



**Minutes of the
Colonial Beach Town Council
Work Session held on
Tuesday, March 26, 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, Tommy Edwards
Member, Wanda Goforth
Member, Burkett Lyburn
Member, Mike Looney

Absent

Member, Wayne DiRosario

Also Present

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

Call to Order

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

Roll Call of Members

Mayor Ham noted all members were present, with the exception of Mr. DiRosario who was sick.

Presentations (by Council request)

Captain Steven L. Chumley, Division One Commander, State Police; First Sergeant Jeremy S. Kaplan, Area Commander, Division 1, Area 2; and Sergeant Troy H. Smith, Area Two Supervisor, Virginia State Police appeared before Council regarding 2015 Bike Fest.

Captain Chumley opened the presentation by saying “We’re here for you.” During bike fest, the State Police proposed they will provide resources that are needed. Further, the State Police will provide all traffic services needed at no cost. If the State Police also provide “inside personnel,” they would prefer the event sponsor pay or assist in paying for those personnel.

Captain Chumley recalled last year the State Police provided approximately 80 people at no charge. The number of personnel provided depends on intelligence provided and the number of attendees.

Mayor Ham introduced Captain Chumley, First Sergeant Kaplan and Sergeant Smith to Carey Geddes, President of the CB Chamber of Commerce, Steve “Smurf” Keene, All American Harley Davidson, and Brian and Vicki Coffman, owners of High Tides restaurant, the sponsors of bike fest.

Mr. Edwards asked if the State Police were planning to use a helicopter during bike fest. Captain Chumley noted there is a SWAT team on standby, which will be of no cost to you. Any specialty team will not be in full view, so as to not aggravate a situation.

Captain Chumley is looking forward to begin meetings and developing operation plans.

Dave Robey, Chief, CB Volunteer Fire Department stated the reason he was here was to ask for a new roof on the fire department building. Every time it rains there are leaks in the fire house. For several years, the roof has been patched in an effort to make it last as long as possible.

Chief Robey said the County Engineer provided the department with drawings. Chief Robey has received estimates for a flat roof in the amount of \$190,000 and a pitched roof in the amount of \$220,000. Chief Robey would like a pitched roof.

Soon the department will also need a new firetruck.

Chief Robey reported that the town’s ISO had been a 6, and it is now down to a four, which is very good.

Mr. Blunt, Mr. Edwards and Mayor Ham agree that the fire department’s roof situation is critical. Mayor Ham said he would ask Mr. Roberson, our representative on the Board of Supervisors to ask for half of the money for the roof replacement. Mayor Ham will also ask the Board at their April meeting to contribute to the roof replacement.

Ms. Foulds, in answer to a question, reported that the fire department is outside the revitalization downtown area. Ms. Foulds also clarified that the bond proceeds are spoken for. Mayor Ham clarified that the school repayment money is not spoken for.

Bill Bowman

Mr. Bowman appeared before Council by their request to answer questions about his offer to purchase Robin Grove park.

Mayor Ham noted it has been in negotiations for over a year. Mayor Ham then opened the floor to questions.

Mr. Looney noted his intent to not vote for a sale of the property to Mr. Bowman citing the Comprehensive Plan's recommended percentage (31%) of land retained as park land.

Ms. Goforth noted her intent to not vote for a sale of the property to Mr. Bowman citing that it is waterfront land and she does not agree to any sale of waterfront land.

Mr. Blunt noted it is not unusual for local governments to sell one piece of property in order to fund the purchase of other property, especially looking at number of parking spaces, soccer fields, et cetera.

Mayor Ham summarized the issue by saying in order to sell waterfront, Town Council would need to have six votes in favor of the sale and there is not six votes to sell the property.

Mayor Ham further proposed the Town Manager meet with Mr. Bowman to exchange information on shoring up the eroding shoreline.

There was council agreement to the Mayor's request.

An Audience Member spoke out and asked if the town could add a No Wake Zone in order to protect the shoreline.

Mayor Ham answered that the Virginia Marine Resources Commission are the only one who can put a "No Wake Zone" in Monroe Bay.

Mr. Bowman responded saying it would take a request from the town and a request from Westmoreland County.

Steve Cirbee asked if an RFP could be put out for design and construction of the breakwater.

Jim Chiarello noted that Rob Murphy, Director of Public Works had done some work on the bulkhead last year.

Proclamation

Mayor Ham read a Proclamation proclaiming April 1 through April 7, 2015 as Local Government Education Week.

Town Manager Update

Ms. Foulds noted: (1) there will be a financial update at the end of the quarter; (2) the Town Attorney has finalized the documents for the easement from Kyle and Relda Schick; and, (3) the DHCD grant is moving along and that the town will have to expend funds first and then ask for reimbursement, so the town will have to set aside \$150,000.

CFO, Joan Grant prepared a subset of the revenue and expenditure report, which she presented to Council. Ms. Grant noted that not all March numbers have been posted, so the report does not reflect the entire quarter.

Overall revenue to be collected is at 24%, which is good. Expenses are at 39%, which is normal for this time of the year.

Real estate is about 48% collected; business licenses, due date is April 1, so this will be included in quarterly report; cigarette tax continues to lag; court fines are down; police grants are down; and meals tax appears to be on target.

Overall, we are at 31% remaining for revenue, which looks really good, and our expenses are at 40%, which is on target for this period of time.

Mr. Looney asked if Council would receive this report every month. Ms. Grant noted the revenue and expenditure report goes out every month, but if this condensed version is more user friendly, she could provide this report every month.

There was council agreement that Ms. Grant provide the condensed report every month.

Mr. Blunt requested an additional loud speaker be placed behind the council table.

Mayor Ham suggested Council hear an in-depth analysis from the CFO be heard quarterly.

There was council agreement that Ms. Grant provide an in-depth analysis every quarter.

Mr. Looney asked if acronyms could be spelled out in reports, especially those that are less common. Ms. Goforth agreed with Mr. Looney.

There was council agreement that acronyms be spelled out in reports.

Ms. Goforth asked “what is an administrative fee?” Ms. Foulds responded that staff has been working to pull out all administrative fees out of the Code and review them with the Council based on the cost of doing business and inflation.

February Department Reports

Mr. Looney was glad to see progress on community policing included in the report.

Old Business

There was no old business discussed.

New Business

Discussion of Citizen Input on agenda

Mr. Looney believes it's an improvement and to continue citizen input where it is now on the agenda.

Mr. Blunt agreed with Mr. Looney and added that Council could reconsider moving Citizen Input in January 2016, which would give a year to operate this way.

Ms. Goforth agreed with Mr. Looney.

Mr. Lyburn agreed with Mr. Looney.

There was Council agreement to leave Citizen Input at the end of the agenda.

Discussion of funding commitment to Rappahannock Legal Services

Mr. Blunt noted the request was for \$800 per year. The facts provided claimed there was 2,500 people in the county that required assistance and Colonial Beach had 500 of the 2,500, but use up 51% of the funding. Mr. Blunt learned that it is actually only about 30 people who require assistance and use 51% of the funding.

Mr. Blunt noted there is a bigger core issue and would like to address the issue -- "are we doing what we need to do as a community".

Mr. Looney believes \$800 is a small price to pay for those kind of important services and would further like to restore the \$800 funding not provided last year.

Mayor Ham would like to look into why there is a concentration of people in town that need such services and to address the issue.

There was Council agreement to fund the request from Rappahannock Legal Services and to look into the core issues.

Discussion of proposal by Walter Kern to schedule a town hall meeting in April and September

Mr. Blunt supports a town hall meeting.

Mayor Ham suggested holding one in May and one in mid-September.

Ms. Foulds reminded Council that May will be busy with budget meetings.

Mayor Ham suggested scheduling one in mid July.

There was Council agreement to have Mr. Kern provide a presentation on his suggestion and to look to scheduling a town hall style meeting in mid July.

Initial Discussion of budget and timelines

Mayor Ham provided a timeline for budget meetings in order to have a vote on the FY 15-16 budget on June 18, 2015.

There was Council agreement to the timeline provided by Mayor Ham.

Res # -15, Accepts the Final Reports of the Dahlgren Joint Land Use Study

Mayor Ham recommended Council accept the final reports as presented by JLUS and noted that the town can request funding from the Navy in order to implement any findings.

Res # -15, Tasks the Planning Commission regarding town-owned properties

There were no questions or discussion.

Res # -15, Amends Bylaws & Rules of Procedure, Citizen Questions & Complaints

Mr. Looney was concerned that citizen recommendations get lost. This would ensure that citizen suggestions made during public comment are considered by Council at the next work session.

Res # -15, Appoints Volunteer Committees for Revitalization Grant Management Team

Mr. Looney suggested calling the committees “subcommittees.” Ms. Foulds will check on the requirements.

Res # -15, Additional Budget Appropriation, School

Mayor Ham reported that this pays the school the fees charged for moving the modpods.

Res # -15, Amends FY 14-15 Budget, Utilities and General Fund (public hearing to be held on April 9, 2015)

Ms. Foulds explained the attached pages that describe the leased items, which are over 1% of the budget and must have a public hearing.

Ms. Foulds advised there will be one additional “clean up” resolution in June.

Res # -15, Appoints Planning Commissioner(s)

Mr. Edwards brought up his previous suggestion to reduce the number of planning commissioners from seven to five.

Mayor Ham suggested asking the Chair of the Planning Commission to provide the pros and cons of having five members versus having seven members.

Additional Council Comments

Mayor Ham asked if there were additional comments.

Mr. Blunt suggested Council set a tentative date regarding a determination of what to do with the burnt school building. Mr. Blunt would like to see the first bulldozer on the 1st of June.

Mayor Ham suggested Council make a final decision on what to do and move forward with either tearing it down or rebuilding it in the same 45 day timeframe as set out in the MOU, which would be the middle of May.

Mayor Ham further suggested drafting a resolution for the April regular meeting that says “we go out with an RFP on what it would cost to tear it down.”

Ms. Foulds asked Council to consider an additional resolution in order to pay for additional attorney fees or an outside attorney.

Mayor Ham asked Ms. Foulds to present a list of projects that are being worked on and come up with a ballpark estimate, such as \$8,000, that Council could consider.

Mayor Ham further noted we need a resolution to abandon the alleyway to the town.

Mayor Ham further noted the RFP for the demolition would need to include salvage of the bricks.

Closed Session

There was no closed session.

Adjournment/Recess

Mr. Lyburn made a motion to adjourn. Mr. Edwards seconded the motion.

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

At 7:52 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor