



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, May 16, 2018 at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Eddie Blunt, Mayor
Frank Alger, III, Council Member
Steve Cirbee, Council Member
Bill Dellar, Council Member
Burkett Lyburn, Council Member
Phil Rogers, Council Member

Absent

Vice Mayor Dallas Leamon was absent.

Also Present

Town Manager, Quinn Robertson
Town Attorney, Andrea Erard
Finance, Gladys Gomez
Town Clerk, Kathleen Flanagan
Deputy Town Manager, Rob Murphy
Chief of Police, Danny Plott

Call to Order

Mayor Blunt called the meeting to order at 6:00 p.m.

Moment of Silence/Pledge of Allegiance

Mayor Blunt asked for a Moment of Silence in honor of the memory of Colonial Beach citizen, Luke Sydnor.

Roll Call of Members

Mayor Blunt noted that all Council Members were present with the exception of Vice Mayor Dallas Leamon.

Approval of the Agenda

Mr. Lyburn made a motion to approve the agenda as written. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote to approve the revised Agenda. Mr. Alger voted “aye,” Mr. Lyburn voted “aye,” Mr. Cirbee voted “aye,” Mr. Rogers voted “aye,” Mr. Dellar voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the agenda passed with a unanimous vote of council members present.

Council Announcements

Mr. Alger announced that Dr. Newman has accepted another position. Mr. Alger thanked Dr. Newman and wished him well on his new job.

Mr. Lyburn also thanked Dr. Newman for his service to Colonial Beach.

Mr. Cirbee also thanked Dr. Newman and said he will be missed.

Mr. Dellar also thanked Dr. Newman.

Mr. Rogers also thanked Dr. Newman.

Mayor Blunt also thanked Dr. Newman and wished him the best success.

Mayor Blunt thanked Public Works saying the palm trees on the beach look great.

Presentations

Proposed Basketball Court

Mr. Robertson introduced the new Zoning Administrator, Allison Finchum, and welcomed her to the team.

Mr. Robertson then directed everyone’s attention to the Power Point presentation.

Mr. Robertson summarized that local football legend and two time Superbowl winner, Torrey Smith, has agreed to partially fund a basketball court for the town.

Mr. Robertson noted the proposed location is the water tower. In discussion are two basketball courts, two tennis courts, a pavilion area and a playground. The total price tag is roughly

\$250,000. Torrey Smith has made a verbal commitment of \$186,000, which is the price of the basketball courts.

Mr. Alger asked if landscaping is included in the cost.

Mr. Robertson responded that it is not.

Mayor Blunt noted that, looking down the road, it may be possible to build a new municipal building and keep the current town hall for use as a community center, which would keep all activities in a central location in town.

Mr. Cirbee asked if any site improvements had been included. Mr. Cirbee noted there is also no storm drainage plan, no curb and gutter, no fencing, no lighting, no parking, no restrooms – this price is just to build the courts and the pavilion and does not include site improvements, which could cost \$100,000.

Mr. Dellar asked if there has been a timeline set for fundraising.

Mr. Robertson responded that he has been in discussions with Coach Swope.

Mayor Blunt noted the next step is to reach out to a civil engineer to determine the costs of the groundwork.

Mayor Blunt queried Council members if they were in favor of the Town Manager proceeding as discussed.

All Council Members present expressed their agreement of the Town Manager proceeding as discussed.

Colonial Beach Schools

Dr. Newman noted that the schools were unable to have the courts built on existing school land is because it would have created a number of issues, such as hours of availability.

Dr. Newman noted it had been a pleasure working with everyone and asked Council Members to be proud of your schools.

Mr. Cirbee asked if the Planning Commission had been involved in the basketball court.

Ms. Erard responded saying they would have to come in at the end and make an evaluation and finding that its consistent with the goals of the Comprehensive Plan.

Planning Commission

Ms. Schick noted the Commission is beginning to review Chapter 4, which is the future land use map of the Comprehensive Plan.

Mr. Cirbee made a motion to direct the Planning Commission to review the Comprehensive Plan and recommend such updates as may be necessary. Mr. Rogers seconded the motion.

Mayor Blunt called for a roll call vote to direct the Planning Commission. Mr. Alger voted “aye,” Mr. Lyburn voted “aye,” Mr. Cirbee voted “aye,” Mr. Rogers voted “aye,” Mr. Dellar voted “aye,” and Mayor Blunt voted “aye.”

The Planning Commission is hereby directed to review the Comprehensive Plan and recommend updates as may be necessary.

Chamber of Commerce

Ms. Susan Mack reported a schedule of activities taking place around town.

Ms. Mack noted that the town’s tourism website and the chamber’s website are linked and working together.

Mr. Cirbee suggested town administration work with the Chamber regarding bikefest vendors and business license requirements.

Colonial Beach Foundation

Mr. Eric Nelson thanked the Mayor for recognizing the Foundation and requested that the Foundation be added to future agendas.

The Foundation has taken over some activities from other non-profit groups and look to increasing student scholarships as well as other fund raising and fund giving activities.

Monthly Department Reports

Mr. Robertson introduced a new format for presenting the information contained in monthly department reports.

Department of Public Works

Mr. Murphy narrated a slide presentation, which included the status of all projects, including reclamation of storm drainage outlets around town and paving gravel roads.

Mr. Cirbee asked if Mr. Murphy could identify how much of the projects work is being done by contractors and how much is being done by employees.

Mr. Dellar would like to see more budget-to-actual tracking for projects. Mr. Cirbee agreed.

Ms. Gomez suggested using project codes, which will provide the information requested. Currently, the detail has not been identified.

Mr. Murphy then provided Mr. Cirbee with a response to a question of how much did the restrooms cost -- \$186,000. Mr. Cirbee noted that number does not include labor costs, benefit costs.

Ms. Gomez then pointed Mr. Cirbee to the meeting held on March 28 which show detail – if you look there, the bathrooms renovation expenses started in FY 2017 of \$273,000 and in FY 2016 of \$149,000.

Mayor Blunt noted that a truly robust process of tracking will not be fully functional until FY19. All efforts are being put in place now to reach that goal.

Mr. Dellar asked about the VDOT Pedestrian Plaza project. Mr. Murphy has met with VDOT and Land Studio. VDOT has provided Mr. Murphy a “not-to-exceed” price.

Mr. Dellar asked if there was any discussion on the statues.

Mr. Murphy there is still no commitment on whether we can include that cost in the grant.

Mayor Blunt noted that, as far as the statues, he hopes they can be sold or repurposed.

Mr. Dellar asked what kind of statues are they.

Mayor Blunt reported the previous committee commissioned the project, which is a man and a woman basically coming off a steamship, that era, in bronze.

Police Department

Chief Plott summarized the recent distribution of KKK flyers.

Chief Plott noted the Police Department will not be re-accredited and can reapply in 18 months.

Chief Plott further noted the Police Department will operate by the rules and policies that have been in place.

Town Clerk

Ms. Flanagan reported that it has been very busy in her office and she is a single person office. Ms. Flanagan is working on the backlog of minutes. The last three weeks have seen a significant increase in FOIA requests. Ms. Flanagan reports she is doing a significant amount of research for department heads.

Mr. Cirbee noted the Town Clerk works at the pleasure of Council and should be more focused on getting information to Council.

Finance Department

Ms. Gomez reported that the backlog is caught up.

Ms. Gomez summarized the slides.

Ms. Gomez reported they were able to trace the yacht club money for about 10 years. In June of 2006 there was \$1.4 million in investments. Since 2006 part of that money went into the Capital Projects Fund.

Town Manager

Mr. Robertson summarized his report.

Old Business

Discussion of FY 2018-2019 Budget

Mr. Robertson recommended moving forward with public hearings.

Ms. Erard proposed advertising any tax increases on May 19 and May 26. Public Hearings on revenue increases and the budget could be held on June 2nd and adopt the budget at the regular meeting on June 20th. Council could vote on the budget and the school budget together.

Alternatively, Council could hold the public hearing on the budget on June 20th and then hold a special meeting to adopt the budget on June 27th.

Mr. Dellar asked if the advertisement would advertise an increase in real estate taxes of .08 cents.

Motion to Authorize Advertisement

Mayor Blunt made a motion to authorize real estate advertisement in the amount of .80 cents. Mr. Cirbee seconded the motion.

Mayor Blunt called for a roll call vote to authorize real estate advertisement. Mr. Alger voted "aye," Mr. Lyburn voted "aye," Mr. Cirbee voted "aye," Mr. Rogers voted "aye," Mr. Dellar voted "nay," and Mayor Blunt voted "aye."

Town Council voted 5-1 authorizing an advertisement to increase real estate tax rates in the amount of .80 cents.

Discussion of proposed amendments to Zoning Ordinance, Article 12, Signs

Ms. Erard suggested Town Council move forward with passage of the sign ordinance.

Motion to Approve

Mr. Lyburn made a motion to approve the proposed amendments to the Zoning Ordinance, Article 12, Signs. Mr. Alger seconded the motion.

Mr. Cirbee said he did still want to hear fearback from the new Zoning Administrator.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Lyburn voted “aye,” Mr. Cirbee voted “aye,” Mr. Rogers voted “aye,” Mr. Dellar voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the ordinance passed with a unanimous vote of council members present.

Outline of Steps to Proceed Forward with Leasing re: Piers

Ms. Erard recommended and Council agreed to hold public hearings for pier leases every five or so applications.

Ms. Erard would like to hold the first public hearing on June 20, 2018.

Mr. Dellar asked if all leases would use June 1st as the start date.

Ms. Erard noted she understood the lease amount would be charged on an annual basis.

Mr. Dellar recalled Council agreeing to five-year leases, with all leases coming due simultaneously. New piers will be pro-rated.

Mr. Cirbee said to use the word “retroactive” so no leaseholders enjoy free time.

Mr. Cirbee asked if Council will be putting a new pier ordinance in place.

Ms. Erard said she does not believe the town needs an ordinance to have a public hearing for a lease.

Citizen Input

Walter Kern, The Meadows discussed recreation in town and fundraising in town.

Robin Schick, 125 Wilder Avenue reminded Council that proceeds from the sale of 10 North Irving Ave would be distributed as Capital Improvement Funds to the General Fund, the Schools, the Fire Department and the Rescue Squad.

Closed Meeting

Mr. Lyburn made a motion to go into closed meeting subject to VA Code Section 2.2-3711(A)(1) for the purpose of discussing the resignation of a specific appointee and for the

purpose of discussion of appointment of a person to fill the position of that specific appointee on an interim basis. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Lyburn voted “aye,” Mr. Cirbee voted “aye,” Mr. Rogers voted “aye,” Mr. Dellar voted “aye,” and Mayor Blunt voted “aye.”

The motion to move into closed session was approved by an unanimous vote of Council Members present.

At 8:30 p.m. Council moved into closed session.

Certification and Reconvene

Mr. Alger made a motion to certify that only those matters that were identified in the motion to go into closed meeting were heard, discussed or considered. Mr. Rogers seconded the motion.

Mayor Blunt called for individual certifications. Mr. Alger so certified, Mr. Lyburn so certified, Mr. Cirbee so certified, Mr. Rogers so certified, Mr. Dellar so certified and Mayor Blunt so certified.

At 8:59 Mayor Blunt reconvened the meeting.

Motion to Adopt Resolution #18-18

Mr. Lyburn made a motion to adopt Resolution #18-18, which states:

WHEREAS Danny Plott was appointed by the Colonial Beach Town Council to serve as the Colonial Beach Police Chief; and

WHEREAS Danny Plott has submitted his letter of resignation effective May 29, 2018.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly meeting on May 16, 2018 that the resignation of Danny Plott as the Chief of Police for the Town of Colonial Beach is accepted effective May 29, 2018; and

BE IT FINALLY RESOLVED that Bruce Hough shall be appointed as the Acting Chief of Police as of May 29, 2018.

Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Lyburn voted “aye,” Mr. Cirbee voted “aye,” Mr. Rogers voted “aye,” Mr. Dellar voted “aye,” and Mayor Blunt voted “aye.”

The motion to adopt Res #18-18 was approved by an unanimous vote of Council Members present.

Adjournment/Recess

Mr. Lyburn made a motion to adjourn the meeting. Mr. Alger seconded the motion.

At 9:00 p.m. Mayor Blunt adjourned the meeting.

Kathleen Flanagan, Town Clerk