



**Minutes of the
Colonial Beach Town Council
Work Session held on
Thursday, August 27, 2015 at 4:30 p.m.**

Colonial Beach Town Center
22 Washington Avenue
Colonial Beach, VA 22443

Present

Mayor, Mike Ham
Vice Mayor, Eddie Blunt
Member, Wayne DiRosario
Member, Tommy Edwards
Member, Wanda Goforth
Member, Mike Looney
Member, Burkett Lyburn

Absent

All members were present.

Also Present

Town Manager, Val Foulds
Police Chief, Danny Plott
Director, Public Works, Rob Murphy
CFO, Joan Grant
Town Clerk, Kathleen Flanagan

Call to Order

Mayor Ham called the Work Session to order at 4:34 p.m.

Roll Call of Members

Mayor Ham noted all members were present.

Presentations (by Council request)

Ted Cole, Davenport & Company

Mr. Cole passed out a copy of his power point presentation to Council. The presentation discussed the VPSA Fall Pool which will enable funding for the school construction project, currently estimated at \$8.5 million as the funding that will be requested this fall. Mr. Cole noted that the initial payment that will be due in the summer of 2016 has been added to the total amount borrowed.

Questions and Answers: Mr. Cole

Mr. Blunt asked how much is the yearly lease on the modpods. \$194,000 per year? Mayor Ham answered \$264,000 -- \$194,000 plus \$60,000. Mr. Blunt asked if the buildings would be owned by the school. Mayor Ham answered No.

Mr. Blunt asked what was the cost to have those buildings put into place. Mr. Newman answered about \$500,000.

Mr. Blunt asked what is the monthly maintenance cost and is it added into the bond. Mr. Cole answered that those costs could be added in, but he would need that information. Mr. Cole noted a good question is "What new costs will be derived from this facility that you're not already paying."

Mr. Blunt noted he is concerned that Council will impose a tax increase and then find out the town does not have enough money to perform maintenance and pay the utility bills without having to further raise taxes.

Mr. Blunt further noted that Scenario 1 seems to leave the town without funding to do anything else, such as capital improvements or emergency capital needs.

Mr. Blunt noted that Scenario 2, which is borrowing more than the \$8.5 million in order to make the 2016 payment.

Ms. Goforth asked if Mr. Cole would be available at the public hearing scheduled for September 12th.

Mr. Looney asked for clarification on the payments. Mr. Cole answered there are two payments each fiscal year. The first payment is due on August 1, 2016 in the amount of \$161,800, which will be paid from the borrowed funds; the second payment is due on February 1, 2017 in the amount of \$160,000, which will be paid from town monies. The August payment is larger because it includes principal and interest. The February payment is interest only.

Bike Fest Committee

Carey Geddes provided Council a schedule of events, beginning on Wednesday, Oct 7th with vendors setting up on town hill and the boardwalk. On Thursday, live music will begin on town stage beginning at 1:00 p.m. Beer and wine sales begin at 1:00 p.m. and end at 5:00 p.m.

On Friday, Oct 9th, live music will begin on town stage or boardwalk stage at 1:00 p.m. until 6:00 p.m. with beer and wine sales. On Saturday, Oct 10th live music will begin at 2:00 p.m. and

will end at 6:00 p.m. with beer and wine sales. On Sunday, Oct 11th live music will begin at 1:00 p.m. and will end at 5:00 p.m. with beer and wine sales.

Questions and Answers: Bike Fest Committee

Mr. Edwards asked if the handicap parking spots in front of the American Legion will be available for handicapped drivers. Chief Plott answered “yes.”

Mr. Blunt asked the committee to consider charging an admittance fee to concerts for future bike fests and that those fees be turned over to the town.

Mr. Geddes noted costs paid so far this year: \$17,000 for Marshall Tucker Band, \$7,000 for Artimus Pyle band; \$16,813.40 temporary stage; \$5,000 port-a-potties; \$650 generator; \$850 trash; \$4,000 Swamp da Wamp; \$5,600 security on town hill; and magazine \$4,900, all of which equals \$57,813.00. Collected sponsorships and vendor income total \$32,500.

Mr. DiRosario noted many businesses in town complained they did not benefit from extra business during bike fest.

Mr. Geddes noted the Chamber sent out invites to all 150 member businesses to participate in bike fest. Mr. Geddes noted the simplest way to increase business is to put a sign saying “Welcome Bikers;” beer vendors will provide a sign for free. All businesses were encouraged to put their events on the bike fest webpage.

Ms. Goforth noted the restaurants that did not do well are the ones who cater to the locals, who stayed away from town that weekend.

Town Manager Update

Ms. Foulds asked Mr. Murphy to update Council on the sidewalk survey recently performed in town.

Mr. Murphy noted there is approximately 11,137 linear feet of sidewalks that should be replaced. To replace those 11,000 linear feet, the cost would be approximately \$556,850 and to further install curb and gutter and handicap ramps, the cost would move upward to approximately \$1,010,000.

To repair sidewalks on a piecemeal basis using Public Works, the linear feet cost would go from \$50 to \$25 per linear foot, which does not include employee salaries.

Questions and Answers: Mr. Murphy

Mr. Blunt noted there are dangerous spots in heavily trafficked areas. Mr. Blunt recommended making repairs starting with those dangerous spots.

Mr. Edwards noted the public works crew has been to problem areas and have done an outstanding job of repairing the sidewalks.

Mr. Murphy noted he recommends trying to get large sections of sidewalks that include some of the worst sections, be done through VDOT.

Mayor Ham recommended holding a dedicated work session in either September or October to discuss: purchasing the current town hall building from the school and prioritizing the town's most important needs and expenditures.

Public Facilities

Mr. Murphy recommended purchase of a pre-cast concrete building as a replacement for the current restroom. The new building could be sited in the parking area and would cost approximately \$200,000.

Mr. Lyburn and Mr. Blunt believe the Boundary Street restrooms get more use.

Mayor Ham asked the Town Manager to get an estimate on how much it would cost to put a drainage system in the existing bathroom. It needs to be open for the rest of the summer, at least during daylight hours.

Mr. Blunt noted an alternative is to lease a portable restroom.

Mayor Ham recommended for the balance of the season, through October, get a contractor in to clean the restrooms and make sure they are locked up at night.

Ms. Chiarello spoke from the audience and strongly encouraged Council to make it a priority to remedy the restroom/changing room situation on the boardwalk.

July Department Reports

Ms. Goforth asked how the parking kiosks are working. Chief Plott noted that officers are volunteering to work overtime on "beach patrol," which issues parking violations and keeps watch for visitors who do not follow the posted rules for the beach, such as "no grilling."

Mr. Looney asked Ms. Grant if she could make the print larger on the revenue and expenditure report. Ms. Grant responded she would try.

Mr. Looney asked why the water fund was listed on the report at being 61% used. Ms. Grant responded she will look into that, then spoke to when revenue is recognized.

Mr. Looney asked about the summary document on which appears a line "charges for services" and asked Ms. Grant who do we charge for services. Ms. Grant answered that are utility services that we charge for and connection fees.

Mr. Looney asked why debt service shows only 21% revenue remaining. Ms. Grant answered that the town has debt service that is due very early in the fiscal year.

Ms. Goforth asked if the situation with town email has been resolved. Ms. Foulds noted she has been in contact with the web providers.

Mr. Blunt noted he continues to have a problem reading his emails on his desk top.

Mr. Looney, Mayor Ham, and Mr. Lyburn currently have no issues.

Old Business

Special Events Policy

Ms. Foulds noted the changes made in the Special Events Policy and further noted the attached Fee Schedule will be presented to Town Council as an ordinance.

Mr. Blunt noted there is no language stating that the town has the right to make money. Ms. Foulds answered this is a special events support policy.

Mr. Blunt suggested additional language be included to state that the town manager has the right to charge additional fees as necessary.

Mr. DiRosario reminded members that Council is looking to raise taxes on property owners and this may be an option to generate revenue for the town.

Mayor Ham reminded members that Council needs to set up an Economic Development Authority that can rent property. The town cannot act like a business and are not in the business of making money.

Mr. Walter Kern spoke from the audience reminding Council that Colonial Beach Recreation had asked for a miniature golf course.

Ms. Goforth thanked Ms. Foulds for her work in preparing the document.

Ms. Glenda Chiarello spoke out from the audience directing Council to page 5 of the Special Events Policy where there already is language about additional fees.

New Business

First Read

Resolution #47-15, Notice of Award to D.H. Griffin Wrecking Co., Inc. for Demolition of Old Colonial Beach High School and Cafeteria and Site Restoration

Mayor Ham read the resolution. Mr. Blunt suggested Council consider the resolution for approval at the Work Session rather than waiting for the September regular meeting.

Ms. Goforth asked about recovering the bricks. Ms. Foulds answered that is not part of this contract, but the school could negotiate with the contractor.

Mr. Blunt made a motion to approve Resolution #47-15 as written. Mr. Lyburn seconded the motion.

Motion to Amend

Mayor Ham read a series of modifications to the resolution, including adding the letter “a” in the final paragraph so it reads “from a line item to be established in consultation with the audit team the week of August 24.”

Mr. Edwards made a motion to amend Resolution #47-15. Mr. Lyburn seconded the motion.

Mr. Looney noted the fourth paragraph needed a correction to read “that the Colonial Beach Town Council at the Work Session on August 27, 2015,”

Mayor Ham read Resolution #47-15 with all suggested modifications.

Mayor Ham called for a voice vote on amending Resolution #47-15. Mr. Lyburn, Mr. Blunt, Mr. Looney, Mr. DiRosario, Mr. Edwards, Ms. Goforth and Mayor Ham all voted “aye.”

The motion to amend Resolution #47-15 passed unanimously.

Motion to Approve

Mr. Blunt made a motion to approve Resolution #47-15, as amended. Mr. Lyburn seconded the motion.

Mayor Ham called for a voice vote on amending Resolution #47-15. Mr. Lyburn, Mr. Blunt, Mr. Looney, Mr. DiRosario, Mr. Edwards, Ms. Goforth and Mayor Ham all voted “aye.”

The motion to approve Resolution #47-1, as amended, passed unanimously.

Resolution #47-15, Notice of Award to D.H. Griffin Wrecking Co., Inc. for Demolition of Old Colonial Beach High School and Cafeteria and Site Restoration

WHEREAS, in July, 2015 the Town of Colonial Beach issued a Request for Proposal (RFP #7-15-001) for the demolition of the old high school and cafeteria and site restoration of the project area and associated grounds on the property known as 315A Douglas Avenue, Colonial Beach, Virginia; and

WHEREAS, there were a total of five proposals received by the Town, and

WHEREAS, the panel of reviewers consisting of the Town Manager, the Public Works Director, the Building Official and the Town’s consulting engineers, Dewberry Engineers, have reviewed and evaluated the proposals and have found that D.H. Griffin Wrecking Co., Inc. was rated the “Highest Qualified” of the five proposers.

NOW THEREFORE BE IT RESOLVED, that the Colonial Beach Town Council, at its work session on August 27, 2015, hereby authorizes the award of the contract to D.H. Griffin Wrecking Co., Inc. in the base amount of \$225,533 plus per unit pricing as proposed for Asbestos Containing Material (ACM) handling and disposal for the aforementioned demolition of the Old Colonial Beach High School and Cafeteria and for site restoration of the property.

BE IT FURTHER RESOLVED, that the Town Manager shall be authorized to sign any and all documents related to the awarding of this contract to D.H. Griffin Wrecking Co., Inc., subject to the review and approval by the Town Attorney; and

BE IT FINALLY RESOLVED, that funding for this contract will be taken from a line item to be established in consultation with the audit team week of August 24th.

General Council Discussion

Mr. Looney noted he will ask questions regarding Bike Fest at the next regular meeting. Mr. Looney then noted that the county is in charge of the town’s emergency management plan and would like to see a copy of the plan as it pertains to Colonial Beach.

Closed Session

Adjournment/Recess

Ms. Goforth made a motion to adjourn. Mr. Blunt seconded the motion.

Mayor Ham called for a voice vote on the motion to adjourn. Mr. Edwards, Mr. Lyburn, Mr. Blunt, Mr. DiRosario, Mr. Looney, Ms. Goforth and Mayor Ham all voted “aye.”

At 7:15 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor