



**Minutes of the
Colonial Beach Town Council
Work Session held on
Wednesday, April 3, 2019 at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Eddie Blunt, Mayor
Robin Schick, Vice Mayor
Frank Alger, III, Council Member
Steve Cirbee, Council Member
Patrick Ey, Council Member
Vicki Roberson, Council Member

Absent

All Council Members were present with the exception of Dallas Leamon.

Also Present

Town Manager, Quinn Robertson
Town Clerk, Kathleen Flanagan
Deputy Town Manager, Rob Murphy
Chief of Police, Bruce Hough
Financial Consultant, Gladys Gomez

Call to Order

Mayor Blunt called the meeting to order at 6:02 p.m.

Roll Call of Members

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

Approval of the Agenda

Ms. Roberson made a motion to approve the agenda as written. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Cirbee voted “aye,” Mr. Ey voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

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

Council Updates

Mr. Cirbee noted that the banners were put up on Colonial Avenue, Mr. Cirbee further noted that it was great to see clean up efforts on Colonial Avenue.

Ms. Schick noted there is work being done on amending the ordinance for food trucks at the Planning Commission. One way to accomplish amending the current regulations is to amend the portion of Town Code for Vendors on the boardwalk by expanding the area to include other areas in town. In the meantime, the Planning Commission will address the concerns of having vendors on private property.

Ms. Schick reported that she met with the School Board, Mr. Robertson and Ms. Gomez last week, along with Ms. Roberson about the request to refund the money that had been returned to the town by the school.

Ms. Schick reported that all the figures have been verified and this will be up for Council discussion.

Ms. Schick further reported that other details will be forthcoming at the next meeting.

Presentations

Quinn Robertson and Gladys Gomez, Analysis of Town Revenues

Mr. Robertson summarized the two handouts provided to Council – noting one handout is revenue and the other is expenditures.

Mr. Robertson then went over highlights of this year’s proposed budget and encouraged Council members to meet individually with himself or Ms. Gomez with questions.

Mr. Robertson then presented a Power Point presentation which included a preliminary look at the water fund.

Mr. Robertson reminded Council that funds were identified and streamlined in FY 19.

Unfinished Business

Resolution #15-19, Amends Fiscal Year 2018-2019 Budget, General Fund (Revised)

Discussion

Ms. Gomez discussed the individual amounts listed in the resolution.

(Multiple conversations)

Ms. Schick suggested returning the \$111,255.69 equally into the General Fund and the Capital Improvement Fund.

Mr. Murphy noted the library roof needs to be replaced.

Ms. Schick suggested patching the roof until an operating budget for repairs be created.

Mr. Murphy noted the existing lease of the building to the county has expired.

(Multiple conversations)

Mr. Leamon has questions about the \$264,000 in the resolution. In 2018, in response to a citizen inquiry, Mr. Leamon was told that the funding for paving had already been spent.

Mr. Leamon requested numbers from Mr. Murphy: in 2016, 2017 and 2018 \$150,000 was spent per year -- in 2016 -- \$144,989.60; in 2017 -- \$155,791.51; in 2018 -- \$273,661.08. A total of \$574,042.19.

Mr. Leamon asked where the \$264,000 come from when it appears there was an overspending of money allocated by \$124,000.

Mr. Robertson noted there is discrepancy between what Mr. Murphy actually spends and what is in the ledger. The general ledger is showing that money as committed funds relating to paving.

Mayor Blunt noted money came from a bond.

Ms. Schick agreed saying the money came from capital improvement monies.

Mr. Leamon agreed with Ms. Schick. Mr. Cirbee also agreed with Mr. Leamon.

Mr. Leamon restated his concern: that \$150,000 per year for three years had been allocated. We spent \$574,042.19. Now we are told we have \$264,178.27 is sitting there to be used for paving.

Mr. Murphy, in response to a question by Mr. Leamon, noted that he was directed to go ahead and complete the paving in Riverside Meadows.

Mr. Leamon noted the money needs to go back to the Capital Improvement Fund, not the General Fund.

(Multiple conversations)

Mr. Leamon asked where the extra money has come from, Capital Improvement or General Fund.

Ms. Gomez will track the funding and provide a revised resolution to Council at the next Regular Meeting.

Ms. Schick would like to see a 50/50 distribution.

(Multiple conversations)

Mr. Leamon would like to know where the \$120,000 Mr. Murphy went over in 2018 to finish the paving, where did that money come from.

Ms. Gomez noted that the bond the Mayor referred to, her understanding was that a bond was refinanced.

Mr. Cirbee offered that when the refinancing took place, the budget had reflected the original amount and when the terms changed, additional funds were noted and allocated to other things.

Ms. Schick asked Ms. Flanagan to find the budget amendment resolution regarding the \$342,000 in 2015.

New Business

Unsafe Piers Owned by Town

Mr. Robertson discussed three piers. 1) 1st Street, the pylons are good, recommends repair; 2) Sulgrave pier, recommends demolish; and 3) town pier, recommends repair to the lower section.

Mr. Cirbee recommends demolish the 1st Street pier.

Ms. Schick recommends repair the 1st Street pier and would like to see the numbers before making a decision.

Ms. Schick noted the pier could be used for oyster restoration.

Mr. Cirbee asked why the school doesn't replace the pier.

Ms. Roberson noted it was built by the school and destroyed in 2003 by Hurricane Isabel. Currently the school no longer teaches a marine biology course.

Mr. Murphy noted he would like to mitigate the hazard at 1st Street.

Mayor Blunt stated his preference as repairing the town pier first.

(Multiple conversations)

Mr. Murphy stated one pier is \$3,500 and one pier is \$2,500. Repair of the town pier is \$20,000.

(Multiple conversations)

Ms. Schick asked for the amount to repair the pier on 1st Street.

Mr. Robertson reminded Council that VMRC has active violations on two of the piers.

(Multiple conversations)

Mr. Cirbee noted that the 1st Street pier has recently had an outfall pipe installed underneath it and is sited in an area that catches most of the storm and damage from the storms.

Ms. Schick agreed with other Council members to demolish the 1st Street pier.

Mayor Blunt suggested building a new pier at the end of Colonial Avenue, including a marine program.

Mr. Cornwell summarized saying: Council directs staff to procure bids on the removal of the 1st Street pier; bids on removal of the Sulgrave pier; and bids for repair of the Town Pier.

Colonial Avenue Clean Up

Mayor Blunt summarized a listing of potential improvements to Colonial Avenue.

Mr. Cirbee noted that enforcement was key.

Mayor Blunt proposed that Mr. Cornwell prepare and mail a letter to the owner of the Beachgate Motel regarding compliance.

Mayor Blunt further proposed Council work with the NGO's regarding gardens, garden boxes and double poles.

Mr. Murphy responded the issue of double poles saying he was in contact with utilities for action to remove the double poles.

Ms. Schick noted that Colonial Avenue improvements is an item on the Capital Improvement Plan. The value of the project is listed at \$50,000, with a 50 percent match by the town.

Ms. Schick noted the Colonial Avenue project is ready to go and they will need a little bit of money.

Mr. Cirbee would like to see the town landscape 700 Colonial Avenue.

Mayor Blunt proposed not allowing residential on Colonial Avenue from Get N Zip to 7-11.

Ms. Schick noted mixed use is a good planning tool in business district.

Mr. Cirbee noted enforcement of codes can be done immediately.

Mr. Robertson suggested providing incentives to business owners.

Ms. Finchum summarized façade grant programs in other localities using matching grants and noted that our Zoning Ordinance does not allow mixed use, such as live/work units.

Status Items

Piers, Leased by the Town

Ms. Finchum noted there is a Public Hearing scheduled for March 20, 2019 on piers leased by the town, along with a resolution approving a new pier lease.

After that, letters will go out to residents who currently have piers with a process to begin leases starting with a requirement of a survey of the proposed leased property.

Mr. Cirbee asked if extending the property lines is the current requirement.

Mr. Cirbee asked if staff could negotiate a rate for the pier owners.

Sale of Town-Owned Property

Mr. Robertson requested Council provide a list of specific properties to both list for sale and to be included in the RFP for real estate representation.

Ms. Schick requested Mr. Robertson to use the eight properties that were voted on at the February work session.

Mr. Cornwell suggested Council list all town owned properties in one public hearing.

Ms. Schick noted the all-inclusive list that was prepared is not good public relations and she expressed concern that properties may or may not be available for sale and included on the list.

Mr. Ey and Mr. Leamon agreed that Council decided to advertise all properties in one public hearing.

Mr. Robertson noted the RFP for real estate representation was going to be re-issued as the Town only received one response.

(Multiple conversations)

Mr. Robertson, responding to a question posed by Ms. Finchum, responded that he directed staff to focus on the downtown area and the boardwalk for public hearing.

Mr. Cirbee and Mayor Blunt agreed that right of ways or alleyways should be included.

Ms. Schick noted there are nine parcels on the boardwalk right now.

Ms. Schick reiterated that by holding one public hearing, the public would not have an opportunity to address individual sales.

Ms. Schick reiterated she would prefer publicly identifying properties Council agrees they can all vote yes to.

Mayor Blunt asked for Council direction.

Mr. Ey suggested Council be provided a list of all town owned properties by March 20th and Council can go through the list and identify which properties should be advertised for a public hearing.

There was no Council objection to Mr. Ey's suggestion.

Santa Maria Drainage Issue

Mr. Murphy reported that Mr. Howeth has spoken to Mr. Vaughan and said due to the weather he has not been able to shoot the elevations.

Mr. Murphy noted the Town has had 76 inches of rain this last year.

RFP/Bids, Real Estate Broker and Klotz Demolition

Mr. Murphy summarized: 1) RFP for Real Estate representation is being re-issued; 2) there will be a notice to proceed by the end of the week on demolition of the Klotz Building.

Town Council Priority List and Grant Opportunities

Mr. Robertson reported that a grant application had been sent in order to get funding for the boat ramp that was not successful.

A tourism related grant has been procured under "50 Years of Love."

Staff is currently looking for grants that are applicable to Colonial Avenue clean up.

Citizen Input

Tim Vaughan, Santa Maria Avenue. Mr. Vaughan noted he has not spoken with Mr. Howeth. He appreciates the project moving forward.

Closed Meeting

Mr. Ey made a motion to go into Closed Meeting pursuant to VA Code 2.2-3711(A)(1) for discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific employee. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Cirbee voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye” and Mayor Blunt voted “aye.”

The motion to go into closed session passed with a unanimous vote of council members.

At 9:19 p.m. Council moved into Closed Meeting.

Certification/Reconvene

At 9:51 p.m. Mayor Blunt reconvened the meeting.

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

Mr. Alger, Mr. Cirbee, Mr. Ey, Mr. Leamon, Ms. Roberson, Ms. Schick, and Mayor Blunt all certified.

All council members certified that only those matters as were identified were heard, discussed or considered during Closed Meeting.

Adjournment/Recess

Mr. Leamon made a motion to adjourn the meeting. Mr. Ey seconded the motion.

At 9:51 p.m. Mayor Blunt adjourned the meeting.

Kathleen Flanagan, Town Clerk