



Before the  
**Colonial Beach Town Council**

Held at  
Town Center, 22 Washington Avenue

**Wednesday, February 20, 2019 at 6:00 p.m.**

**Town Council Regular Meeting**

**AGENDA**

1. **Call to Order**
2. **Moment of Silence/Pledge of Allegiance**
3. **Roll Call of Members**
4. **Additions to the Agenda**
5. **Approval of the Agenda**
6. **Approval of Minutes for February 6, 2019 Work Session**
7. **Council Member Announcements**
8. **Presentations**
  - **Proclamation, 127<sup>th</sup> Year Anniversary of Town's Incorporation**
  - **Dashan Turner, Colonial Beach School Superintendent**
  - **Colonial Beach Schools ● Westmoreland County Supervisor ● Planning Commission**
  - **Downtown Colonial Beach ● Chamber of Commerce ● Colonial Beach Foundation**
9. **Monthly Department Reports *(Tab A)***
10. **Unfinished Business**

**11. New Business**

- Res #12-19, FY 20 Budget Timeline *(Tab B)*
- Res #15-19, Appropriations Resolution *(Tab C)*
- Res #16-19, Authorizes and Approves Town Manager to execute a Memorandum of Understanding with Westmoreland County re: Building Official *(Tab D)*

**12. Citizen Input**

**13. Closed Meeting (if necessary)**

**14. Adjournment/Recess**



# Proclamation

**WHEREAS**, the Town of Colonial Beach was incorporated on February 25, 1892; and

**WHEREAS**, the upcoming date of Monday, February 25, 2019 will commemorate the 127th year anniversary of the Town's incorporation; and

**WHEREAS**, the Mayor and the Colonial Beach Town Council hereby make a public proclamation expressing their pride, commitment and dedication to our Town and our founding principles in commemorating this very distinguished date in our history.

**THEREFORE, BE IT RESOLVED**, that the Mayor and Town Council urge all citizens of the Town of Colonial Beach to take a moment to reflect upon and acknowledge the historical importance of February 25<sup>th</sup> as the date commemorating and celebrating the incorporation of our town.

---

*Edward T. Blunt, Mayor*

*Dated this 20th day of February 2019*

# Tab A



# Town Manager & Department Reports



- Boardwalk Project: (New VDOT project rep, 100% complete on drawings,)
- Torrey Smith Project: (95% of Concrete complete), waiting for spring and dry conditions
- Grants Initiative(s):
  - Submitted: 3 (The Nature Conservation (Robin Grove), WWII Memorial event & 50 years of LOVE)
- Various Survey initiatives with Jeff Howeth (cont.)
- Down Town Colonial Beach Banners arrived
- Camera installed at Finance Counter
- Vendor Program: Do we want to expand our program?
- Special Events:
  - Approved: Osprey Festival, NNK Beer & Wine festival, two 5k run events, Garden House tour)
  - Submitted: 0
  - Under review: 0



# Finance



- **Edmunds software integration (currently implementing requisition and Purchase order processes)**
- **Avenue Analytics (in-person meeting, 19 FEB)**
- **Begin Budgeting Cycle (see Agenda Budget Timeline)**
- **(HR) Employee Actions with internal organizational impacts (Job Description training with Phyllis Katz)**



# Police



**January/2019**

**Police Department Report**

**Significant Activity: On 1/17/2019, a drive-by shooting was reported at a residence located in the 700 block of Taggart Street. Investigation is continuing.**

**343 Officer Calls for Service**

**23 criminal offenses reported**

**8 subjects arrested**

**Interviews/background investigations continuing on applicants for Police Officer positions.**

**1/14/2019 Officer Keith McElfresh began Police Academy Training in Fredericksburg.**



# Zoning & Community Development



- Began Pro-active Code Compliance Measures for Blight Management per Town Council Directive
- Preparation of Background Material to Allow Public Hearing on Leasing of Town Waterfront Property for Piers
- Background Data Collection for Public Hearing on Sale of Town Property
- Continued to Provide Technical Expertise on Planning, Zoning, and Building Code Matters
- Assisted with the Re-Construction and Successful Re-Opening of McDonalds
- Assisted the Planning Commission in Public Hearing and Recommendation of the 2019-2020 Capital Improvements Plan.



## Public Works



- **Robin Grove Water Facility Upgrade** – substantially complete; system preliminary start-up 2/14/2019 punch list items to be addressed subsequently (including final water testing prior to introduction to system)
- **Klotz Building Demolition** – RFB solicitation published – Bid date 2/28/2019
- **Parking** – meeting with T2 Systems scheduled 2/15/2019 to identify system equipment and operational alternatives; line painting along Washington Avenue scheduled March (weather dependent)
- **Pedestrian Plaza** – 100% drawings complete; preparing bid documents; preparing VMRC application (associated NOAA documents still pending) ; coordinating with Dominion Virginia Power to remove street lights along boardwalk impact area during boardwalk reconstruction and replacement of such upon completion
- **Water meter system** – Town forces locating/isolating 25 more unidentifiable services and installing meter boxes as located – Ferguson Waterworks and Mueller Systems substantially complete with 2,241 meters installed and communicating –logged consumption from 1/15/2019 and 2/13/2019 was 8,312,121 gallons
- **Paving** - Weather-dependent large area street repairs scheduled March; small area repairs on-going as weather and asphalt plant operations allow

# Tab B

## COUNCIL PAPER

At the meeting held on February 20, 2019 at the Colonial Beach Town Center

---

### **RESOLUTION #12-19, FY 2020 Budget Timeline Resolution**

**WHEREAS** Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2019; and

**WHEREAS** state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2020 budget.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council at its regular monthly meeting on February 20, 2019 that the FY 2020 budget shall be developed/approved in accordance with the following timelines:

February 1, 2019

*CFO Prepares FY20 Budget Template Files*

February 5, 2019

*Town Manager and CFO to Meet with Department Heads to Discuss Budget Process*

February 20, 2019

*FY 20 Budget Timeline resolution presented to Council*

February 27, 2019

*FY20 Budget Requests from Department Heads due to CFO/Town Manager*

March 4, 2019

*CFO and Town Manager begin to prepare FY20 Budget Files and Presentation Document*

March 6, 2019

*CFO and Town Manager provide first update to Town Council on status of FY20 Budget Process*

March 20, 2019

*CFO and Town Manager updated Town provide second update to Town Council on status of FY20 Budget Process*

April 3, 2019

*CFO and Town Manager Present FY20 Budget to Town Council at Work Session*

April 17, 2019

*FY20 Budget presented at April 3 Work Session continues to be discussed and A Request for Public Hearing for FY20 Budget is made.*

May 1, 2019

*Public Hearing for FY20 Budget is held during Work Session*

May 15, 2019

*FY20 Budget Approval & Appropriation*

---

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AYE

NAY

AYE

NAY

Mayor Eddie Blunt

\_\_\_\_\_

\_\_\_\_\_

Dallas Leamon

\_\_\_\_\_

\_\_\_\_\_

Frank Alger

\_\_\_\_\_

\_\_\_\_\_

Vicki Roberson

\_\_\_\_\_

\_\_\_\_\_

Steve Cirbee

\_\_\_\_\_

\_\_\_\_\_

Robin Schick

\_\_\_\_\_

\_\_\_\_\_

Pat Ey

\_\_\_\_\_

\_\_\_\_\_

Adopted \_\_\_\_\_

Tabled \_\_\_\_\_

# Tab C

**COUNCIL PAPER**

**At the meeting held on February 20, 2019 at the Colonial Beach Town Center**

---

**RESOLUTION #15-19, Amends Fiscal Year 2018-2019 Budget  
General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2018-2019 budget.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council meeting in regular session, Wednesday, February 20, 2019, hereby adopts and appropriates an amendment to Fiscal Year 2018-2019 budget as follows:

	FY 2018-19 Approved	FY 2018-19 Revised	Change
General Fund	\$7,098,716.34	\$7,387,896.61	+\$25,002 +\$264,178.27

1) Increase of \$25,002.00 represents Assigned Fund Balance as of June 30, 2018 related to the marketing contract that was signed for a 1 year period during FY18 and included in the FY18 budget but only 6 months was actually completed since the contract was not finalized until after December 2017. This represents carryover of fund balance and will be recorded in line item 3-100-016080-1000. The related expenditure account is 4-100-012100-3100.

2) Increase of \$264,178.27 represents Committed Fund Balance as of June 30, 2018 related to paving. Starting with FY16, Town Council had approved \$150,000 in paving each year for 3 years totaling \$450,000. Paving did not start until late Spring 2018 with \$121,278.59 completed (i.e. expended) plus an additional \$64,543.14 encumbered. This represents carryover of fund balance and will be recorded in line item 3-100-016080-1000. The related expenditure account is 4-100-041200-3100.

---

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Vicki Roberson	___	___
Steve Cirbee	___	___	Robin Schick	___	___
Pat Ey	___	___			

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

# Tab D

**COUNCIL PAPER**

**At the meeting held on February 20, 2019 at the Colonial Beach Town Center**

---

**RESOLUTION #16-19, Authorizes and Directs Town Manager to Negotiate and Execute the Attached Memorandum of Understanding with Westmoreland County re: Building Official**

BE IT THEREFORE RESOLVED that the Town Manager is hereby authorized and directed to negotiate and execute the attached Memorandum of Understanding with Westmoreland County regarding the administration and enforcement of Uniform Statewide Building Code.

---

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	_____	_____	Dallas Leamon	_____	_____
Frank Alger	_____	_____	Vicki Roberson	_____	_____
Steve Cirbee	_____	_____	Robin Schick	_____	_____
Pat Ey	_____	_____			

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**ENFORCEMENT OF UNIFORM STATEWIDE BUILDING CODE**

THIS MEMORANDUM OF UNDERSTANDING, made this the \_\_\_\_ day of March, 2019, by and between the COUNTY OF WESTMORELAND, VIRGINIA, a political subdivisions of the Commonwealth of Virginia, (hereinafter referred to as the "County") and the TOWN OF COLONIAL BEACH, VIRGINIA, a political subdivision of the Commonwealth of Virginia, (hereinafter referred to as the "Town")

WITNESSETH:

WHEREAS, the County provides building officials and a building department engaged in the enforcement of the Virginia Uniform Statewide Building Code (the "Code") including the issuance of building permits and the performance of inspections of buildings; and,

WHEREAS, until recently the Town provided a building official engaged in the enforcement of the Code; and,

WHEREAS, the County and the Town desire to enter a Memorandum of Understanding pursuant to §36-105 of the Code of Virginia, 1950, as amended, for the County to administer and enforce the Code within the corporate limits of the Town.

NOW, THEREFORE, pursuant to the applicable provisions of the Code of Virginia and the Virginia Uniform Statewide Building Code the parties hereto do hereby agree as follows:

1) The County building officials and building department shall administer and enforce the provisions of the Code within the corporate limits of the Town. Included in these responsibilities shall be the acceptance and issuance of building permits, inspections of buildings and other such duties and responsibilities as required by law and the Code.

2) Included in the responsibilities shall be enforcement within the Town corporate limits of Parts I and II of the Code and assistance to the Town, as needed, in the enforcement of Part III of the Code

3) Those persons or entities seeking to obtain a building permit under the applicable provisions of the Code for activities requiring permits and inspections pursuant to the Code within the corporate limits of the Town shall first obtain from the Town such additional permits as may be required pursuant to the Town Code or state law prior to an application for a building permit. All required Town permits shall be presented to the County Building Department prior to issuance of a building permit by the County. Required permits shall include a Town Zoning permit and may include other permits, such as a land disturbing permit, depending on the nature of the project. The Town will coordinate with the County on the additional necessary Town permits for any project, but a Town Zoning permit shall always be required. No building permit shall be issued by the County Building Department or any other employee or agent of the County unless the applicant has and presents as part of the application for a building permit such Zoning Permit and additional permits required to be issued by the Town.

4) Applications and requests for inspections required by the Code shall be conducted by the County on a first come- first served basis, with applicants for permits and inspections within the

Town treated on an equal basis as other applicants, including applicants for permits and inspections in the County.

5) The County shall be entitled to charge and retain fees for services of the Building Department from applicants from within the Town as such fees as the County may charge to other applicants. Such fees shall be uniform for all applicants.

6) The County Building Department shall schedule and perform such inspections as required by the Code, again on a first come- first served basis and uniform for all applicants.

7) Should the County Building Inspectors identify changes to the construction or additions to any building located in the Town which may constitute a change of use or increase in size the Inspector shall notify the Town Zoning Department to determine if such changes would constitute a Zoning or other violation of state law or Town ordinance.

8) The County and the Town agree to cooperate and to instruct their employees to cooperate on all issues and matters which may arise pursuant to the terms and conditions of this Memorandum of Understanding. The County is aware that the Town has small lots and parcels so that additional scrutiny of applications and permits is required and staff for the Town and County shall regularly confer as projects are commenced and developed in the Town.

9) Either party may terminate this Memorandum of Understanding upon ninety days' notice.

This Memorandum of Understanding has been approved and authorized by resolutions duly adopted by the Board of Supervisors of Westmoreland County, Virginia and the Town Council of the Town of Colonial Beach, Virginia.