



Chief Hawkins reported:

Spring and summer enforcement projects

Traffic complaints received from citizens on traffic on the point. Marshall, Lossing and Bancroft. Recommend four way stops on three locations on those streets. VDOT will help with that.

Fourth of July parking

Grant for the Economic Development – Ms. King  
Moving forward with the accreditation process

Mr. Ridgely – Reported on the status of the Police Building:  
RFP to be drawn up for Council's approval.

Mayor Rummage asked Chief Hawkins to place emphasis on the 4<sup>th</sup> July parking and expand the parking areas and talk with the School Superintendent.

- **Fire Department Report**

Charlie Robertson reported that the new fire truck will be in service on April 1, 2009. The Department is still due \$70,000 from condo's that were sold and we have yet to receive the funds per the agreement

Mr. Coombs – Are you giving us an alert that this has not been paid?

Mr. Ridgely – We are at halfway sales in that building.

Mr. Bird – There are 28 units in building but there has been 26 payments.

Mayor Rummage asked for number of units that have been sold and the number of payments that have been made to the Rescue Squad and to the Fire Department at the next work session.

Mr. Bird stated he would distribute information in boxes tomorrow.

Mr. Robertson - The smoke detector program is running well now. A third of the apartments in Riverwood have been completed. We have been reporting the faulty systems

Earth Day – April 22<sup>nd</sup>, Wednesday

A collection site for hazardous materials on the weekend prior to Earth Day, Saturday, April 18<sup>th</sup>. This collection and drop off site for hazardous materials will be for residential use only.

Mr. Bird – Requested special arrangement for old oil drums.

Mr. Robertson – Reported one total loss Fire in Town last week – Ms. Posey

### **III. CHIEF FINANCIAL OFFICER'S REPORT- (Attached)**

Ms. Grant stated that she had nothing to add to her written report.

Questions from Council:

Ms. King – New tax sales, our pump station is on one of these lots.

Ms. Grant – This is not an attractive lot and it may not sell.

Mr. Coombes – Cigarette tax taken in since January 1, 2009 is \$28,000.

Ms. Grant - \$28,000 includes all of the inventory and new stamps sold.

Mr. Rummage asked for the Cigarette tax to be included in each report.

Mr. Rummage asked for status of the water and sewer delinquent accounts.

### **IV. PRESENTATIONS**

There were no presentations

### **V. WORK SESSION ISSUES**

- **Reinstate Council Committees (Handout)**

Mr. Kennedy – Request to reinstitute the committee form that we had under the prior administration:

Public Works Committee

Public Safety Committee

Administration & Finance Committee

Ways & Means Committee

Planning & Economic Development – to include Tourism

Effective date - July 1, 2009

Discussion regarding Council Committees were discussed in length by the Mayor and Town Council.

*Discussion continued regarding the time involved, and the lack of communication between Council.*

Mr. Ridgely - If we are going to go back to the committees, I have no problem with that. The bottom line is, if it is productive committee and records are kept to pass on to the successors. I have given reports at these meetings in front of everybody and people say, "I have never heard that." We have mentioned job freezes; we have mentioned a lot of things as early as August and September and some people were shocked by that. Council with full time jobs, we need to curtail some meetings somewhere.

Mayor Rummage - you have given numerous reports and that was my whole purpose in sitting this up is so that individuals would develop an expertise in a specific area. They would be far superior in knowledge of a particular department and when you give a report you would be looked to as the expert in that field.

Mr. Ridgely - Ms. Grant, Ms. Foulds and I have been available to anybody that has any question and I am sorry if the communications have failed. I will assume that responsibility.

Mr. Kennedy - Mr. Ridgely I am not pointing my finger at anybody. I am at fault at this as anybody else and we hear committee reports and we hear person reports when we come to this Council meeting. The communications is not there, the committees have to be put back in place. The best way of running the Town is through these committees and the communications will come back.

Mr. Coombes - your response Mr. Mayor, that some of these committees never meet. The success or failure of the committee is due to whoever is chair of that committee. If we go back to the committee system, then the Chairmen of those Committees have a responsibility of communicating.

Ms. Payne - I have no objection in going back to the committee system. I don't think that we can base our decision on what has happened previously within the committees. We have a new group of people and if it didn't work in the past, that doesn't mean that it won't necessarily work now. I think that if we want to finish up this year as Mr. Kennedy suggested, with a new emphasis on communication and reevaluate starting July 1<sup>st</sup>.

Ms. King - The only thing about the committee verses the individual is if you have a committee you have a set time. You have certain people that are there and you can exchange information. It is a regularly scheduled meeting on the calendar. At the Economic Development Meeting, I try to explain to people at the end that I would entertain any questions or input on any other subject.

Mr. Lyburn - I don't have any problem at all telling anyone what goes on at these meetings. The door is always open and I am always open to suggestions. I have the Police Department, the Fire Department and the Rescue Squad. We have always covered for one another if one of us could not make the meeting. I don't feel that I am left out because if I have a question, I can get the answer. As for as the extra committee meetings, it will be time consuming.

**Motion by Ms. Payne to table this discussion until the May Work Session. Second by Mr. Ridgely.**

<b>Mr. Coombes</b>	<b>Aye</b>	<b>Ms. Payne</b>	<b>Aye</b>
<b>Mr. Kennedy</b>	<b>Nay</b>	<b>Ms. Payne</b>	<b>Aye</b>
<b>Ms. King</b>	<b>Nay</b>	<b>Mr. Ridgely</b>	<b>Aye</b>
<b>Mayor</b>	<b>Aye</b>		

Mr. Ridgely stated that there will be scheduled work sessions on the budget for the upcoming year. Ms. Grant, Ms. Foulds and I will have work sessions with the entire Council and the department heads as the budget progresses so as we go along, we are not asked to pass a budget for the next fiscal year that we are not familiar with. I will provide a schedule for Budget Work Sessions for the next meeting.

- **Bylaws & Rules of Procedure (Attachment)**

Mr. Kennedy asked the Town Attorney to put together Rules of Procedure for the Town Council and the Mayor.

**Page 1 - Preamble**

**Section 1-1 Annual organizational meetings – no problem**

**Page 2 – Section 1-3 Special Meetings**

**Delete - and it may adjourn from time to time**

**Add - as it may find convenient**

**There were no objections**

**Section 1-4 – C**

**Add – Any member of Council may also call for the question/move that the Council vote in accordance with Robert’s Rules of Order**

**Clarification only – No objections**

**Section 3-1 – A**

**Add – additions to the agenda/approval of the agenda**

**Add – approval of minutes**

**No objections**

**Section 3-1 – B**

**Order of business at the work session – No changes**

**Section 3-1 – C**

**Delete - five minutes**

**Add- ten (10) minutes**

**But this time limit may be extended by agreement of a majority of the members of Council in attendance at the meeting**

**No objections**

**Section 3-1 – D .3**

**Add - Additions to an agenda must first be discussed with the Mayor**

**To accommodate the clerk in getting this information out in a timely matter.**

**Motion failed**

Recommendation for the Town Clerk to do a calendar for the whole year and depending on how meetings and holidays fall, set a deadline

Time deadline for written agenda – five business days  
After that, will have to be brought to Council as “Additions to the Agenda must first be discussed with the Mayor”

**Motion failed - no show of hands**

*Mr. Coombes asked Town Attorney to draft a statement*

**Section 3-2 – F  
Consent Agenda**

**Delete- Section F**

**Section 3-3 – C**

**Delete - No member may speak more than twice to the same motion**

**Add - No member may speak a second time on a motion until every member desiring to speak has spoken.**

**No objections**

**Section 4-1  
Hearing presentations**

**Delete - There shall be a sign up sheet for audience participation**

**Section 4-6**

**Debate**

Following the close of hearing, the Mayor entertains a motion and a second to **address** the issue and the **Council** may debate the merits of the issue.  
(2 word changes)

**Section 5-1 - B**

**Preparation**

**Delete - Board**

**Add - Council**

**Section 5-1 – D**

**Delete -**           *(last sentence)* Any such matter must be of an emergency nature, vital to the continued proper and lawful operation of the Town.

**No Objections**

**Section 6-1 – A**

**Actions by individual members of the Board**

**Delete -**           *(Last sentence)*

**Change -**           **This letter, memorandum or document represents only the views of the author and does not represent the views of any other member of Town Council or Town Council as a whole.**

**No Objections**

**Section 6-1 - A**

**Change -**           **All areas that say “board” to council**

**No Objections**

**Section 6-1 – C**

**Add -**           *(Last sentence)* **Under no circumstances shall the Mayor or any member of Council threaten any Town employee either directly or indirectly.**

Ms. King added the “Statement by Mayor and Council of the Town of Colonial Beach”. Because these By Laws and Procedures are in the best interest of good government and employment and as leaders of the community. I am providing a document that will allow employees to participate in this practice and would like to include the contents of this statement to the policies and procedures for the employees of Colonial Beach and each employee will sign such agreement and a copy would be given to the employee and a copy placed in the employee file.

**(Attachment Rules of Procedure and Conduct – Employees of Town of Colonial Beach)**

Mr. Ridgely asked Ms. King if she would consider having this added administratively. I think that it is a good idea, but it doesn’t need to be part of the bylaws.

Ms. King replied that we are extending it to the employees so they can participate as well. This is a good business practice and I think that it would be a good idea to have all employees in the Town have the same thing.

Ms. Foulds will handle administratively and add to the Policies and Procedures as an Addendum to the Employee Manual

Mr. Ridgely read into the record Resolution #09-09

**RESOLUTION: #09-09 – ADOPTION OF BYLAWS AND RULES OF PROCEDURE**

**WHEREAS**, the citizens and businesses of the Town of Colonial Beach are entitled to have fair, ethical, and accountable local government which has earned the public’s full confidence; and

**WHEREAS**, in keeping with the Town of Colonial Beach’s commitment to excellence and to work in partnership with all citizens to achieve a quality community; and

**WHEREAS**, The Mayor and the Town Council must comply with both the letter and spirit of the laws affecting the operation of local government; and

**WHEREAS**, the Mayor and the Town Council are required to be impartial and fair in judgment and actions and must ensure that public office is used for the public good; and

**WHEREAS**, the Mayor and the Colonial Beach Town Council have determined that the adoption of a set of Bylaws and Rules of Procedure will assist in achieving these ends.

**NOW THEREFORE BE IT RESOLVED**, that the Colonial Beach Town Council hereby adopts the Bylaws and Rules of Procedure.

MOVED BY RR SECONDED BY SK

	AYE	NAY		AYE	NAY
MR. COOMBES	<u>X</u>	—	MR. RIDGELY	<u>X</u>	—
MS. PAYNE	<u>X</u>	—	MR. KENNEDY	<u>X</u>	—
MS. KING	<u>X</u>	—	MR. LYBURN	<u>X</u>	—
MAYOR RUMMAGE	<u>X</u>	—			

ADOPTED BY X TABLED FOR \_\_\_\_\_

**Council called for a recess at this time - 6:05 p.m.**  
**Mayor Rummage called the meeting back to order at 6:17 p.m.**

- **Role of Mayor & Council (Attachment)**  
 Mayor Rummage requested that the “Role of Mayor & Council” be placed on the agenda for the Retreat.
- **Sale of Town Property - Preparation**  
 Mr. Kennedy – Prepare for the next Council Meeting.

- **Water Usage Delinquent Accounts**

Delinquent letters will be going out with Town Attorneys signature.

- **Blanket Permits for Special Events**

Mr. Kennedy – Would like to see that everybody and every business owner should be treated fairly.

Mr. Bird stated that is in the Town Code of Ordinances and a Special Event Permit will be granted by the Town Manager.

Ms. Foulds to send letters of explanation to businesses that may be in violation.

- **Annual Evaluation of persons answerable to Council**

**Previous Mayor George W. Bone, Jr. was asked to approach the stand and explain the way evaluations of the Town Manager have been done in previous years.**

Evaluation of Town Manager consisted of collective comments. Then the Mayor addresses to the Town Manager. Evaluations before was the consensus of Council. Each Council member received a copy of the questions that we all agreed on and they provided a synopsis of the answers of their observation of the Town Manager. Those were consolidated and brought back to Council at which time Council agreed to the verbiage of each individual item and that was presented to the Town Manager who then had the opportunity to have a rebuttal back to the Mayor if he/she disagreed. Prior to that, there was the numerical score provided by each Council member with their comments. Those were added up and divided by seven. This was not the best way of evaluation because each Council member had a different interpretation of what the numerical order meant. Some Council members provided strong verbiage and it gave the appearance of coming from all Council.

Mr. Ridgely stated that we would like to put this on hold and research the best way to do this.

Mayor Rummage replied we will hold this, but you understand that there is a motion that has been approved by Council for a deadline of January 31, 2009.

- **Admissions Tax discussion – (Attachment)**

Mr. Kennedy – I don't agree with it. It is not enforceable and is not necessary.

Mr. Coombes – Question of why .25cents

Mayor Rummage replied from the Legislature in Richmond enabling the local government to draft an ordinance.

1. No meals tax collected from the Riverboat
2. Discuss long term ramifications
3. Make sure the business owner is notified by Town, not by a reporter

Don't do anything with this now

Admissions will be on the agenda for the Retreat

Mr. Lyburn – I am against the citizens of the Town of Colonial Beach having to pay any type of fee to go into the Riverboat.

- **Chuck Adlon discussion - (*Attachments: Staff Report, letter from Mr. Adlon, a proposed plan and Ariel photo*)**

Mr. Bird reported Mr. Adlon is asking for permission to improve a portion of approximately 150 feet to better access a piece of property that he owns. He currently has access to the property through the easement. He is proposing to build a cul-de-sac at the end of Riverview Drive where the road ends and extend a roadway westward for approximately 150 feet and then it would turn into his driveway. I have discussed this with Mr. Murphy and Ms. Foulds and the only concern that we have from a staff prospective, it is a road that was never improved. In the past, the Town has approved similar situations but lately the staff has been suggesting that the entire roadway be completed so that we don't get a bunch of half built roads. If an entire road were built, it would improve some of the storm water run off because some storm water improvements would have to be made. The road would have to meet the Town standards and the Town standards are VDOT's minimum standards and we would have to have it paved. It would also supply an additional means of ingress and egress, not only for vehicle traffic but for emergency vehicles as well because currently most of those houses on Riverview Drive dead ends. We would not recommend a cul-de-sac there but just a left turn. This section of roadway is called Forrest Avenue Extension.

Council/staff discussion continued.

Mayor – 2 lane road – No obstruction to development

Mr. Coombes – Benefit of cul-de-sac on Town property

Are there plans to build there

Mr. Bird - Staff is recommending eliminating the cul-de-sac and requiring the road to be constructed all of the way through.

Mr. Coombes – No cul-de-sac on Riverview

Construct from Riverview through to Strafford a complete two lane road to VDOT standards

Mr. Coombes – What was his reasoning for the cul-de-sac?

Mr. Bird – For vehicles to be able to turn around there

Ms. King – Water and Septic

Mr. Bird – He will be going on sewer and other houses will be able to get on Town sewer there

Mr. Coombes – Access to a garage

Mr. Bird – He has access to the property

Ms. King – He is asking for permission to pave a Town Road

Mayor – Number of feet between Riverview Drive and Strafford Circle

Mr. Bird – 400 feet

Mayor – That is asking a person to do a lot. If you were to tell him that he could pave the 150 feet. That is about a third. I concur with a number of people, I don't think that a cul-de-sac is a good idea but what would be wrong with making a suggestion to him if he wants to have access and paves 150 feet dual highway, to VDOT standards – fine. Sometime in the future there may be a need to connect Riverview Drive to Strafford Circle. If he were given permission to pave 150 feet without any obstruction, to be completed whenever; there would be nothing wrong with that would there?

Mr. Bird replied – It is Council's decision.

Mr. Murphy - The downside – There should be some water and sewer modifications made.

Mr. Bird – That should be something that is contingent. We can require him to extend that and put a water line down the roadway and put a blow off valve at the end.

Mr. Coombes – This should be done so it won't be a problem in the future.

Mr. Bird – There is a wetland through part of the woods

Ms. Payne – I am recusing myself in any decision on this as my property is immediately adjacent to this property on Strafford Circle and it could impact my property – so I am recusing myself.

Mr. Bird - I have been in communication with some of the neighbors. I met with two individuals that are immediately adjacent and neither of them were particularly thrilled about the idea for one reason or another. .1) to build a large equipment

building – Answer – This would not permitted under our Zoning Ordinance. .2) Concerned about increased traffic. Answer – I don't see a large increase with one dwelling being added at this time. If the Council permitted 150 feet of road, I would recommend putting the cul-de-sac in, however, a couple of property owners objected to that cul-de-sac because it would involve the removal of three trees that are in the Town right a way.

Ms. Erard - Asked Council not to give formal approval until a formal agreement has been approved

Mr. Bird – Will ask Mr. Adlon to submit a set of plans so that we can submit them to VDOT and get the specifications so we can reference that plan in the Agreement.

Mr. Coombes - Postpone until we get more information.

Mr. Kennedy – I will do a site visit.

Mr. Bird –The Town Attorney and I will reformat this agreement. He is going to have to have an engineering plan. The Zoning restrictions out there limit the use of the land pretty effectively.

Chuck Adlon discussion will be on the next Work Session Agenda, February 26, 2009.

- **E911 Mapping**

Mr. Bird - The County approached Chief Hawkins not to long ago regarding implementation of a Reverse E-911 System. The Reverse E-911 System is a means of notifying large groups of people throughout the Town and County of an emergency or disaster. It can target specific groups like the emergency response teams. It can target specific areas, any other type of alerts, etc. Westmoreland County is trying to implement their Reverse E-911 system and is unable to do so because the Town's 911 maps are out of date.

Maps last updated in 1998

New addresses not updated with the County

ENSAG – Proposal for doing address certifications and map updates

Chief Hawkins commented on alerting people a lot quicker.

Cost of updating will be approximately \$11,000

Mr. Ridgely – We need to discuss fees before we start project.

Mayor Rummage – Asked for something more concrete about the basic cost.

- **Probation Workers – Fat Freda’s Restaurant**

Ms. Payne reported that this item can now be removed, however there is still a problem with a large amount of debris, an old walk in freezer, setting out in front of the old Public Works Building at 700 Colonial Avenue.

Mr. Murphy and Ms. Payne will follow up with the citizen who wanted the old walk in freezer.

- **Rural Development Update – (Attachment)**

Ms. Fould’s – I am asking Council to review the attached documents. Mr. Murphy, Mayor Rummage and I are comfortable with these documents and what I am recommending to the Town Council is that you grant the Town Manager the authority to follow through and execute the documents to secure the USDA loan/grant package. I further recommend that the Town Council adopt the associated Resolution regarding said funding. This is a resolution prepared by the USDA and reviewed by our Town Attorney this week with regard to proceeding. They need to know that the Council is serious about wanting this funding to repair these problems. Again, this is not a luxury item, it is not something we have a choice in doing. We are under consent order to fix the inflow and infiltration problems.

Loan repayment discussed by Council and Town Manager.  
Request for Council members to review and vote on at the next Council meeting.  
Resolution from USDA – approved by our Town Attorney  
Bond Counsel discussion

- **Financial Condition of Town - Annual Report**

Balance Sheet provided so that the Financial Condition of the Town can be publicized so that everybody in Town knows exactly where we stand. The audit will be ready by February 15, 2009 – Set up separate meeting for audit discussion and review.

## **VI. WORK IN PROGRESS ISSUES:**

- **Vacation of Dennison Street – Bryan Coffman, High Tides update**

Ms. Foulds - VDOT stated that property is not impacted by the Bird Act which takes out the need for additional public hearings

Ms. Payne – February 26<sup>th</sup> Work Session for all three Public Hearings  
Public Hearing on the Vacation  
Public Hearing on the Transfer  
Public Hearing on the sale of the adjunct parcel

Can be done in one night.

**Ms. Payne – Motion to schedule Public Hearings on all three matters at the Town Council Work Session on February 26, 2009. There was no discussion. Second by Mr. Lyburn**

**Vote:**

<b>Mr. Coombes</b>	<b>Aye</b>	<b>Ms. Payne</b>	<b>Aye</b>
<b>Mr. Kennedy</b>	<i>(Absent from vote)</i>	<b>Ms. Payne</b>	<b>Aye</b>
<b>Ms. King</b>	<b>Aye</b>	<b>Mr. Ridgely</b>	<b>Aye</b>
<b>Mayor</b>	<b>Aye</b>		

Move Public Hearing to first part of the Agenda for the Work Session.

*A recess was called at this time – 6:40 p.m.*

- **Riverside Meadows Street Paving**  
Mr. Rummage – This will be left on the agenda until VDOT starts the paving.
- **Drainage Ditch @ 2<sup>nd</sup> Street & Middleton (Concrete Apron Blockage)**  
Mr. Rummage – Leave on Agenda
- **Boardwalk Vendors Program – 2009**  
Ms. Foulds and Ms. Payne to review make recommendation at next meeting.
- **Restaurant Meals Tax – Spot Check**  
Ms. Grant – I have had no direction to do anything in particular. Information is available in the County. The Department of Taxation will give the Commissioner the money that is reported and has been distributed but, other than that, the Commissioner tells me there is no other information.  
  
Ms. Erard – How that is done is through the Commissioner of Revenue. By the Treasurer.  
  
Ms. Grant – I will talk to the Commissioner tomorrow
- **Cigarette Tax – Spot Check**  
Ms. Grant – We have been doing this for only 28 days.  
Mayor Rummage – We have to check from time to time to see if the revenue coming in is the revenue we should receive. Be prepared in the future with the program so that we are not told that we have never spot

checked the cigarette tax. Spot checking is something that is done all of the time and should be continued on a regular basis.

- **Sewer Capacity Purchased by County – Outstanding**  
Mayor Rummage – we will keep this on the agenda until we get the check from the County.
- **Eleanor Trailer Park**  
Mayor Rummage – This is moving forward very well and according to schedule.
- **Boardwalk – Waterfront Development**  
Mayor Rummage – to be discussed at the Retreat
- **School Board Relations**  
Mayor Rummage – *This can be removed from the Agenda* as this issue has changed drastically on both sides. The relationship has improved considerably.
- **Town Priorities for Calendar Year 2009**  
Mayor Rummage – to be discussed at the Retreat
- **Ordinance Changes – (Business License Prior to Building and Zoning Permits being issued)**  
Ms. Goff stated that this is working well now.  
*This item can be removed.*

Ms. Payne reminded everyone that she is going through the Town Code of Ordinances, Chapter 21, Water and Sewer Ordinance and if anyone has any changes let me know.

- **Police Building Update**  
Mr. Ridgely reported that Mr. Murphy will do an RFP. I am going to meet with one other contractor and talk to him about the specifics. We have some pretty good rough estimates. We are looking very seriously in taking the building down and using the steel supporters that are there and a weight bearing wall. That would be the only thing we would use of that building.

Mayor Rummage – What is the square footage that we are looking at?

Mr. Ridgely – 5,000 square feet.

Mayor Rummage – But we only need 2,500 square feet.

Mr. Ridgely – We plan to finish the exterior of what we are not going to use. We can partition it off later for additional offices or use portable walls, etc. We will go ahead and get the electric, the utilities and finish that area. Carpet and put the ceiling tiles in and HVAC. That way it will give us considerable expansion and it puts us up on the main drag (Colonial Avenue) so we really want to do a nice job with the outside of that building to make it attractive eye catcher. We are buying in on Economic Development. We have put aside a lot of money for the exterior.

Mayor Rummage – Mr. Ridgely is leading this project and if anybody has any questions about this project, the RFP or anything else, refer such question or individual to Mr. Ridgely.

Mr. Ridgely – I don't want to take up builders time getting estimates, when I will have to ask them to go back and redo because that is not what we are looking at. If a contractor comes in and says what is wrong with the Police Station? I will sit down with you and I will sit down with the contractor and tell them where we are going. I am open for suggestions and we will be meeting with another contractor shortly to discuss the particulars.

Ms. King – Do we have a budget of any kind?

Mr. Ridgely – Yes, and as soon as we decide what RFP and where we are going, I would be happy to share that with you.

Mayor Rummage – I hope no one intervenes without first talking to Mr. Ridgely.

- **Tourism & Chamber Building update – Mr. Ridgely**

Mr. Ridgely stated that we have the RFP's back and it appears that in order to do the building right and complete it will cost in the neighborhood of \$12,000 to \$14,000.

Mr. Rummage asked if we have the money in the budget to do this?

Mr. Ridgely - We are going to locate the money, this is one of those projects we can't afford not to do.

*Discussion took place on how the construction would be done.*

Mr. Ridgely - This will be a complete renovation job inside and out. As soon as we identify the money and how we are going to do it, we can pick our contractor and he will have it completed in 45 days from the date we sign the contract. Weather permitting maybe 30 days. Right now it is identifying the line item and moving forward with the RFP. It has to be complete and it looks like we are going to go with the lowest bidder that submitted a complete RFP.

Mr. Ridgely stated that a resolution will be ready by the next regular meeting.

Ms. King – Does the Council have to accept or vote, or in some way approve the money or approve the RFP or is it accepted by the Town Manager?

Ms. Foulds stated as far as the signature we need a resolution agreeing on the line item and that we are designating or granting the Town Manager authorization to accept.

Mr. Ridgely – When we discussed the RFP, we went back and asked the three contractors that bid on it originally to come back with a proposal, an RFP that was in line and everybody was going in the same direction and they were bidding dollars to dollars.

Mayor Rummage – Will we have that all prepared for the next regular session?

Mr. Ridgely – We will identify a line item for the money.  
The heat pump is already here.

Mayor Rummage asked when would the Klotz Building be closed?

Mr. Ridgely – The instant that building is finished. We can talk to the contractor and if he says 45 days, we will tell him we much prefer 30 days.

Mayor Rummage – You did say, once the heat pump is in we could move.

Mr. Ridgely – We are going to talk about that and see what is involved. Her working conditions couldn't be any worse under construction.

Mayor Rummage – What you mentioned earlier Mr. Ridgely, is that you wanted to save as much money as you could from the Klotz Building.  
Moving will save a lot of money and I am anxious to do that for her.

Mr. Ridgely – I want to go on record Ms. King, once we pick the contractor, he picks the siding and lets us know through brochures, we will turn that over to Economic Development and let them make their decision.

Ms. King – A couple more items as far as moving the Chamber out there:  
Lease needs to be addressed – Letter of notification has been sent  
Telephone access – Will get Verizon lined up

Mayor Rummage – Hopefully by the next meeting, February 12<sup>th</sup>, we will have everything ready to vote on.

Mr. Ridgely – On February 12<sup>th</sup> I am meeting with the Board of Directors of the Chamber. If any of the Council would like to attend would be more than welcome at 8:00 a.m. They want to discuss this and that is fine but we just don't have a lot of options.

**VII. OLD BUSINESS:**

- **Res: #34-08 – Management of the Fund Balance for Contingencies & Capital Improvements – Pending Auditors**  
**February 15, 2009 is the date**

- **Rezone Certain parcels South of Boundary Street**

Mr. Coombes reported the area South of Boundary is essentially R-2 with adjunct property that is C-1. The old Parker's Restaurant was knocked down and Mr. McKinney owns that. He has come forward to talk to Mr. Bird requesting that his property be re-zoned R-2. It has to go to the Planning Commission. We cannot move unless Council directs us to move. There are three parcels that he owns. There are seven on the block. That leads into what to do with the rest of the block. My recommendation and Mr. Bird's recommendation would be to re-zone the whole block to R-2. The Commission's position has been in that area not to add anything that is extraordinary commercial. I would like to receive from Council the authorization to proceed to Public Hearing to re-zone the whole block to R-2.

**Motion by Mr. Coombes to refer to the PC that they consider a request by the Town of Colonial Beach to re-zone all of the properties of 1 block bounded by Monroe Bay Avenue, Marshall and Ball Street and Wirt Streets from C-1 to R-2. Second by Mr. Ridgely.**

**Vote:**

<b>Mr. Coombes</b>	<b>Aye</b>	<b>Ms. Payne</b>	<b>Aye</b>
<b>Mr. Kennedy</b>	<b>(Absent from vote)</b>	<b>Ms. Payne</b>	<b>Aye</b>
<b>Ms. King</b>	<b>Aye</b>	<b>Mr. Ridgely</b>	<b>Aye</b>
<b>Mayor</b>	<b>Aye</b>		

Mr. Coombes – Ms. Erard since we are doing the whole block, is that down zoning?

Ms. Erard – I will have to do any analysis.

Mr. Coombes replied if it is, we need to revisit it. I would like to know before we look into it, if there is a potential legal problem.

- **Telephone bill for water and sewer**

Ms. Payne – This is still ongoing. The Town Manager's Office is working on this, trying to determine if the lines are still active and if we should be paying for them or not

- **BAI – School Implementation discussion**

Ms. Grant – As I stated in my report, I have done everything that I can do. This is in the School Board’s hands to take the next action.

Ms. Grant – They are looking to hire a person to do the labor intensive work at the direction of an experienced person, who would be Barbara Worrell. They cannot move forward until that person is hired. If it is not going to be the Bright System, not speaking on Council’s behalf, they have to have a system. You are going to hear that from the auditors. They need an accounting system. The auditor’s are not going to say which one.

Mr. Coombes -The President of the School Board and the Superintendent of Schools need to be addressed by you Mr. Mayor.

Mayor Rummage – I would want Mr. Ridgely and Ms. Grant to be in that meeting since they have been working on this extensively

**VIII. TOWN COUNCIL AGENDA – FEBRUARY 12, 2009**

**RES: - #06-09 – Reappointment of Tommy Edwards to Colonial Beach Tourism Advisory Council**

**RES: - #07-09 – Reappointment of Tommie Moeser to Redevelopment & Housing Authority**

**IX. OTHER MATTERS:**

**X. COUNCIL CONCERNS/INPUT**

**CLOSED MEETING**

**MOTION TO ADJOURN by Mr. Ridgely. Second by Mr. Burkett. There were no objections to adjourn the Town Council Work Session of January 29, 2009 at 8:25p.m.**

**Approved by:**

**Mayor Frederick C. Rummage**