRA or advised by the Town Attorney or bond counsel to the Town.

It is understood and agreed that the Town will be responsible for all reasonable out-of-pocket fees and expenses incurred by VRA in connection with the proposed financing in the event that the Town executes and delivers the Financing Agreement and the parameters in this Resolution can be achieved through VRA's VFPF Series 2021C pooled bond issuance, but the Town opts not to move forward with the financing. Such VRA costs have a not to exceed amount of \$5,000.

5. **Pledge of Full Faith and Credit.** The Town will issue the Bond as a general obligation of the Town for the payment of the principal of, and premium, if any, and interest on the Bond for which the Town's full faith and credit shall be irrevocably pledged and payable from the Town's *ad valorem* taxes without limitation of rate or amount. To the extent other funds of the Town are not lawfully available and appropriated for payment of the Bond, Section 15.2-2624 of the Virginia Code requires that for such a general obligation bond, the Town is required to levy and collect an annual *ad valorem* tax upon all taxable property in the Town subject to local taxation over and above all other taxes, and without limitation as to rate or amount, sufficient to pay when due the principal of, premium, if any, and interest on the Bond.

6. **Payment of Bond and Related Amounts.** The Town also agrees to pay all amounts required by the Financing Agreement, including the "supplemental interest" and "late charges," as provided in the Financing Agreement and required by VRA.

7. **Redemption or Prepayment.** The Town may defease, redeem, prepay, or refund the Bond only in accordance with the Financing Agreement or other requirements of VRA.

8. **Registration, Transfer, and Exchange.** The Town Council hereby appoints the Town Director of Finance as its registrar and transfer agent to keep books for the registration and transfer of the Bond and to make such registrations and transfers on such books under such reasonable regulations as the Town may prescribe. Upon surrender for transfer or exchange of the Bond at the office of the Town Director of Finance, the Town shall cause the execution and delivery in the name of the transferee or registered owner, as applicable, of a new Bond for a principal amount equal to the Bond surrendered and of the same date and tenor as the Bond surrendered, subject in each case to such reasonable regulations as the Town may prescribe. If surrendered for transfer, exchange, redemption, or payment, the Bond shall be accompanied by a written instrument or instruments of transfer or authorization for exchange, in form and substance reasonably satisfactory to the Town Director of Finance, duly executed by the registered owner or by his or her duly authorized attorney-in-fact or legal representative. The new Bond delivered upon any transfer or exchange shall be a valid obligation of the Town, evidencing the same debt as the Bond surrendered and shall be entitled to all of the security and benefits of this Resolution to the same extent as the Bond. No charge shall be made for any exchange or transfer of the Bond, but the Town Director of Finance may require payment by the holder of the Bond of a sum sufficient to cover any tax or any other governmental charge that may be imposed in relation thereto.

9. **Essentiality Matters.** The Town Council hereby affirms and declares that the transactions contemplated in this Resolution constitute the financing of essential capital projects for local governmental purposes, and the Town anticipates that the Project will continue to be essential to the local governmental purposes of the Town during and beyond the term of the Bond.

10. **Official Statement.** The Town authorizes and consents to the inclusion of information with respect to the Town in VRA's Preliminary Official Statement and Official Statement, both to be prepared in connection with the sale of the VRA Bonds. The Town Representative is authorized and directed to take whatever actions are necessary and/or appropriate to ensure compliance by VRA and the Town, if any, with Securities and Exchange Commission Rule 15c2-12, all as may be required by the VRA in connection with the issuance of the VRA Bonds and any continuing disclosure requirements thereafter, all as set forth in the Financing Agreement.

11. **Tax Compliance Agreement.** The Town Representative, the Town Director of Finance, and such officers or designees of the Town as any Town Representative may designate are each hereby authorized and directed to execute the Tax Compliance Agreement or any other appropriate compliance agreements or certificates as required by VRA and its counsel, and further, as advised by the Town Attorney or bond counsel to the Town, setting forth the expected use and investment of the proceeds of the Bond and containing such covenants as may be necessary in order to show and maintain compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Tax Code"), including the provisions of Section 141 relating to "private activity bonds" and Section 148 of the Tax Code and applicable regulations relating to "arbitrage bonds," among others. To such end, the Town Council hereby covenants and agrees on behalf of the Town

that (a) the proceeds from the issuance and sale of the Bond will be invested and expended as set forth in the Tax Compliance Agreement and that the Town shall comply with the covenants and representations contained in the Tax Compliance Agreement, and (b) the Town shall comply with the applicable provisions of the Tax Code so that interest on the VRA Bonds will remain excludible from gross income for federal income tax purposes, in accordance with law.

12. **State Non-Arbitrage Program.** The Town Council hereby determines that it is in the best interest of the Town to authorize and direct the Town Director of Finance to participate in the Virginia State Non-Arbitrage Program in connection with the proceeds of the Bond, as set forth in the Financing Agreement, and as may be required by VRA.

13. **Ratification of Reimbursement Resolution.** The Town Council hereby ratifies and confirms the adoption of that certain Resolution to Declare an Intent to Reimburse duly approved at the regular meeting of the Town Council on June 8, 2021, in connection with the Town's financing of the Project.

14. **Filing of Authorizing Resolution.** The appropriate officers or agents of the Town are each hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of Shenandoah County, Virginia, all in accordance with the Virginia Code.

15. **Election to Proceed under Public Finance Act.** The Town Council hereby elects to issue the Bond under the provisions of Section 15.2-2601 of the Public Finance Act of the Virginia Code, and, further, in accordance with the provisions of Section 15.2-2607 thereof, among others, all as described previously in this Resolution, and without regard to the Town Charter.

16. **Further Actions; Authorized Representatives.** The Town Representative, and all officers, employees, and agents of the Town as may be designated, are each hereby authorized and directed to take all such further actions as they or any one or more of them may consider necessary or desirable in connection with the issuance of the Bond, and the execution, delivery, and performance of the Financing Documents, including, without limitation, the execution and delivery of other closing documents and certificates, all as may be requested by the Town Attorney or bond counsel to the Town, or required by VRA, in furtherance of the purposes in this Resolution. All such actions previously taken in connection with this Resolution are hereby ratified and confirmed, and all such further actions consistent with the terms and provisions of this Resolution shall be conclusively deemed as having been accepted and approved as authorized by this Resolution without any further acts or approvals.

17. **Effective Date.** This Resolution shall take effect immediately.

Approved: September 14, 2021

Mayor
Town of Strasburg, Virginia

Exhibit A: VRA Term Sheet
Exhibit B: Form of the Bond

CERTIFICATE

The undersigned Town Clerk of the Town of Strasburg, Virginia, hereby certifies that the foregoing constitutes a true and correct copy of a resolution adopted by the Town Council, after the holding of a duly noticed public hearing therefor, at a regular meeting duly held and called on September 14, 2021. A record of the roll-call vote by the Town Council is as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Kenneth W. Cherrix Vice Mayor				
Dane M. Hooser				
S. A. John Massoud				
Christie A. Monahan				
Taralyn F. Nicholson				
Emily L. Reynolds				
Doreen Pauley Ricard				
Paul M. Weaver				

Dated: September 14, 2021

[SEAL]

Town Clerk
Town of Strasburg, Virginia



Memorandum

To: Mayor Boies and Members of Town Council
From: J. Waverly Coggsdale, III, Town Manager
Date: September 8, 2021
Re: Town Council Election Date Change to November

Town staff is recommending the Town approve the moving of Town elections to the November general election date.

The Virginia General Assembly amended Section 15.2-1400 of the Code of Virginia, 1950, as amended, to require that municipalities who currently hold general elections in May move their elections to November. It also requires that terms of elected officials cannot be shortened, so Strasburg councilmembers with a term that expires on June 30, 2022 would now serve until December 31, 2022. The Town Council held public informational hearings at their August 10th Regular Meeting and their August 16, 2021 Work Session on this item; no comments were received.

Staff will seek an answer on whether the Town's Charter will automatically be changed or if we will need to request General Assembly action.

Town Manager's Recommendation: Recommend that the Town Council approve the moving of Town elections to the November general election date.

Suggested Motion: I move that Council approve the moving of the Town elections to the November general election date, as required by General Assembly action.



Memorandum

To: Strasburg Town Council
From: Leander N. "Lee" Pambid, Planning and Zoning Administrator
Date: Thursday, September 9, 2021
Re: Special Event Review- "Fighting with David" Fundraiser

Background

(Please refer to your 9/7 worksession packet for the support materials on this subject.)

At its worksession on Tuesday, September 7, 2021, the Town Council reviewed the above-referenced special event. The Council discussed the lack of an alternate/ rain date and whether this type of review and decision should be delegated to the staff and processed administratively. All review agencies have responded, and none have any major issues. There was only one change to the permit as submitted, which was the elimination of hot food service. Instead, the tent will be designated for the sale of drinks and snacks.

At the time of the worksession, two application items were pending- 1) insurance naming the Town of Strasburg as additionally insured; and 2) written acknowledgement from all property owners/ occupants impacted by the proposed partial closure of Holliday Street, which will last approximately 8 hours between 10am and 6pm.

The proper insurance was received on Thursday, 9/9. While verbal acknowledgement of the street closure has been provided to the applicant, Mr. Cammack, written acknowledgement is still pending and Mr. Cammack expects to submit that to the staff on Monday, 9/13.

Staff recommends approval of the special event permit for "Fighting with David. Should the Town Council approve the special event permit, the staff recommends the following conditions be attached:

1. BB&T access on South Holliday Street must remain open during the event.
2. Streets must be returned to their previous state/ condition immediately after the event.
3. Applicant must provide, prior to Council decision on Tuesday 9/14, insurance naming the Town as additionally insured, and written acknowledgement by properties impacted by the street closure.



Recommended motion:

I move that the Town Council approve the special event permit and the proposed street closure for "Fighting with David" on Saturday, October 16 between 10am and 6pm, with the staff's recommended conditions.

Staff Contact

Lee Pambid, Planning and Zoning Administrator

Phone: 540-465-9197 x 127

Email: lpambid@strasburgva.com



Town of Strasburg
Planning and Zoning Department
174 E King Street
Strasburg VA, 22657
(540) 465-9197 Fax (540) 465-3252

RECEIVED
AUG 03 2021

Special Event Permit

Revised 12/01/2015

Permit Number: _____

Name of Event Fundraiser For David Woodson including Cars for Cures

Location of Event (address or description) Holiday Street, From Washington Street to Queen Street.

Applicant/Contact Name Kent Cammack Event Website Facebook, Fighting with David

Applicant/Contact E-mail BB1GA@Comcast.net Applicant/Contact Phone No. 404-435-9013

Property Owner Name Kent Cammack Owners Phone 404-435-9013

Owner Address 167 South Massanutten Street Expected Attendance (per day) 500

Fighting with David

Description of Event (Start/Stop times, activities, etc.) attached additional pages as necessary: Sole purpose of this event is to raise funds for medical expenses for David Woodson who was paralyzed. Car show 2pm-6pm. Jeep Club Caravan 4p.m. Food for Purchase Tent. MC/D.J. Host

If applicable, attach additional materials:

- Advertisement materials
- Provision for sanitation facilities/garbage disposal
- Certificate of Liability Insurance naming the Town of Strasburg as certificate holder (for events on Town Property)
- Plan to mitigate pedestrian/vehicular traffic, parking, and/or noise
- Requests for the provision of in-kind services by Town of Strasburg
- Dates of acquisition for other relevant permits (VDOT, ABC, Shenandoah County Building Inspections, etc.)
- Map that displays the layout and location of event

Property Owner/Authorized Agent Consent:

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Kent Cammack

Property Owner/Authorized Agent Signature

8/02/2021

Date

Right to Appeal:

Special Events where the number of expected attendees exceed fifty (50) persons but is less than two hundred and fifty (250) persons shall be reviewed by the Zoning Administrator. The Zoning Administrator shall then have the allotted time in accordance with section 2.34.8 to render a decision on the application. A decision to deny a Special Event permit may be appealed to the Town Council upon written notice to the Town Manager.

<u>Town Staff Only</u>	
Permit Fee: _____	Business License Paid: _____ Taxes Paid: _____
Zoning District: _____	Tax Map #: _____ Floodplain: _____
Acreage: _____	Use Code: _____ Expiration Date: _____
Complete Application: _____	Date: _____
Conditions or Comments:	

Stamp Final Approval	



Please complete this form with your Special Events application. Please fill in all blanks. If something is not applicable, write "N/A". Special events are regulated by the Strasburg Unified Development Ordinance (UDO), Section 6.13, *Special Events*. A copy of UDO Section 6.13 is attached behind this questionnaire, and by signing, you acknowledge receipt.

Kent Cammack Kent Cammack 8/02/2021
 Printed Name of Applicant/ Responsible Person Signature of Applicant Date

Fighting With David Fundraiser Holiday Street from Washington to Queen St.
 Name of Event Address of Proposed Event

BB1GA@Comcast.net 404-435-9013
 Email address Phone number

Facebook Fighting with David
 Website Social media

1. Does the organizer own the site?

Own Rent

Note that events on Town Property or rights-of-way (ROW) require a Certificate of Insurance listing the Town of Strasburg as additionally insured.

2. Event Description

Please describe the event's purpose and nature, what will happen on site, how much noise, light, traffic and other effects are generated, etc.

Fundraiser for David Woodson (medical expenses), Cars for cures
Car Show. Food for Purchase, etc. MC/DJ - will host car
show, raffles, and awards. There will be music, announcements, contests.
The Jeep Caravan will drive down King Street at 4:00 p.m. They will
park in the Church parking lots then attend the event.
 What is the event's alternate or rain date? N/A

How many attendees do you anticipate? 500+
 Note Section 6.13.2 B, C, and D regarding review process.

- Please provide the event schedule on a separate sheet, to include times for all steps starting with set-up, the event itself, and breakdown and recovery.
- Provide any promotional materials, brochures, flyers, etc.



3. Food and Entertainment

Will you have or allow alcohol? Yes No

If yes, please describe.

Food truck(s)? Yes No

If yes, please describe. Include number of trucks. Vendors will need a review prior to acceptance.

We will have one Food Tent with 100% of the Sales
going toward the Fundraiser.

Live music or sound of any kind, amplified or otherwise? Yes No

Noise ordinance and quiet hours apply. (Town Code Chapter 38, Article II)

There will be a DJ/MC making announcements, playing music
and giving out awards from 2-5:30 p.m.

Light, laser, drone, or fireworks shows? Yes No

First responder review may be required.

Other structures? Yes No

Large tents exceeding 900sf in area, inflatable amusements of any kind, mechanical rides, or generators will need inspections from Shenandoah County Building Inspections.



4. Site and Logistics Considerations

How will parking be handled? Overflow parking will be at the church parking lots along Washington street.

How will trash be handled? We will provide trash receptacles and trash removal.

What Town resources do you request?

Requests are subject to availability and other factors and are not guaranteed.

- Police? Yes, traffic needs for King and Holiday Street.
- Public Works? (Town property only) _____
- Cones or barricades? (include # of cones) 16 cones
- Other? _____

Do you propose a street or intersection closure of any duration? Yes No

If yes, please describe. Does not include running or walking events on Town streets. Additional lead time is needed for VDOT review if you propose closing US Route 11 or State Route 55.

Block off Holiday Street from Washington street to Queen Street, Leaving King Street open.

If your event is stationary, please provide an event layout plan with the following:

- Property lines
- Existing structures
- Proposed tents, tables, vehicles, activities, sports/ games, podiums, stages etc.
- Other assembly areas
- Parking areas
- Fences and barricades, if applicable

If your event is a walk or run, please see also Part 5.



5. Fill out this section for Walking and Running Events Only

If this is a walk or running event, what pre- or post event activities are proposed? _____

Do you need the Riverwalk gates unlocked? Yes No

If so, what time? _____

Provide a route map with the following information:

- Directions of travel
- Police or volunteer control points
- Location of cones
- Registration tables or tents, first aid and refreshment stations, presentation podium or stage
- Street closures, how ever short or temporary, including duration
- If the event includes stationary activities or events, See also Part 4.

Fighting with David
Event Schedule 10/16

Setup 10 - 2 p.m.

- a) Set up Food Tent, Cooking Equipment
- b) Set up DJ area, Electric Sound System)

Car Placements 1-2 p.m.

Cars for Cures Show 2-5 p.m. Awards (Breakdown 5-6 p.m)

- a) Awards 5 p.m.
- b) D.J. / M.C. - Music, Announcements
50/50 Raffle, Awards.

Jeep Club Caravan down King Street 4 p.m.

- a) Meet on East side of Strasburg at 3:30
(Suggested meeting place, LSC parking lot)

Travel route will be down King street, turn right on Fort Street, then park in the Church parking lots.

- b) They will then join the Event on foot.

6.13 Special Events

6.13.1 Purpose

- A. Provide for the temporary use of land or buildings for special events in a manner consistent with its normal use and beneficial to the general welfare of the public;
- B. Protect nearby property owners, residents and businesses from special events which may be disruptive, obnoxious, unsafe or inappropriate given site conditions, traffic patterns, land use characteristics and the nature of the proposed use;
- C. Preserve the public health, safety and general welfare; and
- D. Provide that all costs associated with fulfilling the requirements of this section shall be the responsibility of the Applicant or landowner requesting the special event.

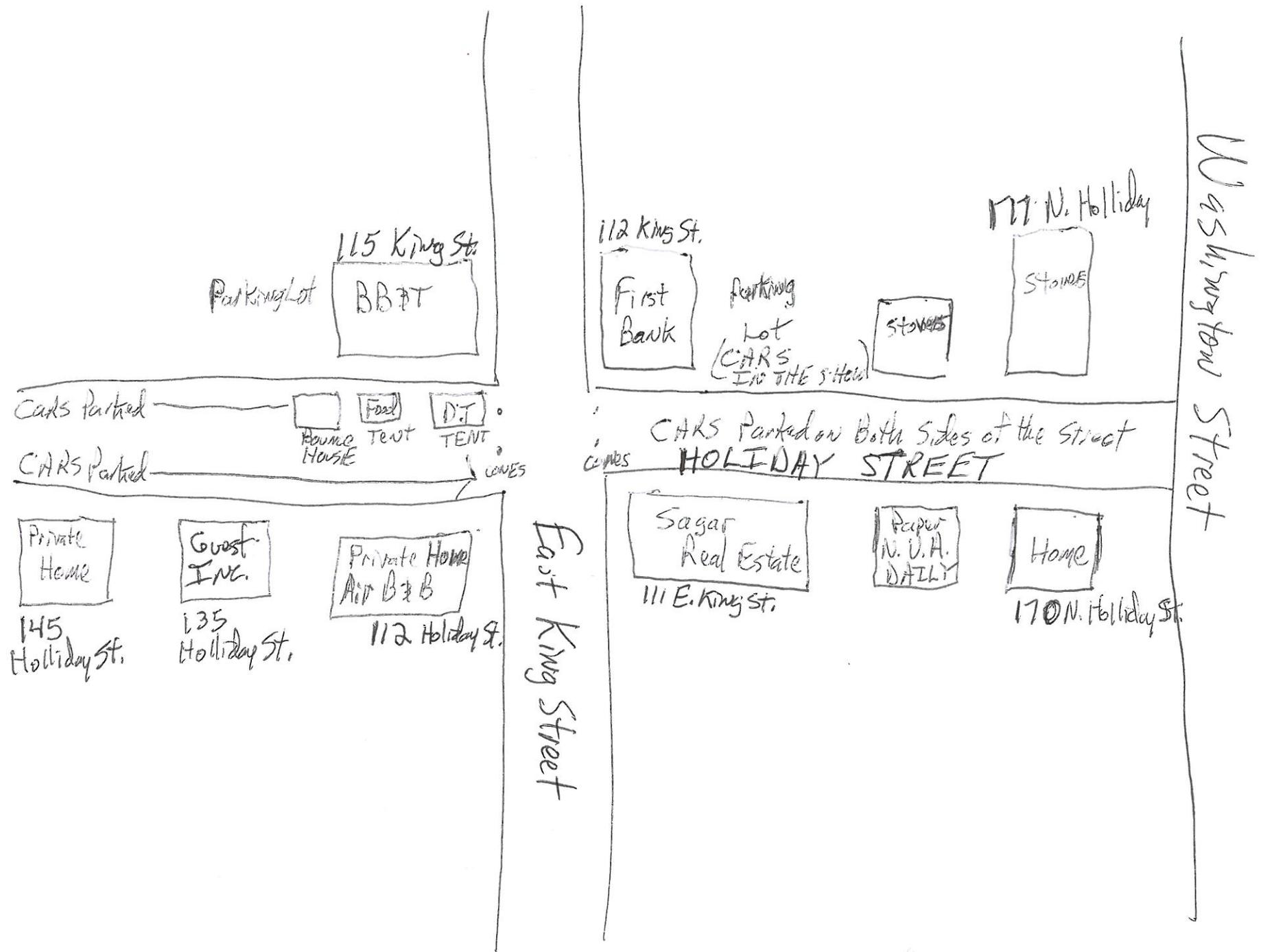
6.13.2 Guidelines

- A. The guidelines shall ensure that the special event shall not materially endanger the public health and safety, shall be in harmony with the area in which it is located, and shall not unreasonably disrupt or interfere with the flow of traffic or the rights of adjacent or surrounding property owners.
- B. Except as provided in this section, events where the number of expected attendees is less than fifty (50) persons does not need to apply for a permit.
- C. Special Events where the number of expected attendees exceed fifty (50) persons but is less than two hundred and fifty (250) persons shall be reviewed by the Zoning Administrator. The Zoning Administrator shall then have the allotted time in accordance with section 2.34.8 to render a decision on the application. A decision to deny a Special Event permit may be appealed to the Town Council.
- D. Permits for Special Events where the number of expected attendees is two hundred and fifty (250) or more persons shall be reviewed by the Town Council. The Town Council shall grant or deny such permit not later than the next scheduled regular Town Council meeting.
- E. Any event that is expected to be in violation of the noise ordinance, or is likely to disrupt pedestrian/vehicular traffic may be subject to these regulations regardless of the expected attendees.
- F. Annually occurring events that have been held continuously for more than five (5) years as of January 1st 2016, are excepted from Town Council's review, but are still subject to review by the Zoning Administrator. If the current hosting party changes, if the event is not held for one calendar year, or if the event is found to be in violation, this exception will be voided.
- G. All local or state permits or licenses otherwise required shall be obtained before the special event permit is issued, and the event shall comply with all applicable County and State sales tax and other laws, rules and regulations.
- H. The permit may impose conditions limiting the hours and duration of the event, preventing disruption of adjacent uses, and assuring removal of litter caused by the event at no expense to the Town.
- I. If the permit Applicant requests the Town to provide extraordinary services or equipment or if the Town Manager otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the Applicant shall be required to pay to the Town a fee sufficient to

reimburse the Town for the costs of these services. This requirement shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the costs incurred.

- J. Adequate parking and parking areas as determined by the Zoning Administrator. Under no circumstances shall parking be permitted in the public rights-of-way. Parking may be provided off-site with advance written consent of the affected landowner and review and approval by the Zoning Administrator.
- K. All requirements of public safety and health authorities shall be met. These standards include proper food and beverage safety, the provision of an adequate potable water supply and adequate provisions for the disposal of solid waste and wastewater, and planning for the provision of security and emergency medical services.
- L. The site shall be left free of debris, litter or any other unsightly evidence of the use upon completion or removal of the use and shall thereafter be used only in accordance with the applicable provisions of the zoning regulations. All improvements made to the property in conjunction with the special event shall be promptly removed upon the cessation of the event. A cleanup bond may be required.

Fighting With David Fundraiser Diagram 10/16/2021



"Fighting With David" Fundraiser

Google Maps

Requested Street Closure



FIGHTING WITH DAVID FUNDRAISER



OCTOBER 15TH

**BOX OFFICE BREWERY
LIVE MUSIC FUNDRAISER**

**SILENT AUCTION KICKOFF
CLOSES AT 7PM ON 10/16**

OCTOBER 16TH

'CURING FOR CARS' CAR SHOW

**HOLLIDAY ST. STRASBURG VA: 1-5PM
HUGE JEEP CLUB DRIVES THROUGH DOWNTOWN 3PM**

ON APRIL 23RD, 2020, DAVE WAS PARALYZED IN A CAR ACCIDENT. HE, AND HIS WIFE SISKA, LIVE IN STRASBURG AND LOVE THIS COMMUNITY. THEY APPRECIATE YOUR CONTINUED SUPPORT! ALL PROCEEDS FROM THIS EVENT WILL GO DIRECTLY TO MEDICAL EXPENSES.



QUESTIONS? 404.435.9013

North and South

Holiday Street Owners and Residents

Address

B&T - Jeanne OK

Guest me - OK

First Union - OK Jessica

Stover - Marty - OK

120 - Dekeizer OK

152 - Virginia Daily Debra OK

111 King - Sagar Betty Hartzel OK

Address

112 AirBnB Rented

TOWN OF STRASBURG
174 E KING STREET
STRASBURG, VA 22657-
(540)465-9197

P A Y M E N T

Date: 9/3/2021
Time: 3:19 PM

KENT CAMMACK
PERMIT FOR FUNDRAISER
CASH

Cash:	\$15.00
Check:	\$0.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fee:	\$15.00
TOTAL PAID:	\$15.00
Change Due:	\$0.00

1	89 ZONING & PERMIT	\$15.00
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Operator: 9
Receipt#: 243162

Policy Number: EH-771321-L2955531

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

The Town of Strasburg
174 East King Street
Strasburg, VA 22657