



**Minutes of the
Colonial Beach Town Council
Special Meeting to hold a
Work Session held on
Thursday, January 20, 2016 at 10:00 a.m.**

Colonial Beach Town Hall
315 Douglas Avenue
Colonial Beach, VA 22443

Present

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

Absent

There were no council members absent.

Also Present

Town Manager, Val Foulds
Public Works Director, Rob Murphy
Town Clerk, Kathleen Flanagan

Call to Order

Mayor Ham called the meeting to order at 10:05 p.m.

Roll Call of Members

Mayor Ham noted that all Council members were present or expected to be present.

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Discussion of Goals and Priorities

Mayor Ham noted that tourism is starting to pay off for the town with increased collection of meals and lodging taxes.

Ms. Foulds directed Council members to a handout she had provided entitled “Recommended Categories for Prioritization.” Ms. Foulds thanked Mr. Looney for his suggestions on the creation of categories.

Ms. Foulds thanked Council for taking the time to hold this meeting to set shared goals and priorities. Ms. Foulds agrees with Mayor Ham that tourism should be the number one goal.

Two specific items that are not included, but need Council input are: (1) the pier policy, which will be deferred for this meeting as it requires legal input; and (2) request from Monroe Point developers for a bond release.

The two highest priority items are: (1) the boat ramp at Castlewood; and, (2) public restrooms.

Following those two items is: (3) sale of town and school property.

Sale of town and school property

An RFP was issued, through the Free Lance Star and a local newspaper, with a December return date. One response was received from Coldwell Banker Commercial Elite located in Fredericksburg, Virginia.

Mayor Ham noted that the realtor would receive 10% commission off any sale. The realtor will also represent properties belonging to the School Board. The realtor will perform all marketing. The realtor will charge \$200+ per hour for any meetings. The local contact would be Relda Schick.

Mayor Ham noted that last year the town received approximately \$7,000 in October during Bike Fest. This year, the October revenues rose about \$2,000, but the yearly increase in revenue is approximately 25%.

Mayor Ham noted he would like the Town Attorney to write an opinion regarding whether the boardwalk properties are waterfront or waterview. Mayor Ham believes the properties are waterview as the town owns the boardwalk to the water.

Mr. Blunt suggested the town bring in palm trees for the beachfront. Mayor Ham agreed, but noted there is an ordinance that prohibits non-native trees.

Mayor Ham recalled that the appraisal on Eleanor Mobile Home Park came in listed as “waterview” and asked Ms. Foulds how the appraisal on the lot next to High Tides was listed. Ms. Foulds answered “waterfront” and recalled something about the Byrd Act.

Mr. Blunt noted that waterfront properties pay more real estate tax.

Boat Ramp at Castlewood Park

Mayor Ham believed it is time to invest some of the money in the Capital Improvements Fund to upgrade the boat ramp.

Mr. Murphy noted it will cost approximately \$160,000 for complete reconstruction.

Ms. Foulds read the work procured from Bayshore Design to date, which includes conceptual project drawings and a site plan.

Mr. Blunt noted there is a considerable amount of wasted space outside of the fenced-in playground that could be utilized for parking.

Mayor Ham suggested staff prepare a resolution to authorize repair of the boat ramp in an amount not to exceed \$200,000 from the Capital Improvement Fund.

Ms. Foulds updated Council on the grant from the Department of Game and Inland Fisheries, which would set strict requirements on parking and configuration.

There was Council agreement to direct staff to prepare a resolution and to look into reconfiguring the parking area.

Public Bathrooms

Ms. Foulds reported that there is no grant funding for public facilities available.

Mr. Murphy reported he looked into precast structures. There are three public restrooms, one on the beachfront, one by the cannon and one at Castlewood Park.

Mr. Murphy is researching 5x5 structures, which contain five restrooms and five changing rooms.

Mr. Blunt suggested Council concentrate on the “main” beach first, then down to the center (near the cannon), and then to the south.

Mr. Murphy noted Public Works could perform a minimum fix up of the bathrooms at Boundary over the next few months.

Mayor Ham suggested the current bathroom be demolished and the new prefab bathroom be placed on the back of the lot so the front/boardwalk part of the lot could be sold.

Ms. Foulds noted that a bond will be paid off in 2017, which could facilitate the priority order for the bathrooms.

Mr. Murphy reported that he has located a portable unit for \$60,000 which could be utilized as temporary bathrooms.

Mr. Blunt and Mr. Lyburn suggested hiring a contractor for a couple of hours a day to maintain the bathrooms.

Mayor Ham asked if there was Council agreement on the demolition of the current bathrooms and installing a prefab 5-plus-5 on the main beach.

Mr. Blunt, Mr. DiRosario, and Mr. Lyburn all agreed with Mayor Ham to direct staff to prepare a resolution to purchase the portable unit, demo the existing bathroom and purchase and install the precast unit.

Mayor Ham, with Council agreement, requested staff to provide a list of agreed-upon items at Council's next Work Session, scheduled for January 28.

(Recess)

Robin Grove Living Shoreline Stabilization Project

Mr. Murphy noted his best guess for necessary work on the shoreline is \$100,000 to \$200,000.

Ms. Foulds noted there is an Erosion Fund which has about \$130,000 to \$137,000. Ms. Foulds further noted that design services have been procured, but construction services will not be available this year.

Mayor Ham summarized noting that Council was not committing resources to Robin Grove at this time.

Improvements and Upgrades to Council Chambers

Ms. Flanagan apprised Council of the estimated costs to upgrade the Council Chambers, including technology upgrades at \$30,000; new council seating console at \$30,000; new chairs at \$200/\$300 each ; new roof at \$16,750; and new speakers.

Mr. Looney believes improvements to Town Center, other than the roof, should be at the bottom of the list.

Ms. Flanagan noted that at a minimum the speaker system needs to be upgraded. Ms. Flanagan also noted the chairs are in disrepair and there have been two incidents of people falling out of the chairs. If another chair breaks, there are no replacement chairs left.

Town Council agreed to fund a new roof, new seating and new speakers for a total of \$22,000.

Purchase Discussion of Town Hall Facility, 315 Douglas Avenue

Mayor Ham believes that 315 Douglas Avenue is a currently a good location for town hall and Council should plan on purchasing it from the School Board. Mayor Ham estimated the appraised cost to be approximately \$300,000.

Ms. Foulds noted the building will need a new HVAC system.

Mayor Ham, Mr. Looney, Mr. Blunt, Mr. Edwards and Mr. Lyburn agreed to purchase 315 Douglas Avenue as town hall in a manner prescribed by the MOU.

Mr. DiRosario and Ms. Goforth asked Ms. Foulds about the storage of electronic backup materials, which was recommended by the auditor.

Transportation Alternative Grant (TAP)

Ms. Foulds noted the town is required to match funds in the amount of \$135,000. Ms. Foulds will check to see if employee labor costs can be counted as part of the match. That amount should be earmarked for the grant.

Mayor Ham noted out of \$1.2 million in capital improvement funds, the total thus far is: \$200,000 for the boat ramp; \$300,000 for the public restrooms; \$22,000 for town center; and, not to exceed \$300,000 for the Douglas Avenue/current town hall property. That leaves a total of \$378,000.

Gravel Roads

Mayor Ham then opened a discussion about addressing the gravel roads in town. Mayor Ham suggested a long term plan to commit \$150,000 to \$200,000 per year to tar and chip the gravel roads. The roads will not be up to state standards, but it will alleviate the dust and other issues expressed by residents.

Mr. Murphy asked if there was a need for a connecting road from the Meadows other than Route 205?

Mr. Blunt noted when Rt 205 is blocked by an accident, yes, there is a need.

Piers

Mr. Blunt then opened a discussion about piers, saying Council had previously said there would be an ordinance in October.

Mayor Ham suggested that the topic be placed on the next work session agenda.

Mr. DiRosario noted there is disparity between the pier owners on Monroe Bay Avenue and Irving Avenue. Mr. DiRosario noted he had a pier application on file.

Mr. Blunt suggested selling the town-owned property to the home owners. The home owners would then be responsible for the maintenance. Those current leaseholders who do not purchase the property would then be required to remove their pier from town-owned land.

Mayor Ham agreed with Mr. Blunt.

Fire Department Roof

Mr. Looney requested Council discuss funding the replacement of the fire department roof.

Mayor Ham suggested that Council increase the annual funding to the Fire Department by \$15,000 per year, which will fund the roof replacement. The funding will increase annually from \$60K per year to \$75K per year.

There was Council agreement.

Debarment Policy

Ms. Foulds reported that, as the town enter agreements with contractors and property owners for the Façade Program, the town would like the ability to bar contractors from bidding on any jobs offered under the grant program.

Job Appraisals

Council should provide annual appraisals for: the Town Clerk, the Town Manager, the Police Chief, the CFO, and the Town Attorney.

Only one appraisal has been done for the Town Manager in 2013.

Mr. Blunt recommended that the Town Manager handle the job appraisals instead of the Town Council.

Adjournment/Recess

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

Mayor Ham called for a voice vote on the motion to adjourn. All in favor, signify by saying “aye.” Mr. Blunt, Mr. DiRosario, Mr. Edwards, Mr. Lyburn, Mr. Looney, Ms. Goforth and Mayor Ham voted “aye.” The motion to adjourn passed unanimously by Council members present.

At 2:11 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor