



**Minutes of the
Colonial Beach Town Council
Work Session held on
Thursday, July 28, 2016 at 4:30 p.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

All Council Members were present.

Also Present

Town Manager, Val Foulds
Town Attorney, Andrea Erard
CFO, Joan Grant
Police Chief, Danny Plott
Zoning Administrator, Brendan McHugh
Town Clerk, Kathleen Flanagan

Call to Order

Mayor Ham called the meeting to order at 4:30 p.m.

Roll Call of Members

All Council Members were present.

All Council Members were present.

Additions to the Agenda

There were no additions to the agenda.

Presentations

Establishment of an Economic Development Authority

Ms. Erard summarized the a process to establish an Economic Development Authority. Under State Code Town Council has the authority to create an Economic Development Authority or an Industrial Development Authority, which is a separate political subdivision with seven members who are appointed by Town Council.

The Authority has the ability to have a corporate seal, to enter into contracts, to acquire property, to lease property, and to lease/exchange and donate property.

Typically one member of the EDA is also a member of Town Council. However, due to our population total of over 3,500, this would not apply.

An EDA can be an effective tool in attracting businesses to the community, handling property and arranging transactions that are beneficial to the town financially.

Members serve for four year terms and take an oath of office. Members can be paid up to \$200 per meeting and are reimbursed for expenses.

Questions and Answers Re: Establishment of an EDA

Mr. Looney asked if an EDA would have a mission statement or charter or Articles of Incorporation or By Laws.

Ms. Erard answered they would have By Laws; they would be created by Council ordinance and are regarded as a non-profit.

An EDA has the authority to issue bonds.

Mr. Looney asked if they would be under the supervision of the Town Council.

Ms. Erard answered “Only in that initially all of their money comes from Council.” “It is a separate political subdivision.”

Mr. Blunt asked if the EDA were to take out a bond, would the town be responsible for repayment.

Ms. Erard answered “No.”

There is a process for Council to dissolve the EDA.

Mr. Blunt asked if having an Economic Development person working for the town as opposed to an EDA, which would be more beneficial to the town.

Ms. Erard answered “Having a professional, a staff person, working with the EDA is good.”

Mr. Looney asked for an example of a benefit of having an EDA.

Ms. Erard answered (1) establishing forgivable or low-interest loans for businesses; (2) or installing or replacing infrastructure; (3) establishing a business incubation center; and (4) facilitating land transactions.

An EDA does not have the type of restrictions in the sale of property as the town has. The town would have to give the land to the EDA or give the EDA the money to purchase land.

Ms. Erard reminded Council that Virginia is a Dillon Rule state and only has the authority that is written in State Code.

Mr. DiRosario asked for information re: the town having an Economic Development Director and noted the County has a part-time Economic Development Director and perhaps the town could share that person.

Ms. Erard answered that having a staff person work with the EDA is key.

Mr. Looney asked what could the EDA do that local non profit groups can do.

Ms. Erard responded that the EDA could issue bonds.

Mr. Edwards asked for examples of the criteria used to select EDA members.

Ms. Erard answered that people who have experience in the areas of finance, banking, or real estate and land development; a familiarity with the community is helpful.

Mayor Ham asked how many meetings do they typically have and can Council control the number of meetings held.

Ms. Erard answered “Yes.” “You don’t have to compensate them.”

Ms. Erard suggested, if Council is interested, she could research projects EDAs have done in other localities.

Mr. Blunt asked how the comprehensive plan fits into this.

Ms. Erard answered that it would be beneficial to hold training and encourage projects that are consistent with the comp plan.

Ms. Goforth noted the EDA is held to the State Constitution as well as State Code and are, therefore, very similar to Town Council.

Ms. Erard noted Council members are more accountable because they are elected rather than appointed.

Mr. Blunt would be interested in learning about EDAs in town of similar population and demographics to our town.

Ms. Goforth asked what other towns have an EDA.

Ms. Erard responded that most town of this size in the Central Virginia area do have an EDA.

Town Manager Update

Ms. Foulds reviewed several items:

(1) Water system upgrades has received VDOT approvals; waiting for Virginia Department of Health.

(2) Downtown revitalization project has passed the halfway mark. Murals are quite popular.

(3) VDOT Transportation Grant permits are underway.

(4) Sidewalks grant starts construction mid September.

(5) Boat ramp permit is pending.

(6) Boardwalk bathrooms are progressing – the roof will be in place next week and sidewalks in two weeks.

(7) Historic Resource Designations – a survey continues with site visits. The project wrap-up and report is expected on November 3, 2016.

(8) Utilities review and rate study – an initial meeting was held and historical, current and financial data has been provided to Municipal and Financial Services Group.

(9) Pier attached to town property – review work has begun.

(10) Downtown Colonial Beach submitted a budget request after the town budget had already been adopted.

(11) CIP preparations have begun and one item being looked at is expansion of our GIS system.

Ms. Goforth asked the status of the pet waste stations.

Ms. Erard answered that the draft agreement is ready to be finalized.

Mr. Looney, Ms. Goforth, and Mayor Ham all agreed to include the recommended wording proposed by Ms. Foulds for budget resolutions which provide funding to non profit groups. The recommended wording is as follows: “The Town shall reserve the right to review the financial records and any available audit reports of Town-funded agencies who do not obtain independent annual audits. Said agencies shall provide a financial statement to the Town annually.”

There was council agreement to prepare a resolution that directs the Town Manager to include the proposed wording and include that resolution on the next agenda.

June Department Reports

Mayor Ham asked if a minimum charge or flat fee could be included for food vendors in lieu of procuring a business license. Then, once the gross receipts exceed the minimum fee, regular meals tax rates would apply.

Mayor Ham suggested better cooperation from the Chamber of Commerce.

Mr. Blunt suggesting meeting with Chamber of Commerce representatives at the August work session.

Ms. Erard answered that State law says you can charge a fee for a business license in an amount not to exceed \$100 for any locality with a population greater than 50,000; \$50 for a population of 25,000 to 50,000; and \$30 for a population smaller than 25,000.

Old Business

Resolution #44-16, Amends 2009-2029 Comprehensive Plan

Mayor Ham noted the resolution was tabled at the July 14, 2016 meeting.

Mayor Ham asked for further comments and/or suggestions.

Mr. Looney noted that this item could be brought off the table at the next regular meeting of Town Council in August.

Mayor Ham and Mr. Edwards agreed with Mr. Looney.

RESOLUTION #46-16, Sale of Tax Map 3A1-2-9-1, formerly known as Eleanor Trailer Park

Mayor Ham noted the resolution was tabled at the July 14, 2016 meeting.

Mr. Looney noted he would be willing to take this resolution off the table at the next regular meeting of Town Council in August.

Mayor Ham and Mr. Edwards agreed with Mr. Looney.

New Business

Recommendation by Planning Commission re: BeachGate Motel request for Rezoning and Conditional Use Permit

Mayor Ham noted Planning Commission had held a public hearing on both requests and has sent a positive recommendation to Council.

Mr. Edwards suggested the Building Inspector examine the building once a month for the first three months, and on an “as-needed” basis after that.

Mayor Ham queried Council regarding holding a public hearing at the September 8th regular meeting.

A public hearing will be held at the September 8, 2016 Town Council regular meeting.

Adjournment/Recess

Mr. Edwards 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. Edwards, Mr. DiRosario, Ms. Goforth, Mr. Lyburn, Mr. Looney and Mayor Ham voted “aye.” The motion to adjourn passed unanimously by Council members present.

At 5:45 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor