



**Minutes of the  
Colonial Beach Town Council  
Work Session held  
Wednesday, August 12, 2020 at 6:00 p.m.**

**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

**Also Present**

Town Manager, Quinn Robertson  
Town Clerk, Heather Oliver  
CFO, Lisa Okes  
Deputy Town Manager, Rob Murphy  
Town Planner, Kathleen Easley  
Acting Chief of Police, Bruce Hough

**Call to Order**

Mayor Blunt called the meeting to order at 6:01 p.m.

**Roll Call of Members**

Mayor Blunt noted that all council members were present.

**Approval of the Agenda**

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

Mayor Blunt called for a roll call vote. Mr. Ager voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Mr. Cirbee 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.*

## **Presentations**

### **Wander Love Grant, Maggie Lane**

Ms. Lane explained the Wander Love grant. It is a non-match grant of up to \$10,000 and partners Virginia towns with each other to market tourism.

Ms. Lane reported that Ms. French and herself decided to split the \$10,000 into three main categories. Marketing using social media and advertising, signage for COVID-19 guidelines and video production which included to the purchase of a GoPro to produce tourism videos.

Mayor Blunt thanked Ms. Lane and applauded her on her efforts on obtaining these grants.

## **New Business**

### **Draft Resolution #30-20, Approves Second Amendment to Lease Agreement between the Town of Colonial Beach and Branch Banking and Trust for the Police Department**

Mayor Blunt asked Chief Hough if the property is conducive for the department to continue to operate.

Chief Hough assured Mayor Blunt the space was acceptable, and the department did not have any problems.

Ms. Schick asked if the department was okay with #5 on the lease in reference to the additional cost for HVAC services.

Chief Hough responded the department was aware of the additional cost and did not have a problem with it.

Mayor Blunt closed the discussion and noted the Resolution will be voted on at the next meeting.

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### **Discussion to review dedicated funds used from the appropriated FY 2018-2019 unspent funds and CARES Act update, Lisa Okes**

Ms. Okes reported on the funds that are dedicated from the \$467,807.76 of unspent funds from the FY 2018-2019 budget that was brought into the FY 2020-2021 budget.

Ms. Okes listed the projects that were committed from the unspent funds.

*Castlewood and Boundary Bathroom Remodel - \$25,000*  
*Purchase of new Parking Meters - \$128,000 (with possibility of \$60,000 return)*  
*Dog Park Construction - \$30,000*  
*New Playground Equipment for Eleanor Park - \$60,000*  
*GIS Mapping - \$24,885*  
*2 Lidar units for CBPD - \$2,824*  
*Cameras for Torrey Smith Park - \$14,000 (currently on hold)*

Ms. Okes stated after the cost of the projects there is \$183,128.76 remaining from the unspent funds.

Ms. Schick stated non-profit partnerships are fundraising for the parks and playgrounds.

Mr. Robertson noted the \$30,000 for the dog park was a rough estimate for the fencing at the dog park.

Dr. Self-Sullivan asked if the estimated \$30,000 included running water to the dog park.

Mr. Robertson replied the cost was just for fencing.

Mr. Murphy stated the cost for running the water would be \$1,000 for materials plus the cost of labor.

Ms. Schick asked Dr. Self-Sullivan if she was able to provide an amount of raised funds.

Dr. Self-Sullivan stated she did not have an amount to provide to the council.

Dr. Self-Sullivan further stated Colonial Buzz was running a fundraiser at their establishment to help.

Mayor Blunt asked if a bathroom remodel would be needed at Castlewood Park if the playground is removed.

Mr. Ey stated the bathroom remodel would still be needed for the people that used the beaches and boat ramp.

Mr. Ey asked if the cameras for Torrey Smith park need to be put on hold. It is a minimal cost compared to other expenses.

Mr. Cirbee asked if someone could tell him what items were on the CIP list.

Ms. Schick stated the meters were on the CIP, if the item is under the \$50,000 it did not need to be on the CIP.

Ms. Schick further stated she was not sure what else because she did not have the CIP in front of her.

Mayor Blunt stated the dog park was included in the budget.

Mr. Cirbee agreed and knew that the fencing had to be replaced anyways because of storm damage.

Ms. Schick stated the playground came in right under \$50,000.

Mr. Cirbee stated the playground will go over \$50,000 and not stay under it.

Mr. Cirbee further stated how the CIP fund is set up based on priority and wondered how things are being put ahead of what is on it.

Mr. Ey asked what were some items that were eliminated from the budget that needed to be fixed up, but we took out because we were cutting the budget.

(Multiple Discussions about CIP)

Ms. Schick asked if there have been any applications for park attendant.

Mr. Ey stated there have been around 15 applicants and they are not returning phone calls.

Mr. Ey further stated the purchase of the cameras that are \$14,000 makes sense to protect a half million-dollar park.

Mr. Robertson noted the cost of the cameras included updates, maintenance and monitoring to alert the CBPD.

Mr. Ey stated the system will alert the CBPD on their phone and they can see the cameras remotely.

Mr. Ey further stated he agreed with Mr. Cirbee that the council should not be jumping around the CIP and that is a document that should be followed.

Mr. Ey noted that council should be aware that if we are not refunded \$150,000 from the CARES Act then the \$183,000 would go to \$30,000. The money has been depleted within a month and a half.

Ms. Schick reported the calculations she did on the CARES Act fund. After Westmoreland takes the 19.92 percent of our allotted fund for county wide funding, we will still be left with approximately \$68,000. When the second wave of funding comes the town will have approximately \$133,000 left of the 2<sup>nd</sup> wave funding after Westmoreland takes the 19.92 percent.

This will leave the town with a guaranteed amount close to \$202,000 of funding to be spent on COVID related expenses.

Mr. Ey asked what the total would be including the second wave if Westmoreland did not take the 19.92 percent.

Mr. Robertson stated it would be \$313,000 times two, so \$626,000.

Mayor Blunt asked if the town pays taxes to the county, then why do we need to pay another 19 percent.

(Multiple conversations)

Ms. Schick stated regardless of what they take, and we do their math, we will have roughly \$202,000 to spend on COVID before December 31<sup>st</sup>.

Ms. Schick further stated that the funds are enough to support our programs for COVID, such as beach ambassadors and park attendants.

Mr. Robertson noted the problem is getting applicants and applicants returning calls. People are making more money from unemployment than they would working as park attendant.

Mr. Cirbee stated you can't increase the pay to get traction for park attendant and beach ambassadors. If you bump the pay for those positions, then public works employees would need a boost.

Mr. Cirbee asked if the Town Manager could investigate outsourcing for the COVID positions.

Mr. Robertson noted he will investigate the price for outsourcing.

(Multiple Conversations)

Ms. Okes noted OSHA has put out new guidelines and made it clear that they are going to start making rounds.

Mr. Cirbee and Mr. Ey agreed it is a good idea to move forward with outsourcing to make sure sanitation and safety are up to OSHA's guidelines.

### **Discussion on Beach Policies**

Mayor Blunt addressed the concerns that have been made about the beach, including smoking on the beach.

Mayor Blunt noted legal was looking into ordinance to prohibit smoking on the beach.

Mr. Robertson stated the most the town might be able to do is have a designated smoking area, but we are still waiting on an answer from legal counsel.

Mayor Blunt reported as recently as the day of the meeting there have been complaints of people jumping off the pier.

Mayor Blunt noted Mr. Murphy is going to be adding new signage prohibiting jumping off the pier.

Mayor Blunt further noted overnight sleeping on the beach has become a regular complaint. It is enforcement issue and the police department are aware. Driving onto the beaches to unload and park have been a problem and public works has since place boulders to prevent cars driving onto beach and added signage.

Mr. Cirbee noted we need more beach ambassadors and to enhance their role to help enforce the beach policies.

Ms. Schick noted her appreciation to public works and police department for their quick response to the problems at the beach.

## **Status Items**

### **Playground Equipment**

Mr. Murphy reported the outcome of the bids for the playgrounds. There were 7 bids total and using the rating scale Mr. Murphy created, Miracle Proposal B was the highest rated.

Ms. Schick asked if this proposal had everything that was included on her first quote.

Mr. Murphy stated the proposal had everything included in the quote and included handicap access to the playground area.

Mr. Ey noted the Miracle Proposal B was his first choice and his second choice was the All Rec proposal that was originally brought to council by Ms. Schick.

Mayor Blunt asked if there will need to be a parking lot.

Mr. Robertson stated the intent is to use the interior access road.

(Multiple Discussions)

Mr. Cirbee stated if there is thought of a motorhome park, then the playground and the motorhome park should be addressed together.

Mayor Blunt asked if the access to the playground from the car needs to be ADA compliant.

Ms. Easley noted any new development should be ADA compliant.

Mr. Cirbee asked what the materials were used in the construction of the playground. We should find out what the materials are that are being used before we reward the bidder.

Mr. Leamon asked if Mr. Murphy can get that information before the council moves forward with rewarding the bid.

(Multiple Conversations)

Mayor Blunt asked if the planning commission is looking at the motorhome park.

Mr. Robertson noted the previous zoning administrator was aware but was not sure if it made it to the planning commission.

Mr. Robertson further noted that the motorhome park and the playground should be presented to the planning commission to be reviewed together.

Ms. Schick noted it is very clear that the playground be placed in a shady area on the Eleanor park property.

Mr. Cirbee stated the town can't even open the current playgrounds and that we don't need to rush to install a playground. Send it to the planning commission with the motorhome park. They need to be coordinated together and

Mayor Blunt noted to reach out to the bidders to find out specifications of materials used.

Ms. Schick stated the planning commission needs to review coordination of the motorhome park and the playground and the zoning code.

## **Citizen Input**

David Williams, 1535 Irving Ave stated his concerns with the parking expansion of Castlewood Park and the porta potties. He stated he was against the thought of a RV park. He noted he would like for the council to hear ideas from the citizens on how to use the space at Eleanor Park.

Cathy Bokman, 1501 Augustine Ln. noted her concern over the parking that has been designated on Washington Ave and Colonial Ave. She wanted to know why we haven't started collecting money for those spots. She stated her concern for the mismanagement of the invasion of people coming to the beach that are leaving trash. We can't manage parking spaces how do you think you will manage an RV park.

Mayor Blunt asked if her preference was to leave it greenspace.

Ms. Bokman noted she would like to see it used and enjoyed as a community. She also stated she is frustrated to see an invasion and no money coming in.

Mayor Blunt stated the meters are working well and we were able to mark the lines on the roads to keep people from parking and blocking driveways. Meters have been ordered and will be here in 12 weeks.

Mr. Robertson reported that the projections from the parking for the fiscal year was met in one month.

Mayor Blunt noted this is a learning experience for us all and he has not seen the beach this busy in along time.

Sherri Hutchins, Lossing Ave. stated she would like to see a playground on the North side of the town where most of the children reside. Castlewood Park should be left alone and maybe a trailer park would be a good idea. At least we would have revenue instead of expenses.

Cheryl Aberson, Monroe Bay Ave stated her most concern is Eleanor Park. Use the money for the playground at Eleanor Park to fix up Castlewood Park. She wants it to be left the way it is, and an RV park is a bad choice. Sell it and have houses built that increase property value and bring taxes into the town.

Dr. Caryn Self Sullivan, 2010 Beach Ave, stated an RV park is a horrible idea and it wouldn't work due to narrow roads. Eleanor Park can stay a greenspace and it can add value to the community.

Steve Kennedy, Boundary noted he is against the RV park. The infrastructure cannot handle an RV park. Keep Eleanor Park a greenspace and revenue can be brought in by events.

Dr. Lisette Montalvo, 1519 Irving Ave. reported the information she had gathered about what an RV park would do to the property value. She was able to determine that an RV park or just leaving it alone would bring down the property value.

Mayor Blunt asked Dr. Montalvo to research what would happen to property value if the land was developed. The area is not an asset but a liability remaining an empty space.

Dr. Montalvo agreed to research and obtain that information.

Michael Fitzpatrick, Wirt St stated tonight was an eye opener. He is not against greenspace or the playground. The problem is the unheard voices and the changes in town without vetting all the options. The playground and use of Eleanor should take in consideration what is planned for the rest of the town. He believes moving forward with the playground would tie up the space at Eleanor and could prevent potentially a more lucrative development opportunity for the property. Let's just pause and see how everything fits together and send it to the planning commission.

Walter Kern, The Meadows stated when you come into town there is a sign that reads "Welcome to Colonial Beach, Parking Enforced". He asked just how many tickets have been written. Parking Meter number four has been broken for five weeks. There is alcohol use on the beach, people sleeping on the beach and people cooking on the beach. Something needs to be done ab

out these issues. I know more about Colonial Beach than the average person and I am Colonial Beach.

**Closed Meeting**

There was no call for a closed meeting.

**Adjournment/Recess**

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

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

*At 8:13 p.m. Mayor Blunt adjourned the meeting.*

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Heather Oliver, Town Clerk