

## Regular Meeting

County Board Room  
February 10, 2009

The Council of the Town of Culpeper convened in regular session at 6:00 p.m. with Mayor Pranas A. Rimeikis presiding: **Present:** Calvin L. Coleman, Duke M. duFrane, F. Steve Jenkins, Michael T. Olinger (arrived at 6:10 p.m.), James C. Risner, Robert M. Ryan, and Christopher H. Snider, William M. Yowell Council members; Jeffrey B. Muzzy, Town Manager; Chuck Stephenson, Town Engineer; Kimberly D. Allen, Town Clerk; Robert W. Bendall, Town Attorney; Lisa D. Hutcherson, Deputy Town Clerk. **Also Present for the 7 p.m. Session:** Tonya Estes, Information Technology Manager; Beth Burns, Tourism Director; Robert H. Thornhill, Jr., Public Works Director; and Mark Bly, Light & Power Director; Wally Bunker, Public Information Officer.

### **AGENDA APPROVAL**

Council Member Coleman requested the addition of a closed session for discussion of appointments to the 250<sup>th</sup> Anniversary Oversight Committee. Council Member Jenkins requested the addition of potential items to be referred to the Town & County Interaction Committee for discussion Feral Cats and areas of possible combination or joining of services with the County (Item 9.03c1 and 2).

Mayor Rimeikis moved the report from the 250<sup>th</sup> Anniversary Committee as the first item under Comments & Correspondence from Citizens, Visitors & Delegations in the Audience.

Council Member Jenkins moved, Vice Mayor Yowell seconded, approval of the amended agenda. The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Rimeikis, Risner, Ryan, Snider, Yowell (8); Nay: (0); Absent: Olinger (1).

### **CLOSED SESSION**

Vice Mayor Yowell moved, Council Member duFrane seconded, council enter closed session to discuss or consider specifically named individuals being considered for the position of Town Construction Manager and for membership on the 250<sup>th</sup> Anniversary Oversight Committee pursuant to Code of Virginia Section 2.2-3711(A)(1), to discuss and consult with staff and/or legal counsel regarding negotiating issues which may become subject to review by the Commission on Local Government relating to interjurisdictional cooperation, a possible boundary adjustment with Culpeper County, and water and sewer agreements generally pursuant to Code of Virginia Sections 2.2-3711(A)(7) and 15.2-2907(D), and to discuss probable litigation concerning ignoring and repetitive telephone calls to the Town and its officials pursuant to Code of Virginia Section 2.2-3711 (A) (7).

The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Rimeikis, Risner, Ryan, Snider, Yowell (8); Nay: (0); Absent: Olinger (1). Council entered closed session at 6:05 p.m. Staff attending: Town Attorney Bendall, Town Engineer Stephenson, and Public Information Officer Bunker.

Council reconvened in open session at 6:55 p.m.

### **Certificate of Closed Session:**

Pursuant to Code of Virginia Section 2.2-3712, the Clerk polled the members for approval of the certificate of closed session that to the best of each member's knowledge only business matters lawfully exempted from open meeting requirements under Code of Virginia Sections 2.2-3711 and 15.2-2907 and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

The following roll call was taken: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nay: (0); Absent: (0).

Council recessed at 6:55 p.m. and reconvened in open session at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Council Member Ryan led the Pledge of Allegiance.

### **CONSENT AGENDA**

Council Member Jenkins moved, Council Member Ryan seconded, that Council approve the items listed below. The motion carried by the following roll call vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nay: (0); Absent: (0).

- a. **R/R Re: Mountain Run Lake Reservoir Valve Replacement:** Council authorized the town manager to transfer \$8,000 from 8918-7040, water infrastructure, to 8918-5216, engineering services as required for Timmons Engineering Services to prepare the bid documents for the replacement of the 12” gate valve in Mountain Run Lake, make a recommendation on the award of the contract, and provide construction inspection for the project.
- b. **R/R Re: Reclassification of Cemetery Maintenance/Construction Worker:** Council reclassified the full-time Maintenance/Construction Worker position in Fairview Cemetery to a seasonal worker and permitted the town manager to fill this position from April 1 through October 31 of each year.
- c. **R/R Re: Soap Box Derby 2009:** Council authorized the closing of Blue Ridge Avenue from Scanlon street to Route 522 from 5 a.m. to 6 p.m. on Saturday, June 20, 2009. The event organizers must provide the Town proof of insurance in the amount of \$2 million and name the Town as an additional insured.
- d. **R/R Re: Culpeper Pregnancy Center—Walk for Life Street Closings:** Council authorized the closing of the affected intersections as requested on Saturday, May 2, 2009, from 9 to 10 a.m. Based on council’s approved policy (2007), the event organizers must provide the Town proof of insurance in the amount of \$2 million and name the Town as an additional insured.
- e. **R/R Re: Speed Limit Increase on McDevitt Drive:** Council approved changing the speed limit from 25 mph to 35 mph on McDevitt Drive within the Town limits, adopted the resolution to effect the change, and directed the additional signage be installed.
- f. **Treasurer’s Report & Line Item Transfers:** Council approved the treasurer’s report reflecting a balance of \$37,335,511, bills paid listing, and line item transfers.
- g. **Minutes of Previous Meetings:** Council approved the minutes of the regular meeting of January 13, 2009.

### **SPECIAL ITEMS AND RECOGNITIONS**

- a. **Employee of the Month Recognition:** Sgt. Chris Settle of the Police Department was selected as Employee of the Month for December 2008.
- b. **Resolution of Appreciation:** Mayor Rimeikis presented a resolution of appreciation to Environmental Services Director Dwight S. Wicks for his service to the Town from May 19, 2008, through February 20, 2009.

### **COMMENTS & CORRESPONDENCE FROM CITIZENS, VISITORS & DELEGATIONS IN THE AUDIENCE**

**250<sup>th</sup> Anniversary Oversight Committee:** Co-Chairman T. I. Martin gave an overview of the proposed schedule of events and activities currently being planned from April through September.

**Virginia Regional Transit:** Transit Consultant Chris Bell gave a PowerPoint presentation on the Transit Development Plan. (copy filed with the meeting packet)

**Davenport & Company:** Kyle Laux of Davenport & Company gave a presentation (copy filed with the meeting packet) on the impact to the Town's general fund of incurring debt for a new police station. This item will be further considered by the Finance, Personnel, Technology, & Ordinance Committee on March 3.

Resolution Journey Through Hallowed Ground: Cate Magennis Wyatt addressed council on the Corridor Management Plan for the Route 15 corridor and requested council adopt the resolution endorsing the designation of the Journey Through Hallowed Ground Byway (Route 15/20/231/22) as an All American Road within the National Scenic Byways Program and stating the Town of Culpeper will utilize federal funds available for such purposes to encourage tourism, preservation and enhancement of the region's historic sites and battlefields. Council referred this item to the Public Safety, Public Works, Planning & Community Development Committee on February 24.

George Bryson spoke from prepared remarks (copy filed with the meeting packet) on issues he has with the Chamber of Commerce, Town Department of Tourism, the Historical Society, the Board of Supervisors, the former Citizens Cemetery Committee, and not being appointed to the 250<sup>th</sup> Anniversary Committee as promised by a council member.

### **UNFINISHED BUSINESS**

Vice Mayor Yowell moved, Council Member Snider seconded, to appoint Donna Foster and Leah Walker to the 250<sup>th</sup> Anniversary Oversight Committee. (Clerk's Note: Donna Foster declined the appointment on February 11, 2009.)

The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nay: (0); Absent: (0.)

### **NEW BUSINESS - PUBLIC HEARING**

#### **Creation of a Special Tax District for the Lafayette Ridge Subdivision**

Residents of the Lafayette Ridge subdivision have requested the Town of Culpeper create a special tax district in order to generate the necessary funding needed to have Town forces maintain the streets in the Lafayette Ridge subdivision on a permanent and ongoing basis.

Lafayette Ridge subdivision is located and fronts on the north west side of Meadowbrook Drive. The special Tax District will only affect the properties within the Lafayette Ridge Subdivision.

Mayor Rimeikis opened the public hearing.

John J. "Butch" Davies III, representing the Lafayette Home Owners Association, stated there had been a \$10,000 dollar certificate of deposit established and approximately \$5,000 allocated for snow removal.

Council Member duFrane questioned the number of residences in Lafayette Ridge. Mr. Davies responded there are approximately 54. Council Member duFrane questioned how this number of residences compared to the number in Southridge. Town Engineer Stephenson responded Southridge was larger with approximately 274 residences but also contains single family homes and townhouses; Lafayette Ridge was solely townhouses.

Mr. Stephenson indicated the proposed tax rate of .07 cents and will become effective July 1, 2009. The tax rate in Southridge is lower due to more houses per linear mile of street. Council resets the tax rate each year based on expenditures during the previous year and anticipated revenue for the upcoming year.

There being no one else to address council, the public hearing was closed.

#### **Establishment of Lafayette Ridge Service District**

Town Manager Muzzy presented the report and recommendation that at the January 13<sup>th</sup> regular Council meeting, Council directed the Town Attorney to create an uncodified ordinance establishing the Lafayette Ridge Special Tax District and to conduct a public hearing to be held on February 10, 2009.

The Lafayette Ridge Special Tax District would generate an additional \$6,576 in the FY10 General Fund Revenue account: General Property Tax – Current Real Estate (10-0000-4010). The tax rate shall be set annually by Council. The FY10 Streets - R&M Infrastructure (10- 4102-5238) would include \$28,607.32 for capital improvements costs.

It was recommended that Council adopt the Ordinance 2009-002 to create a service district to provide additional governmental services and to levy, collect, and segregate an annual tax to support such services for the Lafayette Ridge subdivision.

Staff noted the financial impact stated that \$28,607.32 would be included in the FY10 budget for repaving. After reconsidering the current economy, staff recommends that the Town collect the taxes for a period of time to accumulate necessary funds prior to undertake repaving. During this time Town forces will undertake normal maintenance; pothole repair, crack sealing, street cleaning, and snow removal. However, if the roads in the Lafayette Ridge subdivision deteriorate to the point that it is no longer feasible to repair them then, the major road repairs will be undertaken at that time.

Council Member Coleman moved, Council Member Snider seconded, to adopt Ordinance 2009-002 to create a service district to provide additional governmental services and to levy, collect, and segregate an annual tax to support such services for the Lafayette Ridge subdivision. The ordinance will become effective July 1, 2009.

The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nay: (0); Absent: (0).

## **REPORTS & RECOMMENDATIONS FROM AUTHORITIES, BOARDS & COMMISSIONS**

### **Economic Development Advisory Committee**

Town Manager Muzzy stated that at the request of council on January 13, Mr. Coleman, Council's representative on the Committee, reported he had met with County Economic Development Director Carl Sachs. Mr. Sachs noted ongoing discussions will be held with current business owners as well as potential businesses, and he offered to make monthly reports to council if desired.

## **REPORTS & RECOMMENDATIONS FROM COUNCIL COMMITTEES**

### **PUBLIC SAFETY, PUBLIC WORKS, & PLANNING & COMMUNITY DEVELOPMENT COMMITTEE**

#### **R/R Re: New Police Station Architectural Services**

Town Manager Muzzy presented the report and recommendation that stated pursuant to Council direction, a Request for Qualifications for Architectural Services was issued and responses were received from five vendors on October 28. A staff management team panel interviewed shortlisted firms and ultimately selected Dominion Development Resources (DDR) as the best fit firm for the police station project.

The management team negotiated a fee schedule with DDR in the amount of \$275,000 for an all inclusive design package to include minimal construction management services.

Monies are available in the General Capital Budget – New Police Station Department project to fund the design services.

It is recommended that Council authorize the Town Manager to enter into contract with Dominion Development Resources in the amount of \$275,000 for Police Station design services for renovation of the property at 740 Old Brandy Road.

Council Member Jenkins commented that a more conservative approach should be taken on this project.

Council Member Olinger stated that due to the current economic picture, he would not be able to support this item.

Council Member Risner commented that the longer the project was put off, the more expensive it could get.

Discussion ensued regarding the amount that had been paid to Mosley to date for this project and having cost estimates provided during the process.

Council Member Snider moved, Council Member Risner seconded, approval of the report and recommendation as presented. The motion carried by the following voice vote: Ayes: Coleman, Rimeikis, Risner, Snider, Yowell (5); Nay: duFrane, Jenkins, Olinger, Ryan (4); Absent: (0).

**R/R Re: Designating Streets in Southridge as Highways for Police Enforcement (second reading)**

Town Manager Muzzy presented the report and recommendation stating the Southridge Community requested the Town Police enforce motor vehicle laws within the neighborhood as authorized by the Code of Virginia 46.2-100. They have specifically requested enforcement of speeding, stop signs, and parking.

There is no financial impact to police the streets of Southridge as the funding is already provided through general taxes as they are in other portions of Town.

Council held the first reading on January 13, 2009 and recommended that Council adopt the Ordinance designating the streets within Southridge as “highways” for the enforcement of motor vehicle and traffic laws.

Council Member Snider moved, Council Member Risner seconded, approval of the report and recommendation as presented. The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nay: (0); Absent: (0).

**R/R Re: Donations to Wine Street Memorial Park**

Town Manager Muzzy presented the report and recommendation that stated continuing with the gifting program for Wine Street Memorial Park, these individuals and groups wish to donate the following items: Continuing with the gifting program for Wine Street Memorial Park, these individuals and groups wish to donate the following items:

<b>Donor:</b>	<b>In Honor/Memory Of:</b>	<b>Donated Item:</b>	<b>Donated Amount:</b>
Pollyanna Perryman	Charles Perryman, Sr.	1 – 12”x12” paver	\$ 100.00
<b>Totals:</b>			<b>\$ 100.00</b>

The cost for each engraved paver is as follows: a 4” x 8” brick--\$50 (with up to three horizontal lines with a maximum of 11 characters per line); an 8” x 8” paver--\$75 (with up to three lines with a maximum of 11 characters per line); and a 12” x 12” square paver--\$100 (with up to three diagonally engraved lines). For donations of \$1,000.00, donors may choose to donate a memorial bench (eight currently available) or one of two picnic tables. Plaques will adorn each bench or table, which staff will coordinate with the donor to personalize.

In the design of the memorial pad, there are 24 - 12” x 12” square pavers programmed. With the popularity and flexibility of engraved messages, staff has made an additional 36-12” x 12” pavers available for donation by changing the existing paver configuration. This will continue making available a popular donate-able item, and increase the amount of funds to offset expenses for the park.

The current donations and requests will offset the total cost of the project by \$100.00. To date, the Town

has accepted \$57,349.28 in donations for this park.

It is recommended that Council accept the donation from Pollyanna Perryman for a 12" x 12" paver. Council Member Olinger moved, seconded by Council Member Ryan, approval of the report and recommendation as presented. The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

**R/R Re: Wine Street Memorial Park Veteran's Memorial**

Town Manager Muzzy presented the report and recommendation that stated that at the November 19, 2008 regular meeting, the Veterans Recognition Committee, in accordance with their bylaws, held a design competition facilitated by staff that sought a design for a central monument at Wine Street Memorial Park dedicated to residents of Culpeper, VA who were killed in World War II and the Korean Conflict.

At the December 17, 2008 VRC meeting, the Committee voted to recommend to Town Council that the three figures on top of the competition-winning design be replaced with "Homage" by Jim Brothers, of Lawrence, Kansas. The Committee determined that this figure is the most cost effective and desirable of the design scenarios.

Following a sufficient fundraising period, the Committee will approach Council with a request to pursue a sole source contract with Mr. Jim Brothers. Mr. Brothers produced the sculpture work for the D-Day Memorial in Bedford and his work is exceptional and one-of-a-kind. The approximate cost, as provided to staff by Mr. Brothers is between \$80,000 and \$90,000.

There is no financial impact associated with this request to endorse this design scenario.

It is recommended that Council endorse the Veterans Recognition Committee's selection of "Homage" for the Wine Street Memorial Park Veteran's Memorial.

Council Member Ryan moved, Council Member Snider seconded, approval of the report and recommendation as presented. The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

**R/R Re: Planning Grant for Neighborhood Stabilization Project**

Town Manager Muzzy presented the report and recommendation that stated following discussions with the Rappahannock-Rapidan Regional Commission, Culpeper County and the Virginia Department of Housing and Community Development, staff recommends that Town Council pursue a Planning Grant for the Neighborhood Stabilization Program (NSP).

The Virginia NSP was authorized under Title III of Division B of the Housing and Economic Recovery Act of 2008. The purpose is to assist in the redevelopment of abandoned and foreclosed homes. The Virginia program was developed and presented through a NSP Action Plan which was made available on December 1, 2008. NSP funds will be targeted to proposals that clearly identify neighborhoods that demonstrate a significant need and the ability to significantly impact and stabilize the proposed project area.

DHCD intends to distribute NSP funds in an effective and expedient manner by giving consideration to allowing a quick response to applicants positioned to respond rapidly, while allowing a reasonable amount of time for potential applicants to gain a better understanding of the areas of highest need and develop an implementation strategy. To best provide for immediate action by applicants that are ready to proceed, while also allowing preparation time for less geared-up applicants, four levels of distribution will be employed. These methods include an Open Submission program, Planning Grants, a Competitive application, and a Performance-Based Pool.

Virginia intends to operate this program in a manner that will target areas of greatest need that also allows applicants to justify the need for NSP funds. The Virginia NSP is a neighborhood-based approach that will require applicants to conduct very specific, on-the-ground research in order to determine priority areas. Because there is not a single, definitive data source that accurately reflects areas of greatest need, applicants must cite the methodology used to identify and target the areas of greatest need. It is expected that applicants will use a variety of resources, ranging from online datasets, real estate records, court filings, and windshield surveying to initiate this process.

The subject request is to fund a VDHCD Planning Grant (which will further identify community and infrastructure needs). Planning Grants are submitted by the State for a maximum of \$25,000. However, these are invaluable at providing the statistical and demographic data needed for a future competitive grant application.

The resolution of support recommends that Town Council approve a local share of \$10,000 (for a possible total project cost of \$35,000). The funds will assist the Town in hiring an outside consultant (as this is a staff-intensive endeavor and could quickly absorb current staffing capabilities). The Planning Grant is a prerequisite of application for a competitive grant.

Funds for the NSP Planning Grant were previously committed in the FY 2009 capital budget as Line Item #9104-5214 (Block Grant CBDG Consulting Services).

It is recommended that Council adopt the resolution of support, endorse submission of the Planning Grant application to the Virginia Department of Housing and Community Development's Neighborhood Stabilization Program, and commit \$10,000 in addition to the \$25,000 Planning Grant, as the local match.

Council Member Olinger moved, Council Member Coleman seconded, approval of the report and recommendation as presented. The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

## **FINANCE, PERSONNEL, TECHNOLOGY, & ORDINANCE COMMITTEE**

### **Resolution Re: Ceasing Consolidation**

Town Manager Muzzy presented the resolution that read:

#### **DISMISSAL OF DRAFT TOWN/COUNTY CONSOLIDATION AGREEMENT**

**WHEREAS**, in 2007, a petition was circulated to consolidate the Town of Culpeper with the County of Culpeper government; and

**WHEREAS**, in the summer of 2008, the Town of Culpeper initiated an informal consolidation process and prepared a draft of a potential Consolidation Agreement; and

**WHEREAS**, the draft Agreement was submitted to the County of Culpeper; and

**WHEREAS**, the Town of Culpeper challenged specific actions of the petition and the consolidation process; and

**WHEREAS**, on January 14, 2009, in the Culpeper County Circuit Court, Judge Jack Berry handed down his ruling to dismiss such case.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper, Virginia, hereby withdraws the Draft Consolidation Agreement submitted to the County of Culpeper; and

**BE IT FURTHER RESOLVED**, that all related actions on this matter have ceased.

**GIVEN** under my hand this 10<sup>th</sup> day of February 2009.

Council Member Snider moved, Vice Mayor Yowell seconded council adopt the resolution. The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

**R/R Re: Initial Funding for 250th Anniversary Celebration**

Town Manager Muzzy presented the report and recommendation that stated in December, council appointed members to the 250<sup>th</sup> Anniversary Oversight Committee to coordinate planning an event commemorating the Town's 250<sup>th</sup> Anniversary. The committee has held weekly meetings to discuss holding a major event, select a logo for the anniversary and work on a 250<sup>th</sup> umbrella theme for all special events during the calendar year.

It is planned for a kickoff celebration at Remembrance Days April 25 – 26, 2009 and the dates of September 18 – 20, 2009 were selected for a weekend celebration commemorating the event.

The committee has prepared a tentative schedule of events and budget for your review and comment. Tickets will be sold for some of the events which will defer the actual cost.

The financial impact for FY09 will be \$10,000 and the potential financial impact for FY10 will be discussed during budget work sessions for the FY10 Council Budget.

It is recommended that council authorizes the town manager to transfer \$10,000 from General Fund Miscellaneous Contingency (120-9990-9990) to Tourism (8104-6299, 250<sup>th</sup> Anniversary Expenses line item) and directs the 250<sup>th</sup> Anniversary Oversight Committee to proceed with purchasing banners and promotional items necessary for the event.

Council Member Risner asked how items for the event would be tracked, and Town Manager Muzzy replied that the Tourism Director would track the items and it would be noted in the committee minutes.

Council Member Coleman commented he favored proceeding with this amount, then look at additional funding during the budget process.

Council Member Snider moved, Council Vice Mayor Yowell seconded, to authorize the town manager to transfer \$10,000 from the General Fund Miscellaneous Contingency (120-9990-9990) to Tourism (8104-6299, 250<sup>th</sup> Anniversary Expenses line item) and directs the 250<sup>th</sup> Anniversary Oversight Committee to proceed with purchasing banners and promotional items necessary for the event.

The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

**POTENTIAL TOWN & COUNTY INTERACTION COMMITTEE AGENDA ITEMS**

**Feral Cats**

Council Member Jenkins requested this item be considered for discussion by the Town & County Interaction Committee to find a way to handle the issue of feral cats.

Council Member Risner moved, Council Member Olinger seconded, to add this item to the Interaction Committee meeting agenda for discussion.

The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

**Areas of Potential Cooperation with the County**

Council Member Jenkins' requested this item be considered for discussion by the Town & County Interaction Committee to look at ways to possibly combine services in town and county government to be more efficient.

Council Member Coleman moved, Council Member Olinger seconded to add this item to the Interaction Committee meeting agenda for discussion.

The motion carried by the following voice vote: Ayes: Coleman, duFrane, Jenkins, Olinger, Rimeikis, Risner, Ryan, Snider, Yowell (9); Nays: (0); Absent: (0).

**REPORTS & RECOMMENATIONS FROM TOWN ADMINISTRATION** – none.

**TOWN MANAGER'S MONTHLY REPORT:** Council received the monthly report.

**Proposed FY2010 Budget Review Schedule**

Town Manager Muzzy presented a budget calendar for council's consideration which was similar to the one presented to council during the December budget retreat with more details added.

The Town Manager recommended that council approve the budget review schedule, which was forwarded from the Finance, Personnel, Technology, & Ordinance Committee to Council for adoption.

By general consensus, Council approved the proposed schedule as presented.

**COMMUNICATION & CORRESPONDENCE:** There was none.

**ADJOURNMENT:** Council adjourned at 9:25 p.m.