



**AGENDA
PURCELLVILLE TOWN COUNCIL
SPECIAL MEETING / BUDGET WORK SESSION
MARCH 29, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

- 1. CALL TO ORDER OF SPECIAL MEETING / BUDGET WORK SESSION**
(Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. FY 2017 BUDGET WORK SESSION** (Town Council) (pgs. 3-10)
 - a. Discussion of General Fund
 - b. Discussion of Special Parks and Recreation Fund
 - c. Discussion of Water Fund
 - d. Discussion of Wastewater Fund
 - e. Discussion of Capital Improvement Program (All Funds)
 - f. Tax Rates, Utility Rates, Other Taxes/Rates
- 4. AMENDMENT/REVIEW OF UPCOMING BUDGET SCHEDULE** (Town Council) (pg. 11)
- 5. ACTION ITEMS**
 - a. Extension of Fireman's Field Lease Agreement* (R. Lohr) (pgs. 13-28) (Motion pgs. 15-16)
- 6. CLOSED MEETING*** (pgs. 29-31) (Motion pgs. 30-31)
 - a. To consult with legal counsel regarding the wrongful death lawsuit filed by Sierra against the Town.
 - b. To consult with legal counsel regarding the HVAC system at Town Hall.
- 7. APPROVAL OF MEETING MINUTES** (Town Council) (pgs. 33-52)
 - a. January 19, 2016 Town Council Budget Work Session
 - b. March 8, 2016 Town Council Meeting

8. ADJOURNMENT

***Roll Call Votes**

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 DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.



#3

**PURCELLVILLE TOWN COUNCIL
SPECIAL MEETING / BUDGET WORK SESSION
TOWN HALL COUNCIL CHAMBERS**

MARCH 29, 2016, 7:00 PM

ORDER OF BUDGET TOPIC DISCUSSION

- 1. BUDGET UPDATE (Lohr/Davis/Krens)**
- 2. OVERVIEW OF ENHANCEMENTS (Pages 13-15) (Davis)**
- 3. GENERAL FUND DISCUSSION**
 - a. **Administration (Pages 96-99)**
 - i) Revenue
 - ii) Expenditures
 - iii) Enhancements
 - b. **Finance (Pages 100-102)**
 - i) Revenue
 - ii) Expenditures
 - c. **Information Technology (Pages 103-104)**
 - i) Revenue
 - ii) Expenditures
 - d. **Police (Pages 105-108)**
 - i) Revenue
 - ii) Expenditures
 - iii) Enhancements
 - e. **Public Works Admin, Capital Engineering, and Maintenance (Pages 109-115)**
 - i) Revenue
 - ii) Expenditures
 - iii) Enhancements
 - f. **Community Development (Pages 116-120)**
 - i) Revenue
 - ii) Expenditures
 - g. **Tax Rates, Utility Rates, Other Taxes/Rates**
 - h. **Other (if needed)**

This page intentionally left blank

**Town Manager's FY 2017 Proposed Budget
Master List of Questions/Answers
From Council Members**

Responses Provided March 24, 2016

GENERAL FUND

**Question: Is there any way to reduce BPOL for a new business in Town during its first year?
(3/13/16 Vice-Mayor McConville II)**

Answer: Most likely, yes, we could offer new businesses opening in Purcellville a License Tax exemption for up to 2 years under Code of Virginia § 58.1-3703(D). However, unless we do so across the board for all such new businesses, then "how" we do it will require a fair amount of staff time to consider. It is also worth noting that the Business License is typically one of the lesser fees that a business incurs and may not be sufficient to serve as a true incentive for a new business. Council should consider the revenue impact of this decision. Staff could provide more details regarding number of new businesses each year but it would be difficult to provide a good estimate of revenue loss as gross receipts vary dramatically across businesses. Many new businesses pay somewhere between the minimum charge of \$20 and \$200. However, this exemption could result in loss of revenue between \$20,000 and \$100,000 if it was a high gross receipt business such as a grocery store or developer. Should Council wish to discuss development of a larger economic development "incentive" program, staff would be able to prepare information for a future Council meeting.

SPECIAL PARKS/REC FUND

Question: Should TC have moved some of the GF fund balance to Parks and Rec when that fund was created? (3/15/16 Council member Lehr)

Answer: Parks and Rec is a Special Revenue Fund and a sub-fund of the General Fund created by Council's legislative action to establish the Fireman's Field Service Tax District, Chapter 74, Article VIII. This ordinance specifically requires: *"...The treasurer shall collect such special taxes levied within the district in the same manner as other town property taxes are collected. All taxes levied and collected pursuant to this article shall be kept in a separate fund and used to pay the costs of construction, installation maintenance and operation in connection with Fireman's Field, parks, recreational and cultural properties, including without limitation: (i) the acquisition and maintenance of real property and the acquisition, construction and maintenance of any improvement thereon; (ii) the acquisition and maintenance of equipment and other personal property devoted to the operation of such facilities; (iii) the payment of operational costs for the activities conducted at such facilities; (iv) the preservation of the Bush Tabernacle and other structures/facilities located at Fireman's Field. The tax rate adopted by the town council, which may be amended, shall be set forth on a schedule attached to this Code, and incorporated as if fully set forth herein..."*

Therefore, Council may take action to move or recognize additional revenues **into** the Park and Rec fund (ie: from General Fund reserves, event fees, rent on property, etc.); however, Fireman’s Field Service Taxes levied and collected pursuant to the this ordinance may not leave the Parks and Rec fund nor be used for any purposes other than those specifically named in the ordinance. As such, it makes sense to leave the fund balance in the General Fund to provide maximum flexibility and not restrict its future use to only Parks and Rec needs.

UTILITY FUNDS

Question: Would like to see rate impact from MFSG for baseline plus Warner Brook alone (no Kline). (3/15/16 Council member Lehr)

Answer: Staff is working with MFSG to develop this information.

Question: Can Town waive availabilities? Are there bond covenants or other restrictions? (3/15/16 Council member Lehr)

Answer: To be provided in a future response.

Question: Is there a way to model how many homes or businesses utility funds need to be self-sufficient? (3/15/16 Mayor Fraser)

Answer: Staff is working with MFSG to develop this information.

Question: Can Meals Tax be used to support utilities? (3/15/16 Mayor Fraser)

Answer: Staff is researching the legality of this option. Nonetheless, it is important to note that both MFSG and Davenport agree that this is not a best practice. Enterprise funds are intended to be “self-sustaining” without support from other revenue streams. Additionally, any Meals Tax revenues diverted to an enterprise fund leaves a loss of revenue in the General Fund, which must result in reduction of expenditures or increase of other General Fund revenues.

Question: Can the water and sewer enterprise funds be combined? (3/15/16 Mayor Fraser)

Answer: This is not recommended. Last year, staff checked with bond counsel (Chris Kulp, Hunton and Williams), auditor (Matt McLearen, Robinson, Farmer, Cox Assoc.) and the utility rate consultant (David Hyder, MFSG). The auditor did not advise this approach as some creditors (USDA, VRA) require separate accounting of utility funds and this approach would impair Town’s ability to adequately track system costs to support rates. Bond counsel could find no restrictions with Town’s current bonds but may be a problem for future loans. MFSG’s response is detailed in Attachment 1. Staff’s recommendation is to continue with two separate enterprise funds to (1) ensure adequate tracking of system costs in order to defend the Town’s

separate water and sewer user and availability rates, and (2) ensure cash reserves collected from availability payments are properly used to support debt or future capital projects.

Question: In years past, we have received a grid that showed the cost of water/sewer for the other municipalities. Can we have a copy of last year's and a copy with their new rates? (3/17/16 Council member Lehr)

Answer: Please remember most of the neighboring jurisdictions have a number of their customers paying out of town rates which are accounted for in the equation. Proposed rate increases for this fiscal year were not obtained from these jurisdictions, but even with the slight increase to the Town's rates, you will see we are highly competitive and lower than the average rate of most municipalities. Round Hill rates have been added to this response. (Water and sewer fees comparison table for the Town of Purcellville and surrounding jurisdictions sent to TC 3/15/16 – Provided again as Attachment 2).

Hyder/MFSG's detailed response 6/15/15- Town of Purcellville Water and Sewer Funds

What accounting or usage data do you need to analyze the Town's user fees and recommend water and sewer rates? - To calculate separate water and sewer rates ideally we have an accounting of actual expenses and budgets by service type. It is possible to make some assumptions related to the total expenses (i.e. 40% are water / 60% are sewer) if funds are not split but this does not provide the same level of accuracy in rate determination. Metered water use is used for billing the water and sewer variable charges. To account for the fixed charges we maintain the number of water and sewer customers separately (both inside and outside the Town).

Do you need separate data for water and sewer activities? - I believe it is in the best interest of the Town to maintain separate data so that water and sewer rates can be calculated with a reasonable level of precision, otherwise blanket assumptions would need to be made.

Are there legal requirements that dictate the manner in which utility rates are set? If so, please site the code sections? I do not believe there are actual sections of the VA code that stipulate how water and sewer rates must be set for municipalities. The VA Authorities Act does provide guidance (section 15.2-5136. Rates and charges), however I don't believe this applies to Towns and Cities. In general, based on case law the overachieving guidelines have been that rates must not be arbitrary and capricious. There must be a rational basis for the charges. Under this guidance it would be possible to set rates with one fund as long as there was a realistic and rational basis used to split the total costs into water and sewer so that the rates can be calculated. However combining the funds into one opens up the door for potential challenges, particularly if the Town serves customers that receive only water or only sewer service.

What specific accounting or usage data do you need to recommend user fees or availability fees? Availability fees are based on capital costs, so the book value of water system assets and book value of sewer system assets would be used along with current and projected capital improvement plans. It would be important to maintain separate accounting of water and sewer assets and capital plans for the determination of availability fees.

Can this data be combined or does it need to be collected specific to water or sewer activities? I believe it would be in the best interest of the Town to track water and sewer activities separately for the purposes of availability fees. There must be a rational nexus between the availability fee charged and the service provided. If there is ever an instance were a new customer only has to pay for water or sewer availability fees they could challenge that they are overpaying if the basis for the fees cannot be provided clearly.

Do you need a separate accounting of debt service for water and sewer related projects to set either user and/or availability rates? Yes in both instances to defend the user rates and availability fees it would be beneficial to have both water and sewer debt service broken out. If it is not some assumption would need to be made regarding a split so that the rates and fees could be calculated.

Can cash reserves collected from specific water or sewer availability payments be used to support the activities of either funds? In other words, can reserves collected from availability fees be used to pay for debt associated with either fund? - We tend to take a pretty conservative view on this one. Since an availability fee is a form an impact fee, case law has shown that there needs to be a direct relationship between the fee and the benefit provided to the individual paying the fee. As such, if a customer paid a certain amount in water availability fees and they were used to retire sewer system debt they could argue that their funds were not used to appropriately. While this is most likely a long shot it would open the Town up to the potential for challenge.

Are you aware of any lenders that require a separate accounting for water and sewer activities? No I am not. From a rating agency and lenders perspective I don't believe they really care as long as revenues are sufficient in total to meet any coverage requirements. They will typically look at it as one system.

To set separate rates for water and sewer service, we would have to have some means to allocate costs between the two systems? The alternative would be to charge one rate for water and sewer service which I believe would cause all kinds of problems. Last thought is that the Town has an aggressive water conservation rate structure. In the long run the goal is to get customers to conserve water so that you can keep your water system costs under control (i.e. there is a direct link between the water rates and the water system costs). If you combined the systems the water rate structure could potentially be harder to defend. As the Town's rate consultants we would strongly recommend that the Town continue to track and account for the water and sewer systems separately.

Comparison of the Water & Sewer Fees at Current Rates Based on Town's Average Use of 9,000 gallons

Town	Water Tiers	Water Rate /1000 gal	Sewer Tiers	Sewer Rate /1000 gal	Out of Town Water	Out of Town Sewer	Fixed fee Water	Fixed fee Sewer	9000 Gallons Water	9000 Gallons Sewer	Total Bill
Hamilton	1-8K	\$5.60	1-8K	\$7.65	\$7.65	\$7.65	\$19.00	\$13.00	\$74.73	\$83.27	
Hamilton	>8K	\$12.50	>8K	\$17.50	\$14.00	\$7.65			\$13.50	\$19.50	\$223.00
Middleburg	1-2 K	\$29.93	1-2 K	\$30.83	\$40.41	\$40.79			\$36.55	\$37.10	
Middleburg	>2 K	\$15.84	>2 K	\$15.10	\$23.69	\$22.42			\$147.51	\$139.86	\$361.02
Purcellville	1-5K	\$6.16	1-5K	\$13.78	\$12.32	\$27.56	\$15.00	\$15.00	\$45.80	\$139.02	
Purcellville	5-10K	\$8.21	5-10K		\$16.42				\$32.84		\$217.66
Berryville	1K or >	\$8.40	1K or >	\$17.00			\$5.00	\$15.00	\$75.60	\$153.00	\$248.60
Round Hill	1K or >	\$7.83	1K or >	\$9.06	\$11.74	\$13.60			\$100.73	\$116.68	\$217.41
Purcellville	1-5K	\$6.34	1-5K	\$15.19	\$12.68	\$30.38	\$15.00	\$15.00	\$46.70	\$151.71	
Purcellville	5-10K	\$8.46	5-10K		\$16.92				\$33.84		\$232.25

- Existing Hamilton Rates
- Existing Middleburg Rates
- Existing Purcellville Rates
- Existing Berryville Rates
- Proposed Round Hill Rates
- Proposed Purcellville Rates



#4

**PURCELLVILLE TOWN COUNCIL
SPECIAL MEETING / BUDGET WORK SESSION
MARCH 29, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

CALENDAR OF BUDGET MEETINGS

- ~~— January 19, 2016 — Pre-Budget Work Session~~
- ~~— March 8, 2016 — Public Hearing on Proposed Real Estate Tax Rates~~
- ~~— March 15, 2016 — Budget Presentations~~
- **March 29, 2016 Budget Work Session**
- **March 31, 2016 Budget Work Session**
- **April 5, 2016 Budget Work Session**
- **April 12, 2016 Public Hearing on Budget, Other Taxes and Fees
Approval of Real Estate Tax Rates**
- **April 14, 2016 Budget Work Session**

- **Future Budget Work Sessions/Meetings TBD**

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #5

SUBJECT: Extension of Fireman’s Field Lease with Loudoun County

DATE OF MEETING: March 29, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

SUMMARY and RECOMMENDATIONS:

The Town’s third amendment to the license agreement which allows the County to lease the stadium at Fireman’s Field is scheduled to expire on March 31, 2016. Staff recommends Town Council provide direction on whether to extend the lease/license agreement or proceed in another direction.

BACKGROUND:

The original lease was between Loudoun County Parks and Recreation and Purcellville Volunteer Fire Department and it was approved in April 1984. In 1995, the Fire Department granted an extension to the original lease until February 28, 2015. Under the original terms of this lease, the County did not pay the Fire Department an annual lease payment or compensation. It did include some renovations and other upgrades that the County was obligated to install during the period of lease.

In April 2008, the Town of Purcellville purchased all of Fireman’s Field which included the stadium and effectively inherited the existing lease. With the pending expiration of the first amendment in 2015, the Town staff met in February 2014 with County leadership and the Department of Parks and Recreation to discuss the County’s interest in remaining at the facility and the terms for an upgraded license/lease agreement. As discussions continued and the Town requested the County to put a place holder in the budget for rent, the Town and County entered into two additional extensions which were dated February 2015 and July 2015. The purpose for these extensions were to give the Town and County time to further discuss the future of the facility and work out a potential agreement that would be suitable to all parties. After multiple meetings and telephone calls, Town Council put it on the October 27, 2015 agenda to explore options with the County considering a takeover of Fireman’s Field or purchase of assets at that location. A letter was sent to the County

Administrator on November 9, 2015 requesting the County to study and fund options for purchasing Fireman's Field or entering into a capital lease/purchase agreement in the upcoming budget. A copy of this letter is included under Attachment I.

ISSUES:

The current third extension expires on March 31, 2016 and the Town had not heard any formal feedback from the County until we received a letter that has been included under Attachment II. At this point, the County appears unwilling to provide any lease or compensation to the Town on an annual basis as they do not feel that the investment in Fireman's Field is needed under their current business plan and resources that are available for baseball facilities in Western Loudoun. While they are willing to remain at the site under the existing terms which requires them to maintain the facilities but not pay the Town any rent or compensation, it appears at this time that they are unwilling to expand their financial participation. On the flip side, the Town of Purcellville has invested over \$6,000,000 into the facility and currently has debt service of approximately \$286,000 per year. Our existing remaining outstanding debt service is approximately \$3,630,864. With the exception of the lease agreement with the Tabernacle, the majority of the revenue for the Parks and Rec Fund is generated by the 3.5 cent Special Recreational Tax District that overlaps our entire community. Based on the debt service and maintenance cost for all for all of the parking lot and outside facilities, the Town is struggling to find alternative revenue sources that will help reimburse the Town for our operational costs outside of charging our residents and businesses this additional special tax assessment.

BUDGET IMPACT:

Over the last several years, the Town had expected to be able to work out an agreement with the County at a minimum that would have generated \$75,000 to \$85,000 per year in a lease payment which, coupled with our concessionaire agreement at the Tabernacle, would have picked up approximately fifty percent of our debt service at Fireman's Field. Unfortunately, with the County not interested (to date) in acquiring our assets or paying a rent on the Fireman's Field complex, the Town has had to put this burden on our residents and businesses through the form of a special tax district. On the flip side, if the County chose to no longer occupy this facility and the Town was responsible for operating it, we would have to ramp up not only our capital budget but also our staffing which would put an initial fiscal burden on our tax district to make sure that we had the equipment, staffing or contracts in place to maintain this property. In addition, we would be competing against the County since they would attempt to move many of the leagues and events to other venues that they currently operate which could potentially impact the amount of income that we could attract from certain tournaments and programs.

MOTIONS/OPTIONS:

- Agree to either a fourth extension of our existing license agreement or a proposed new agreement which would allow for all of the existing terms to remain in place and allow the County to continue to continue operating their programs at Fireman's Field through December 31, 2016. This would allow all of the existing scheduled programs such as the American Legion Tournaments, Babe Ruth, Purcellville Cannons and Upper Loudoun Youth Football to play at Fireman's Field as the Town and County continue to discuss options and alternatives in order to make this partnership mutually beneficial to both parties from both an operational and financial standpoint. This would result in minimal interruption to the Town and County constituents that use this facility.
- The Town and County could enter into a longer term agreement where both organizations acknowledge that the County will not be paying any money but will be responsible for all capital costs and expenditures and a list of capital expenditures that need to be replaced within the lease area will be identified and this will be the County's equivalent payment for the lease. This would potentially look at a five to ten year lease with the County and the Town would continue to pay all the debt service and operational costs outside of the building through the Fireman's Field Tax District. The original lease with the Fire Department required installation of lighting, fencing, upgrades and other capital investment repairs that had been completed early in the lease but at this point there has not been any major capital investment to the field components over the last several years.
- Based on the letter that we received from the County, there appears to be no interest at this point to either lease/purchase or acquire the entire Fireman's Field complex for a County facility. As a result, this negates the Council's requested review that we submitted in the November 9, 2016 letter. With the County not interested in acquiring the facility and if the Town residents desire to reduce or eliminate the tax district, the Town is forced to consider the potential sale of this property to another public or private entity and it would require the Town placing it on the market with a broker to test interest in acquiring the facility by outside groups.
- The Upper Loudoun Youth Football League has expressed interest in installing either artificial turf for a multi-sports complex which would still allow baseball or a rectangular field which would allow for sports to be played on the complex twelve months of the year rather than the current six months. At this point, the daily maintenance and operational cost is expensive for maintaining the grass field, and it

involves six months of dormant time due to wet weather. An artificial rectangular turf field could accommodate football, lacrosse, field hockey and soccer year round. The Town could generate revenue year round at this facility using a similar business model that is used in private sportsplexes throughout the county and region. Under this potential agreement, the football league would install the field and have priority use at no charge during the period of September through November. The Town would be able to lease out the field for events, tournaments and practices on the remaining nine months of the year. It is estimated that revenue generated from this type of lease and use could range between \$100,000 and \$200,000 per year. Coupled with our concessionaire lease at the Tabernacle, the Town could pay for the debt service and additional capital projects at Fireman's Field without raising taxes.

- The Town would take over operations at Fireman's Field either through staffing or contract services and continue to provide recreational opportunities to our youth in addition to special events and programs that would hopefully generate income to help cover the maintenance costs and contribute towards debt service and capital projects.
- The taxpayers of Purcellville would request the Town to remain owners of the property and express a willingness to pay not only current but future costs to make sure that this facility is owned and operated by the Town of Purcellville. The Town would then have the ability to maintain or raise the current tax to cover any cost while either running it with Town resources or continuing to contract with the County to handle the maintenance while realizing that we would get not additional lease or payment income from the County.

ATTACHMENTS:

1. Letter to County from Town - November 9, 2015
2. Letter from Loudoun County Administrator to Town – March 16, 2016
3. Current Lease and Third Amendment

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Town Attorney
Sally G. Hankins

Chief of Police
Cynthia A. McAlister

Department Directors
Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Hooper McCann, Administration

November 9, 2015

Tim Hemstreet
County Administrator
Loudoun County, Virginia
PO Box 7000
Leesburg, VA 20177-7000

Mr. Hemstreet:

Thank you for the opportunity to request funding from Loudoun County as part of the County's Capital Improvement Program (CIP). At its October 27, 2015 Council Work Session, the Purcellville Town Council voted (5-2) to direct the Town Manager to work with the County on a possible sale of the Fireman's Field/Bush Tabernacle property to the County. In short, we propose two options for your consideration, which will be discussed in more detail below. First, we propose an outright purchase of the property by Loudoun County, in which case the County will take over immediate ownership at the time of purchase. Alternatively, we propose a capital lease-purchase arrangement, whereby the County would spread payments to the Town over a longer period of time and would assume ownership at the end of this payment arrangement.

The Town of Purcellville recognizes the importance of Fireman's Field to the community. It has been a resource for local sports, recreation, and community activities for decades. In 2006, the Town of Purcellville purchased the property from the Purcellville Volunteer Fire Department for \$1,700,000, and since that time the Town has invested over \$4,337,000 into the fields and Bush Tabernacle. The County has and continues to be a significant partner in this property, investing capital funds and maintenance costs to support the activities on the ballfields.

The Town's primary goal is to ensure that Fireman's Field and Bush Tabernacle remain public amenities with access to local leagues, groups, tournaments, and the public. Residents and the Council have been clear that this property is one of the hallmarks of our community.

Nonetheless, the Town's ability to continue supporting these fields, ongoing maintenance, and operations is limited. It is for this reason that Council directed us to work on options to negotiate a sale to the County.

The first option is to sell the property to the County outright. The Town's request on this option is that the County program the purchase of the property in the FY 2017 CIP at the amount of \$5,200,000. This option is the quickest and immediately removes this financial burden from the Town's budget for FY 2017 and beyond.

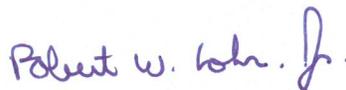
The second option is to develop a capital lease-purchase agreement in which the County contributes a share of capital funding to the Town for the next 10-15 years, at which time the County would assume ownership of the property. Although it would require additional time to develop an agreement, this arrangement might be beneficial to both parties. It reduces the immediate funding request from the Town to an amount that may be easier for the County to assume beginning in FY 2017. It also gives the Town additional time to work with residents and partners to prepare for the transition of the property to the County. For this option, at a 10 year lease-purchase, the Town requests \$540,000 per year (total \$5,400,000), or for a 15 year lease-purchase, the Town requests \$375,000 per year (total \$5,625,000).

The Town recognizes that the County is seen as the *de facto* owner of the property by many in the community, as the field scheduling and maintenance is already handled by the County. There would be little direct impact to the community in either of these arrangements.

The Town also notes that certain details about parking and Town events would need to be considered as part of any purchase agreement, as would details about access to local leagues and continuation of the concessionaire at the Bush Tabernacle. We appreciate your recognition of our ongoing obligations and needs in these areas.

Thank you for the opportunity to make this formal request to the County. As you present this to your Board as part of the FY 2017 Budget, we will be prepared to provide additional information or respond to any questions that may arise.

Sincerely,



Robert W. Lohr, Jr.
Town Manager
Purcellville, VA

ATTACHMENT



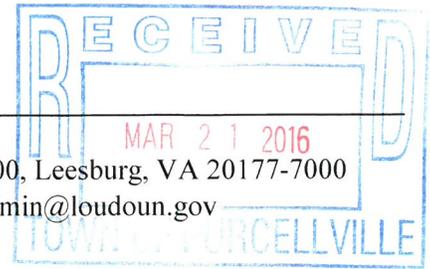
Loudoun County, Virginia

www.loudoun.gov

Office of the County Administrator

1 Harrison Street, S.E., MSC #2, 5th Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0200 • Fax (703) 777-0325 • coadmin@loudoun.gov



March 16, 2016

Robert W. Lohr, Jr., Town Manager
Town of Purcellville
221 South Nursery Avenue
Purcellville, VA 20132

Re: Fireman’s Field

Dear Mr. Lohr:

I am writing in response to the Town of Purcellville’s request for a status update regarding possible County funding for either the lease or purchase of Fireman’s Field. The Town had requested that the County consider acquiring Fireman’s Field from the Town via either of these mechanisms. Our staff analysis of the Town’s request indicates that the County does not have an operational need for Fireman’s Field. Therefore, I was not able to recommend the acquisition of this facility for funding in the proposed FY17 Capital Improvement Program budget.

As you know, the County’s current lease with the Town expires on March 31st, 2016. At this point, it is unknown if the Town will extend the lease beyond that date. The County has enjoyed the long standing and mutually beneficial relationship with the Town of Purcellville and prior to the Town’s ownership of Fireman’s Field, with the Purcellville Volunteer Fire Department. At this time, staff has developed a plan, should it become necessary, to redirect all league and individual team use from Fireman’s Field starting April 1, 2016.

I have asked staff from the Department of Parks, Recreation and Community Services (PRCS) to reach out to you next week to discuss whether or not the Town desires to continue our long standing relationship at this facility. We are prepared to discuss continuing our relationship substantially as it exists today. Alternatively, we are also prepared to discuss the handover of the facility back to the Town should that be your decision.

Additionally, as you are aware, there are two scheduled activities that are not league related. One is the Collegiate Baseball Tournament on May 6-8, 2016 and the other is the Purcellville Cannons who are scheduled to play their 21 home games at Fireman’s Field this summer beginning in June. PRCS staff would like to discuss with you how we can work together to ensure these events occur without disruption as both of these are considered beneficial to the County and the Town. Finally, PRCS staff would like to discuss with you the process you would like us to follow or who to contact if we receive requests from the public for future use of the facility.

Letter to Rob Lohr
March 15, 2016
Page Two

I would like to thank you again for the long standing partnership between the County and Town. The County looks forward to continuing to work collaboratively with the Town to provide recreational opportunities for the citizens of County and the Town.

Sincerely,



Tim Hemstreet
County Administrator

Cc: Board of Supervisors
Robert C. Middaugh, Assistant County Administrator
Steve Torpy, Director, PRCS

THIRD AMENDMENT TO THE LICENSE AGREEMENT

By mutual agreement, the Lease dated March 4, 1984, as subsequently amended (collectively the "Lease"), concerning Fireman's Field, 250 South Nursery Avenue, Purcellville, Virginia 20132 (PIN 488-27-5623), between THE TOWN OF PURCELLVILLE ("Lessor") successor in interest to the Purcellville Volunteer Fire Department, Incorporated and the BOARD OF SUPERVISORS OF THE COUNTY OF LOUDOUN, VIRGINIA (the "County" or "Lessee") (collectively, the "Parties") is hereby amended as follows, effective on the date of the last of the signatures below.

- 1. By Deed Dated April 29, 2008, recorded among the land records of Loudoun County, Virginia, Instrument Number 20080501-0026432, The Town of Purcellville is the Owner and Landlord of the Premises that is the subject of the March 4, 1984 Lease.
- 2. This Lease shall be extended for eight (8) months, from August 1, 2015 through March 31, 2016.

In all other respects, the terms and conditions of said Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures:

LESSEE:

BOARD OF SUPERVISORS OF THE COUNTY OF LOUDOUN, VIRGINIA

By: [Signature]

Name: ERNEST BROWN
Title: Director of General Services

Date: _____

LESSOR:

TOWN OF PURCELLVILLE

By: [Signature]

Name: Robert W. Lohr, Jr.
Title: Town Manager

Date: July 28, 2015

APPROVED AS TO FORM:

[Signature]
Kenneth M. Golski 7/21/15
Assistant County Attorney
County of Loudoun, Virginia

This lease agreement made and entered into this _____ day of _____, 19_____, by and between the County of Loudoun in Virginia (Department of Parks and Recreation), Lessee and Purcellville Volunteer Fire Department, Lessor.

WITNESSETH:

1. The lease agreement shall cover the premises known as Purcellville Fireman's Field in Purcellville, Virginia, less the skating rink, picnic area and little league field, but including the concession stand, maintenance storage shed, and football press box.
2. The term of this lease shall be 120 months beginning on November 1, 1984 and ending on October 31, 1994. The Lessee shall have complete control of scheduling the premises mentioned in paragraph 1 during the term.
3. The Lessee agrees to lease the large ballfield, concession stand, and storage area for no rent or cost. The Lessee shall incur maintenance cost for the large ballfield lights and concession stand due to breakage from ordinary usage. The Lessor will not be responsible for damage incurred by act of God.
4. The Lessee shall replace lights and will be responsible for paying the electrical bill for the lights during said term mentioned in paragraph 2. The electric bill will be placed in the name of the County of Loudoun for billing purposes.
5. The Lessee agrees to mow and maintain the large ballfield and area enclosed within the outer chain link fence.
6. The Lessee shall be responsible for running the concession stand for all events and may lease the use of the concession stand to other groups who use and rent the field.
7. The Lessee is responsible for policing the parking lot for trash and debris; for maintaining and keeping the bathrooms in good working condition; for clean-up of leaves; for maintenance of the grounds including trimming of tree limbs within the chain link fenced area.
8. The Lessee will honor agreements for this term made between the Purcellville Fire Department and community organizations for the use of the field for special events or activities. Community groups who in years past have not used the field, must contact the Lessee to make arrangements for the field's use for the term of the lease. Lessor will provide a list of organizations to use the field each year.
9. The Lessor will be responsible for scheduling the picnic area and is responsible for trash pick-up in that area.
10. The Lessor will lease for no charge the following items to the Lessee for use at their discretion: 1 popcorn machine; 1 ice cream cabinet; 1 Hotpoint refrigerator; 2 tables; 1 electrical heater.
11. The Lessee to install new ballfield lights as per Loudoun County Parks & Recreation proposal to the Lessor. To be installed before December 1, 1985. (Proposal attached).
12. If the Lessor terminates the Lease before the term expires, the Lessor would be responsible on the following basis:
 - 1st year to 2.5 years - 100% of total capital cost
 - 2.5 years to 5th year - 75% of total capital cost
 - 5th year to 7.5 years - 50% of total capital cost
 - 7.5 years to 10th year - 25% of total capital cost

13. If the Lessee breaches the agreements of this contract there will be no cost to the Lessor. Either party may terminate this lease, by notifying the other party in writing at least ninety (90) days in advance.

14. The Lessee will be charged for water usage during the term mentioned in paragraph 2.

15. The Lessor shall not be liable to the Lessee or any other person for the loss or damage suffered during the lease on account of any defective condition or depreciation of the leased premises or any building, structure, or equipment upon leased premises resulting from the negligence of the party due to potential defects in the leased premises and fixtures thereon, during the term of this lease.

16. The Lessee may change the locks on the concession stand, maintenance shed and gates provided the Purcellville Fire Department representative is given a set of keys.

17. A Board of Arbitration will be formed, two representatives from the Lessor, two from the Lessee, and one outsider chosen by both parties.

18. Any capital improvements to be made in the area mentioned in the lease, the Lessee will notify the Lessor in writing at least fifteen (15) days in advance.

Signed _____
Date _____
President _____

APPROVED AND ACCEPTED BY AND FOR THE COUNTY OF LOUDOUN, VIRGINIA
IN BEHALF OF THE DEPARTMENT OF PARKS & RECREATION.

Signed _____
Chairman, Board of Supervisors
Date _____
Signed _____
County Administrator

Approved as to form: Date _____
Signed _____
Director, Parks & Recreation

Approved as to form: Date _____
Signed _____
Director, Account & Purchasing

Date _____
Signed _____
County Attorney

PROPOSAL

The County of Loudoun will install Mercury Vapor Metal Halide Lights (36) at the Purcellville Fireman's Field. The County will be responsible for all cost for the new lighting system, such expenses as wiring, new service, installation, the light units and maintenance of the system. The County will accept responsibility for all cost and liability.

AMENDMENT TO LEASE AGREEMENT

THIS LEASE AMENDMENT is made and entered into effective this ___ day of _____, 1995 by and between the Purcellville Volunteer Fire Department (Lessor) and the County of Loudoun (Lessee).

W I T N E S S E T H :

WHEREAS, on March 4, 1985 the Lessor did lease to Lessee a portion of that certain parcel of real property and selected improvements known as Purcellville Firemans Field in Purcellville, Virginia for a term of 15 years (to terminate February 28, 2000) and,

WHEREAS, the parties wish to amend said Lease to extend the term thereof in return for certain improvements to be made to the premises by Lessee, now therefore:

IN CONSIDERATION of the mutual promises and covenants herein, the parties hereto agree as follow:

1. Lessee agrees to construct, at no expense to Lessor, an improved concession building upon the premises and to pay all utility expenses incurred in the operation thereof.
2. Lessor agrees to extend the term of the lease to expire on February 28, 2015, subject to its right of termination in paragraph 13 of the original lease.
3. Should the Lessor exercise its option to terminate the lease prior to 2015, it agrees to reimburse the Lessee for the construction cost of the concession building pursuant to the following formula:

2015 - (Calendar year ending February 28 during which lease is terminated) ÷ 20 × cost of improvement = Reimbursement

Ex. 1: Lease is terminated by Lessor in the year 2001. Assume cost of capital improvement is \$45,000.

$$2015 - 2001 = \frac{14}{20} \times \$45,000 = \$31,500$$

Ex. 2: Lease is terminated by Lessor in the year 2014. Assume cost of capital improvement is \$45,000.

$$2015 - 2014 = \frac{1}{20} \times \$45,000 = \$2,250$$

4. Lessee is to carry insurance protection for the period the lease in an amount not less than \$1,000,000 for personal injury and property damage claims arising as a direct and proximate result of County use of the subject property. At the request of the Lessor, the Lessee shall provide a current certificate of insurance evidencing this protection.
5. Paragraph 15 of the lease dated March 4, 1985 is deleted in its entirety.
6. The ballfield lighting presently installed on the premises by the Lessee shall be deemed the property of the Lessor as of the date of the final execution of this amendment notwithstanding the pro rata provisions of the March 4, 1985 lease.
7. Lessee shall replace the transformer which operates the outdoor lighting referred to in paragraph 6 hereof no later than four years from the final execution of this amendment.

- 8. Lessee shall replace the chain link fence presently surrounding the leased premises no later than 10 years from the date of the execution of this amendment. Should Lessor terminate the lease following installation of the new fence but before the end of the term, the Lessee shall be reimbursed for a portion of the cost of said fence on a pro rata basis.
- 9. The construction of all above-mentioned improvements are contingent upon approval of funding by the Board of Supervisors for the fiscal year in which said construction is contemplated.

The terms and conditions of the March 4, 1985 lease agreement shall remain in full force and effect except as specifically amended or supplemented herein.

IN WITNESS THEREOF the parties have tendered their signatures below:

PURCELLVILLE VOLUNTEER
FIRE DEPARTMENT

Signature: Henry Smallwood
Name: Henry Smallwood
Title: President

COUNTY OF LOUDOUN, VIRGINIA

Signature: Jay Snyder
Name: Jay Snyder
Title: Assistant Director for
General Services

AUGUST 3, 1995

APPROVED AS TO FORM:

John F. Carlton Jr.
John F. Carlton, Jr., Esq.
Assistant County Attorney

STATE OF VIRGINIA

COUNTY OF LOUDOUN, to-wit:

The foregoing instrument was acknowledged before me this 31st
day of July, 1995, by Kerry Smallwood.
Christina Wilard
Notary Public

My Commission Expires: 10-31-95.

STATE OF VIRGINIA

COUNTY OF LOUDOUN, to-wit:

The foregoing instrument was acknowledged before me this 3rd
day of August, 1995, by Joy Snyder.
Jeanette J. Newde
Notary Public

My Commission Expires: 7/31/97.



STAFF REPORT
ACTION

Item #6

SUBJECT: Closed Meeting

DATE OF MEETING: March 29, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the motions and resolution pertaining to the closed meeting.

ATTACHMENT(S):

1. Closed Meeting Motions
2. Resolution 16-03-03

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

“As authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to consult with legal counsel employed or retained by the public body and to receive briefings from staff about actual or probable litigation concerning the Heating, Ventilation, and Air Conditioning system in Town Hall, because such consultation and briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body.

The following individuals are requested to attend this closed meeting:

- 1) All Town Council members
- 2) Robert W. Lohr, Jr., Town Manager
- 3) Danny Davis, Assistant Town Manager
- 4) Sally Hankins, Town Attorney
- 5) Jeff Gilmore, Akerman LLP (via conference call)
- 6) Alex Vanegas, Director of Public Works”

And;

As authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to consult with legal counsel employed or retained by the public body concerning the following specific legal matters that require legal advice:

- (i) Wrongful death lawsuit filed by Sierra against the Town

The following individuals are requested to attend this closed meeting:

- 1) All Town Council members
- 2) Sally Hankins, Town Attorney
- 3) Robert W. Lohr, Jr., Town Manager
- 4) Danny Davis, Assistant Town Manager”

MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

“I move that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.”

MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING

“I move that the Purcellville Town Council adopt Resolution 16-03-03 certifying the closed meeting of March 29, 2016.”

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Melanie Fuller



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

www.purcellvilleva.gov

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-03-03

PRESENTED: MARCH 29, 2016
ADOPTED: _____

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
MARCH 29, 2016**

WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

PASSED THIS _____ DAY OF _____, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk



STAFF REPORT
ACTION ITEM

Item #7

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: March 29, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the January 19, 2016 Budget Work Session and the March 8, 2016 Town Council Meeting for review and approval.

ATTACHMENT(S):

1. January 19, 2016 Budget Work Session Minutes
2. March 8, 2016 Town Council Meeting Minutes

MINUTES
PURCELLVILLE TOWN COUNCIL BUDGET WORK SESSION
JANUARY 19, 2016
TOWN HALL COUNCIL CHAMBERS

The regular meeting of the Purcellville Town Council was convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Joan Lehr, Council member
Karen Jimmerson, Council member
Patrick McConville, Council member
Doug McCollum, Council member

ABSENT: John Nave, Council member

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Alex Vanegas, Director of Public Works
Elizabeth Krens, Director of Finance
Connie LeMarr, Assistant Director of Finance
Hooper McCann, Director of Administration
Cindy McAlister, Police Dept.
Paula Hicks, Staff Accountant
Debbie Capitan, Budget Specialist
Diana Hays, Town Clerk

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

REVIEW OF UPCOMING BUDGET SCHEDULE:

Rob Lohr reviewed the upcoming important meeting dates and deadlines. Mayor Fraser asked via a question from a citizen when the Town stopped permitting citizens to voice budget concerns at budget meetings. Rob Lohr stated that the Town offers many of opportunities for citizens to speak to include Town Council Meetings and Public Hearings.

REVIEW OF FINANCIAL GRAPHS AND TREND DATA FY06-FY15:

Rob Lohr introduced the report. Liz Krens reviewed each graph provided with the agenda.

Mayor Fraser requested a breakdown of other revenue which totals almost \$900,000. Rob Lohr noted that the monthly reports provided by Finance show this in approximately ten to fifteen categories, however could provide that information to Council.

Liz Krens talked about the decrease in gas tax which lead to a discussion about how to save money to get that money back. Rob Lohr added that the Town will not see the savings on the reduction from the County and could see more of a shortfall this year.

Rob Lohr talked about the balloon payment due in 2021 and how the graph may change depending on restructuring of that debt which the Town will be discussing with the financial advisor.

Mayor Fraser requested to see when the wastewater treatment plan may need a significant upgrade. Rob Lohr stated that this would be discussed in the utility funds budget.

In regards to the water fund, Mayor Fraser noted that a detailed scenario analysis of creative solutions and impacts would be helpful to see as related to potential revenue sources.

Mayor Fraser asked if a stress test can be done to see at what number of availabilities the Town needs before a new water or sewer plant is needed. Council member Lehr asked about projections on availabilities as well as looking at what will happen if the rates stay as they are and add Mayfair and Catocin Corner in regards to the users, and if is there a point at the current rates that there is enough water going out without making upgrades to increase the recurring revenue. Rob Lohr added he believes there will be a small margin of profit for every thousand gallons sold which needs to be shown on paper.

In regards to the Structural Balance in the Water Fund, Mayor Fraser asked if money is being put aside for the balloon payment due in 2021. Rob Lohr noted that the money from current projects is being added in. Council member Lehr asked about 2022 when the monthly amount goes up about \$100,000 and asked if that is from a different loan. Liz Krens stated that is part of the restructuring loan. Council member Lehr asked if the \$1.4 million can be paid in cash using Mayfair money and not be restructured to pay down debt. Rob Lohr added this may be an option for consideration. Mayor Fraser requested that slide/page 34 show the number of homes and the number of commercial buildings that will get the Town to the price points in availabilities, etc. Rob Lohr added he believes that information will be provided in water and in wastewater.

SUMMARY OF ENDING POSITION FOR FY15:

Rob Lohr introduced the Summary of Results and noted the information was provided as information only at this time.

REVIEW OF TOP 3 PRIORITIES IN EACH DEPARTMENT:

Danny Davis noted that at the request of Town Council, the top three budget related needs from each department have been provided and noted that any previously approved expenditures are not showing as enhancements but are included in the base budget.

Danny Davis clarified that the Compensation Study is back in the budget because it was not started this year due to work load, and further summarized each of the departmental requests. Council member McCollum asked about the Transportation Plan and noted he believes that the comprehensive plan review, by Virginia code, requires that there be a Transportation Plan and asked if that will be rolled into the comprehensive plan review. Danny Davis noted that it is a separate analysis and not integrated into the comprehensive plan review. Council further discussed the Transportation Plan and what is included in the plan.

Mayor Fraser asked about a compensation study where organizations disclose compensation where it then becomes a comprehensive study and in return they agree to share the information. Mayor Fraser asked about working with NVRC, VML, etc. to do a similar study where the cost could be reduced. Danny Davis noted that this may be the direction the Town is trying to go.

In regards to the FYI 2017 proposed enhancements, Council member Lehr requested that expenditures, revenues, population, households and number of employees be added and if possible, businesses/licenses so that Council can see how the numbers have changed over the years. Rob Lohr stated he would work with staff to see if this would be an easy addition.

REVIEW OF SUBSTANTIAL REVENUE OR EXPENDITURE CHANGES GOING INTO FY16/17:

No additional comments.

QUESTIONS AND FEEDBACK FROM TOWN COUNCIL:

No additional comments.

ADJOURNMENT:

With no further business to discuss, Council member McCollum made a motion to adjourn at 9:38 PM. The motion was seconded by Council member Jimmerson and approved unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

**MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
MARCH 8, 2016
TOWN HALL COUNCIL CHAMBERS**

The regular meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member
Karen Jimmerson, Council member
Melanie Fuller, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Daniel Galindo, Senior Planner
Chief Cindy McAlister, Police Dept.
Melanie Scoggins, Events Specialist
Alex Vanegas (for closed meeting item)
Diana Hays, Town Clerk

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

PRESENTATIONS:

- a. Flutonic Harmonics® Flute Studio Flute Choir
- b. GFOA Budget Award

Liz Krens, Director of Finance, presented the GFOA award.

AGENDA AMENDMENTS/APPROVAL:

None

PROCLAMATIONS/RECOGNITIONS:

None

PUBLIC HEARINGS:

- a. Rezoning RZ15-01
- b. Comprehensive Plan Amendment CPA15-02
- c. Zoning Ordinance Text Amendment OA15-04

Mayor Fraser opened the three public hearings at 7:12 PM and granted speakers five minutes to speak. Daniel Galindo gave the staff presentation and stated the purpose of the ordinance text amendment is to bring the use, should it be rezoned into R-2, into compliance as transitional housing in that district. Daniel Galindo added that this would be a special use permit and a public hearing would be held. A definition has also been added for the use as well as the use being added to the use table, and there are two standards being proposed for the use which are provided in the agenda packet on page eighteen. Daniel Galindo added that staff is recommending approval of all three of the items which have also been approved by a 6-1 vote of the Planning Commission.

Council member McCollum stated there were three issues that the Planning Commission discussed: 1) why does the Town need to change the zoning from IP?; 2) was it appropriate for the Town to make the changes at the request of one party who may have indicated they want to reserve the right to sell in the future; 3) a Commissioner believes that the Commission needs to conduct more studies into the appropriateness of the rezoning.

Council member Lehr asked about transitional housing in other parts of Town and Daniel Galindo stated this would add it to R-2 and it was recommended it be added to IP as well, however would require a public hearing(s). Rob Lohr provided some history on the property.

Mr. Casey Chapman of 601 W. Main Street came forward and stated the rezoning for a town specific property prior to a comprehensive plan review which is what some members of Town Council have said and been resistant to the rezoning of properties or the change of definitions or text amendments within the Town code within the past 12 months. Mr. Chapman stated it seems for this since it is a Town owned property seems to be in a special category and asking for almost a special exception to the issue that Council has been pushing the entire time. Mr. Chapman added he is not opposed to the rezoning of the asset or selling property but noted it seems like the timing before the comprehensive plan review is different.

With no further comments, Mayor Fraser closed the public hearings at 7:22 PM.

d. Proposed Real Property Tax Increase

Mayor Fraser opened the public hearing at 7:23 PM and granted speakers five minutes to speak. Liz Krens gave the staff presentation and stated the purpose of the public hearing is to receive public comment on the proposed 2016 real property tax rate of 24 cents, an increase from the 2015 rate of 22 cents and the equalized rate was 22.2 cents. Liz Krens added that the 24 cent rate will be included in the Town Manager's proposed budget to be presented to citizens and Council on March 15.

Kelli Grim of Devonshire came forward and talked about the increase in debt and expressed her disappointment with not seeing a true breakdown of commercial and residential revenue. Ms. Grim talked about the increase in the Fireman's Field tax district of 17% and the justification for where that number came from.

Council had no comments and Mayor Fraser closed the public hearing at 7:28 PM.

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission

Chairman McCollum provided an update on the comprehensive plan review progress including participation and outreach. Chairman McCollum talked about the outreach that has been done so far and recognized Daniel Galindo, his staff, the consultant, and the Planning Commissioners for their efforts. Chairman McCollum added that the Planning Commission reviewed the subject matters on its agenda for 2016 and prioritized them with the first item being the comprehensive plan, and added a committee has been formed to work on environmental regulations and the stream and creek buffer in Article 14, steep slope standards in Article 13, and tree preservation requirements.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

Chairman Eamon Coy noted the PRAB has been assisting with getting the word out about the comprehensive plan update meetings, and added that Sandy Nave was elected to represent the PRAB on the comprehensive plan advisory board with Philip Rohrer as the alternate. Chairman Coy encouraged the Town Council and Planning Commission to consider engaging junior members in the process since they are the future of Purcellville.

Chairman Coy stated the Board is working on the Music and Arts Festival with three main stage acts and over 40 applications received for side stage acts. Chairman Coy thanked Liz Jarvis and the Arts Council for their ongoing participation and assistance.

d. Economic Development Advisory Committee

Council member Nave stated Jim Herbert attended the last meeting and talked about thoughts and plans for the property.

e. Purcellville Arts Council

Chairperson Jarvis talked about the Art in Town program and the pop-up galleries to fill empty retail spaces, as well as the draft guidelines put together for local businesses and artists to enable them to work together to place art in businesses around Town.

A new artist or two will have art on display at Town Hall at the end of the month which will run from April through June.

Chairperson Jarvis talked about the preview of Blue Ridge Middle School's *The Lion King* at the Train Station, which was well attended, and added the youth art month exhibit is on display at the Train Station by students at Harmony Middle School. Art from Blue Ridge Middle School students will be on display for the last two weekends of the month.

Chairperson Jarvis noted that the PAC will be coordinating the arts portion of the upcoming Music and Arts Festival, and added that Purcellville will be part of the artisan trail network which is a County-wide project being coordinated through Visit Loudoun's State of the Arts Committee.

Chairperson Jarvis stated that the PAC is helping to support the painted wine barrel project.

CITIZEN/BUSINESS COMMENTS:

Mayor Fraser granted each speaker five minutes.

Kelli Grim of Devonshire Circle talked about the Community Development report and asked Council to describe the properties and issues being talked about in the report because they are very non-descriptive and missing a lot of information.

Ms. Grim talked about the proffer bill that the Governor signed and the ramifications for small Towns and feels the Town needs to become proactive and see what is by-right throughout the community and how that could affect the Town.

Ms. Grim stated she was disappointed that the comprehensive plan survey did not make it into the water bill. Ms. Grim added that the date of the next meetings, March 19th, is the first day of spring break in the County and a lot of people will be out of Town.

Ms. Grim talked about the closed meeting and that Council member McConville and Council member Lehr have conflicts of interest in the issue whether it be the landlord or employer and added the conflict is very serious when it comes to public perception. Ms. Grim added that

Council has not talked about the issue of the zoning determination regarding a citizen being forced to bring a suite to stand for what is bringing harm to her property.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum talked about the Mayor's Stage Side Chat scheduled for March 9th at the Carver Center and concerns with only the Mayor interacting with attendees, and feels that the answers provided in the stage side chats only tell part of the picture and not equally valid views. Council member McCollum expressed concerns for Council members not being able to interact with attendees. Council member McCollum requested that the Mayor invite another Council member to join him in front of the meeting to address questions raised so as to the available perception and understanding in the community that while the Council members have different views on subject matters that Council is nevertheless a cohesive team.

Council member Fuller had no comments.

Council member Jimmerson stated that El Rancho is having their grand reopening Saturday, March 12th. Council member Jimmerson added she attended the Loudoun Grown Expo which was well attended. On February 24th, Council member Jimmerson stated she and the Mayor spoke with Allied Fiber about the possibilities of bringing fiber to Purcellville, and on February 26th both she and the Mayor were at the Nature Generation Environmental Games at Loudoun Valley and thanked Luck Stone for their support. Council member Jimmerson noted that on March 4th she met with Josh Shaw with Direct Source 360 which is a company that helps maximize services and decrease cost for telecom and IT spending and can assist the Town with the next generation of technology. Council member Jimmerson added that the developer of Purcellville Crossroads held a design charrette last week and attended with other Council members, and stated it is clear that the developer wants something different than the residents. Council member Jimmerson talked about the comprehensive plan and economic development.

Council member Nave stated that Jim Herbert attended the EDAC meeting and gave a presentation on the Warner property. Council member Nave added that this Sunday is the U.S. Capital Martial Arts competition, and stated he also attended the design charrette and noted the concern amongst people about the character of Purcellville. Council member Nave talked about the upcoming budget and the volleyball fundraiser.

Council member Lehr talked about the Loudoun Grown Expo and noted Phil Message did a great job putting it together. Council member Lehr stated she received a call from Eric Zicht in reference to Southern States and spoke with the architect and Daniel Galindo to talk about the appearance of the building. Council member Lehr noted she spoke with Brad Kline after the event and feels he is looking forward to putting something together that will be acceptable to everyone. Council member Lehr added today's PBA luncheon had a cyber security person speak and added she spoke with Brett Fuller, the President of the Purcellville Cannons, and they are really excited to be in Purcellville.

Vice Mayor McConville stated at the last PRAB meeting a lengthy discussion was held about the sports grants and thanked the PRAB for their efforts.

Mayor Fraser welcomed Council member McCollum onstage at the stage side chat and added he has encouraged each Council member to have their own meetings with residents. Council member McCollum accepted the invitation. Mayor Fraser stated he met with Stephen Renier, Program Manager of Vulcan Concrete who owns the oldest building in Purcellville, and requested a proposal from the Town for the building. Mayor Fraser added he would like to include the Arts Council and the Economic Development Advisory Committee in preparing a presentation to Vulcan. Mayor Fraser noted he met with Admiral John Harvey who is responsible for all veteran association clinics at the state level, and Brian Hawkins who is the CEO of Veteran's Administration in DC. Mayor Fraser stated they have been looking at a new clinic in Northern VA and said he would like for them to consider Purcellville.

DISCUSSION/INFORAMTIONAL ITEMS:

- a. Economic Development Update

Council had no questions on the report.

ACTION ITEMS:

- a. Annual Sports League Funding for Fiscal Year 2016

Danny Davis introduced Melanie Scoggins and Eamon Coy to provide information pertaining to the item. Melanie Scoggins provided history on the funding and noted nine applications were received this year and were given to the PRAB for review and consideration.

Council member Lehr stated after reviewing the list asked about organizations that have a lot of members with a lot of players from Town and small organizations with half residing in Town and asked how the taxpayer's money was allocated and why two organizations did not receive funding. Chairman Coy talked about the criteria considered to include promoting organizations that do not have a lot of exposure, and added the two recommended by the PRAB for no grant money are very large organizations where the money would not have as much of an impact.

Council member Nave talked about organizations that need the funds to promote what they do. Chairman Coy noted that the application provided the opportunity to the applicant to be very specific about what their needs are.

Mayor Fraser asked about the proof of 501c3 status and how the PRAB can confirm to Council that the rest of the applicants are 501c3 certified so that taxpayer's money is not going to private entities. Chairman Coy noted he cannot confirm that because it has not been a requirement for the grants in the past. Danny Davis added that some of the applicants had confusion about the terminology used on the application concerning 501c3 and that they could be a 501c3 as a sports team, however do not think of themselves as charitable. Danny Davis offered to go back and confirm on the applications that are being recommended for funding, and Mayor Fraser stated that would be helpful. Mayor Fraser asked why one of the applicants requested a certain amount and they are allocated to receive more. Chairman Coy stated the Board came to that conclusion based on the written application and needs. Mayor Fraser asked

about the total number of games played in Purcellville to determine the return on investment. Chairman Coy talked about the various organizations and games in Town as well as residents of Town. Mayor Fraser stated he noticed that less than half of all participants were Purcellville residents and asked if the applicants are seeking revenue from other sources or just from the Town. Chairman Coy stated he had no specifics on that.

Vice Mayor McConville made a motion that Town Council allocate \$4,600 under the Town of Purcellville’s Youth Sports Funding Program to the following agencies:

Organization	Award
Catoctin Basketball Club	\$800
Loudoun County League – Field Hockey	\$500
Loudoun Timberwolves – Soccer	\$800
Loudoun Valley Ice Hockey	\$500
Western Loudoun Girls Softball	\$500
Western Loudoun Volleyball	\$1,000
Western Loudoun Wrestling	\$500

Vice Mayor McConville requested that \$300 be allocated to Loudoun Valley High School and \$300 to Woodgrove High School towards the volleyball tournament scholarships. The motion was seconded by Council member Lehr.

Council member Jimmerson noted she expressed previously her opposition to this in that she currently subsidizes sports in and out of Town and would rather see the money go to a child that cannot afford to participate in any sport, and feels this may not be the best way to go about it.

Mayor Fraser added that although he loves sports will vote against this because of the process that is in place and that taxpayer’s money may be funding private entities.

Before her vote, Council member Lehr noted that there are a lot of people in Town that cannot afford the fees and by playing sports keeps children off the streets.

Motion: Vice Mayor McConville
 Second: Council member Lehr
 Carried: 5-2-0

Nave - Aye
 Lehr - Aye
 McConville- Aye
 McCollum - Aye
 Fuller - Aye
 Jimmerson - Nay
 Mayor - Nay

b. Purcellville Marketing Video Proposal

Danny Davis noted that this item is a follow up from the previous Town Council Meeting where Council had some questions to be addressed which are included in the staff report. Danny Davis requested from Council the topics to cover in the video and gave Council the option to ask the EDAC for their input.

Council member McCollum expressed his concerns with the equality of advertisers, and thinks the Town could have a video that focused on the features of the Town.

Council member Nave noted he feels this is a way to quickly get some traction with what Purcellville has to offer by allowing local businesses to advertise.

Council member Lehr added she had requested to see a copy of the contract from CGI before making a decision, and feels there may be a good videographer in the area that can produce something for not a lot of money, then provide links on the Town's website. Further discussion took place about jurisdictions and organizations that offer advertising.

Council member Jimmerson agreed that it should be done as a general overview of the Town to include Town events.

Vice Mayor McConville talked about asking the high schools to have a contest to put together videos on Purcellville for the Town's website. Rob Lohr added that Monroe offers a program where videos can be requested to be produced.

Council member Jimmerson made a motion that Town Council direct staff to issue a Request for Quote to produce website marketing videos that will promote commerce, economic development, and tourism within the Town, at no cost to the Town, with the provision that the firm may sell advertising space around the videos at its own expense in order to generate revenues to pay for the videos. I further move that the Town Council authorize the Town Manager to award a contract, subject to final terms and conditions being acceptable to the Town Manager and Town Attorney, to the firm deemed to be best suited to provide this product to the Town.

I also move that the Town Council identify the following topic areas for the videos to cover: overview of the Town of Purcellville to include topics from restaurants, wineries and special events. The motion was seconded by Council member Nave.

Vice Mayor McConville stated that because the company will be receiving a financial gain, feels the service needs to be competitively procured. Danny Davis added that the intent of the motion is to go through that process.

Council member Lehr made a friendly amendment that because the Town does not know what the bids will look like and may include different processes, that the last sentence in the motion be removed (I further move . . .product to the Town) and would like it to come back to Council for review before award.

Mayor Fraser stated he sees this as a potential risk and sees no problem with leaving the Town Manager to award the contract because the service is free from CGI.

Council member Jimmerson accepted the friendly amendment. Council member Nave seconded the friendly amendment.

Motion: Council member Jimmerson
Second: Council member Nave
Carried: 5-2-0

Nave - Aye
Lehr - Nay
McConville- Aye
McCollum - Nay
Fuller - Aye
Jimmerson - Aye
Mayor - Aye

Council member Lehr made a motion that Town Council direct staff to issue a Request for Quote to provide full video production services, from developing scripts to taking video to final editing of the video, without utilizing advertising. The purpose would be to develop one or more videos at length of one to two minutes each for marketing of the Town and its amenities and to look at the all of the options. The motion was seconded by Vice Mayor McConville.

Via a question by Council member Nave, Danny Davis stated that these would probably be put out as two separate proposals.

Motion: Council member Lehr
Second: Vice Mayor McConville
Carried: 7-0-0

McCollum - Aye
Fuller - Aye
Jimmerson- Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Aye

Danny Davis requested that Council provide staff with direction to develop some advertising standards to be included as a future discussion item. Town Council requested that staff move forward with creating the advertising policies.

APPROVAL OF MINUTES:

- a. February 23, 2016

Council member Nave made a motion approve the minutes of the February 23, 2016 Regular Meeting in wave reading. The motion was seconded by Council member Lehr and approved unanimously.

CLOSED MEETING:

Council member McCollum made a motion that as authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to consult with legal counsel employed or retained by the public body concerning the following specific legal matters that require legal advice:

- (i) Mary Ellen Stover's appeal of the BZA's Vineyard Square decision to the circuit court.

The following individuals are requested to attend the closed meeting:

- 1) All Town Council members
- 2) Sharon Pandak, Greenhan, Taves, Pandak & Stoner

And;

As authorized under Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to: (i) consult with legal counsel employed or retained by the public body and to receive briefings from staff about actual or probable litigation concerning the Heating, Ventilation, and Air Conditioning system in Town Hall, because such consultation and briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and (ii) consult with legal counsel employed by the public body concerning the procurement of necessary repairs to the Town's Heating, Ventilation, and Air Conditioning system, which requires the provision of legal advice.

The following individuals are requested to attend the closed meeting:

- 1) All Town Council members
- 2) Robert W. Lohr, Jr., Town Manager
- 3) Danny Davis, Assistant Town Manager
- 4) Sally Hankins, Town Attorney
- 5) Jeff Gilmore, Akerman LLP (via conference call) – Jeff Gilmore was not available.
- 6) Alex Vanegas, Director of Public Works

The motion was seconded by Council member Lehr.

Motion: Council member McCollum
Second: Council member Lehr
Carried: 7-0-0

Nave - Aye
Lehr - Aye
McConville- Aye
McCollum - Aye
Fuller - Aye
Jimmerson - Aye
Mayor - Aye

Council member Jimmerson made a motion that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting. The motion was seconded by Council member Lehr.

Motion: Council member Jimmerson
Second: Council member Lehr
Carried: 7-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Fuller - Aye
Jimmerson - Aye
Mayor - Aye

Council member Jimmerson made a motion that the Purcellville Town Council adopt Resolution 16-03-01 certifying the closed meeting of March 8, 2016. The motion was seconded by Vice Mayor McConville.

Motion: Council member Jimmerson
Second: Vice Mayor McConville
Carried: 7-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Fuller - Aye
Jimmerson - Aye
Mayor - Aye

Vice Mayor McConville made a motion that Town Council adopt Resolution 16-03-02 authorizing staff to proceed with the emergency and sole source procurement of Seasonair, Inc., authorizing Seasonair (i) to complete the replacement of all V.R.F. refrigerant piping to the thirty-four stand-alone Mitsubishi units located within Town Hall at a price up to \$105,000, and (ii) to install a refrigerant monitor and alarm on each of the 34 Mitsubishi wall mounted units at a price up to \$28,070, with such work and pricing to be done in accordance with the Proposal and estimate from Seasonair dated March 3, 2016, and with such funds to be taken from the Town's reserve fund balance. The motion was seconded by Council member McCollum.

Motion: Vice Mayor McConville
Second: Council member McCollum
Carried: 7-0-0

McCollum - Aye
Fuller - Aye
Jimmerson - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Aye

ADJOURNMENT:

With no further business, Council member Lehr made a motion to adjourn the meeting at 10:18 PM. The motion was seconded by Vice Mayor McConville and passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Melanie Fuller



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

www.purcellvilleva.gov

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-03-01

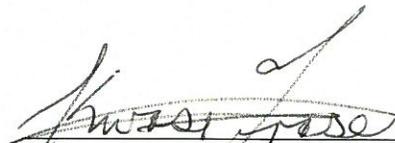
**PRESENTED: MARCH 8, 2016
ADOPTED: MARCH 8, 2016**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
MARCH 8, 2016**

WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

PASSED THIS 8TH DAY OF MARCH, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Melanie Fuller



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

www.purcellvilleva.gov

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-03-02

**PRESENTED: MARCH 8, 2016
ADOPTED: MARCH 8, 2016**

A RESOLUTION: TO APPROPRIATE FROM THE RESERVE FUND \$105,000 FOR THE REPLACEMENT OF ALL V.R.F. REFRIGERANT PIPING TO THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS LOCATED WITHIN TOWN HALL; TO APPROPRIATE FROM THE RESERVE FUND \$28,070 FOR THE PURCHASE OF REFRIGERANT MONITORS AND ALARMS TO BE INSTALLED AT EACH OF THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS; TO AUTHORIZE AND DIRECT STAFF TO UTILIZE EMERGENCY AND SOLE SOURCE PROCUREMENT METHODS TO ENGAGE SEASONAIRE, INC. TO PERFORM SAID WORK

BE IT RESOLVED, the Council of the Town of Purcellville, Virginia hereby authorizes Town Staff to proceed with the emergency and sole source procurement of Seasonair, Inc., authorizing Seasonair (i) to complete the replacement of all V.R.F. refrigerant piping to the thirty-four stand-alone Mitsubishi units located within Town Hall at a price up to \$105,000, and (ii) to install a refrigerant monitor and alarm on each of the 34 Mitsubishi wall mounted units at a price up to \$28,070, with such work and pricing to be done in accordance with the Proposal and estimate from Seasonair dated March 3, 2016 (attached), and with such funds to be taken from the Town's reserve fund balance.

Remainder of this page intentionally left blank

A RESOLUTION: TO APPROPRIATE FROM THE RESERVE FUND \$105,000 FOR THE REPLACEMENT OF ALL V.R.F. REFRIGERANT PIPING TO THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS LOCATED WITHIN TOWN HALL; TO APPROPRIATE FROM THE RESERVE FUND \$28,070 FOR THE PURCHASE OF REFRIGERANT MONITORS AND ALARMS TO BE INSTALLED AT EACH OF THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS; TO AUTHORIZE AND DIRECT STAFF TO UTILIZE EMERGENCY AND SOLE SOURCE PROCUREMENT METHODS TO ENGAGE SEASONAIRE, INC. TO PERFORM SAID WORK

Proposal

SEASONAIR, INC.
A COMFORT SYSTEMS USA COMPANY
16001-A Industrial Drive
Gaithersburg, MD 20877
Phone: 301-670-4750
MD - HVACR - 01-6225

Attention: Diana Hays/Bob Dryden
Town Hall
221 S. Nursery Avenue
Purcellville, VA 20132

Email: dhays@purcellvilleva.gov;
bdryden@purcellvilleva.gov

Date: 3/3/2016
Quote #: 151123

We hereby submit a service repair estimate for:

- 1) We recommend replacement of all V.R.F. refrigerant piping for the 34 stand-alone Mitsubishi Citi/Multi units that were not installed correctly during unit installation. Price includes; refrigerant recovery, new piping, new insulation, evacuation of the system, along with a complete City Multi commissioning start-up performed. \$105,000
- 2) The price is to install Baracharach IAM-100 refrigerant monitor as stand alone alarms on 34 Mitsubishi wall mounted evaporators. \$28,070

Price: \$133,070

Approved Decline

For the above piping work (Item #1) to be performed after hours; add \$25,000.00. Budget.

Approved Decline

All service repairs are priced worst case scenario, if less material and/or labor is required, or if any part(s) can be found at a reduced price, savings will be deducted from invoice. If the part(s) cannot be found locally an additional freight charge may be applied. This quote does not include the initial service visit. Failures unable to be determined until unit is operational will be submitted for approval within 24 hours.

Payment to be made as follows: Progress payments, balance due upon completion. A service charge of 1 ½% per month will be added to the unpaid balance.

Note: This proposal may be withdrawn by us if not accepted within 20 days

Authorized Signature:

Melanie Robinson

Printed Name:

Melanie Robinson, Customer Service Manager

Acceptance of Proposal: The above price(s) are hereby accepted.
You are authorized to do the work specified.
Payment will be made as outlined above.

If payment is not made as prescribed, I agree that if the matter is turned over to an attorney to pay an attorney's fee equal to fifteen percent (15%) of the total bill.

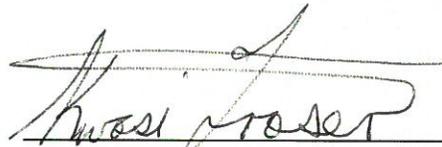
Authorized Signature:

Date:

Customer, please sign and return to Seasonair, with purchase order if applicable. Thank you!

A RESOLUTION: TO APPROPRIATE FROM THE RESERVE FUND \$105,000 FOR THE REPLACEMENT OF ALL V.R.F. REFRIGERANT PIPING TO THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS LOCATED WITHIN TOWN HALL; TO APPROPRIATE FROM THE RESERVE FUND \$28,070 FOR THE PURCHASE OF REFRIGERANT MONITORS AND ALARMS TO BE INSTALLED AT EACH OF THE THIRTY-FOUR STAND-ALONE MITSUBISHI UNITS; TO AUTHORIZE AND DIRECT STAFF TO UTILIZE EMERGENCY AND SOLE SOURCE PROCUREMENT METHODS TO ENGAGE SEASONAIRE, INC. TO PERFORM SAID WORK

PASSED THIS 8TH DAY OF MARCH, 2016.



Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:



Diana Hays, Town Clerk