



Before the  
**Colonial Beach Town Council**

Held at  
Colonial Beach Town Center  
22 Washington Avenue, Colonial Beach, VA 22443

**Wednesday, March 3, 2021 at 06:00 PM**  
**Town Council Work Session**  
**REVISED AGENDA**

1. Call To Order
  2. Roll Call of Members
  3. Approval of the Agenda
  4. Council Member Liaison and Commission Reports
  5. Presentations
    - a. Matt Smith, GIS Map Presentation
  6. Citizen Input (3 minutes allowed, per citizen)  
*(Comments will be limited to three minutes, per person, to provide enough time for each citizen to speak.)*
  7. Old Business
    - a. Grant Update, Maggie Lane
    - b. Audit Update, Lisa Okes
    - c. Revenue/Expenditure Update, Lisa Okes
    - d. Parking Meter Update, Rob Murphy
    - e. Chapter 23 Amendment Proposal "Economic Incentives," Mike Fitzpatrick
  8. New Business
    - a. Resolution #12-21, FY 2022 Budget Timeline **(Tab A)**
    - b. DRAFT, Resolution #13-21, Authorization to execute Lease Agreement **(Tab B)**
    - c. Resolution #14, 21, Amends and Appropriated FY 20-21 Budget, CBVFD Grant **(Tab C)**
    - d. Discussion, Classic Shores Build Out
  9. Closed Meeting
    - Pursuant to Virginia Code § 2.2-3711 (A)(1) for discussion of prospective candidates for appointment to vacant seat on council; and
    - Pursuant to Virginia Code § 2.2-3711(A)(6), (A)(8) for consultation with legal counsel employed for the discussion of public funds where competition or bargaining is involved regarding real estate acquisition to meet established goals; and
    - Pursuant to Virginia Code § 2.2-3711 (A)(8) for consultation with legal counsel employed regarding specific matters requiring legal advice from counsel for development and real estate agreement contract analysis
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**10. Action on Closed Meeting Items**

**11. Adjournment/Recess**

**Tab A**

COUNCIL PAPER

At the meeting held on Wednesday March 3, 2021 at the Colonial Beach Town Center

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**RESOLUTION #12-21, FY 2022 Budget Timeline**

**WHEREAS** Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2021; 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 2022 budget.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council at its monthly work session on March 3, 2021 that the FY 2022 budget shall be developed/approved in accordance with the following timelines:

February 16, 2021

*CFO began to prepare FY22 Budget template files and presentation*

February 22-26, 2020

*Town Manager and CFO to Meet with Department Heads to Discuss FY22 Budget Process*

March 3, 2021 Town Council Work Session

*FY 22 Budget Timeline Resolution presented to Town Council*

March 10, 2021

*FY22 Budget Requests from Department Heads due to CFO/Town Manager*

April 1, 2021 – Via email

*CFO and Town Manager provide update to Town Council on status of FY22 Budget*

April 14, 2021 Town Council Regular Meeting

*CFO and Town Manager Present FY22 Budget to Town Council; request Public Hearing on May 5, 2021*

May 5, 2021 Town Council Work Session

*Public Hearing for FY22 Budget. Note: School Board FY22 Budget must be approved by May 15, 2021.*

May 19, 2021

*FY22 Budget Approval & Appropriation*

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

AYE                      NAY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AYE                      NAY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mayor Schick  
Mike Cabrey  
Powell Duggan

Thomas Moncure  
Vicki Roberson  
Caryn Self Sullivan

**Tab B**

COUNCIL PAPER

At the meeting held on Wednesday March 17, 2021 at the Colonial Beach Town Center

**RESOLUTION #12-21 Authorization to execute Lease Agreement**

The Town Council for the Town of Colonial Beach, consisting of seven council members, in a duly called meeting held on the 3<sup>rd</sup> day of March 2021, at which a quorum was present **RESOLVED** as follows:

**BE IT HEREBY RESOLVED** that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a Jet Truck to serve the community, the Town of Colonial Beach does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

**BE IT FURTHER RESOLVED** that at the Town Council Work session on March 3, 2021 the Town Council gives authority to the Town Manager and Mayor of the Town of Colonial Beach to be authorized to execute on behalf of the Town of Colonial Beach Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

**Town of Colonial Beach**

By: \_\_\_\_\_  
[SIGNATURE AND TITLE]

Attest: \_\_\_\_\_  
[SIGNATURE AND TITLE]

**CERTIFICATION**

I hereby certify that the above Resolution was duly adopted by the Governing Body of the \_\_\_\_\_ in a duly assembled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary/Clerk

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

	AYE	NAY		AYE	NAY
Mayor Schick	___	___	Thomas Moncure	___	___
Mike Cabrey	___	___	Vicki Roberson	___	___
Powell Duggan	___	___	Caryn Self Sullivan	___	___

**Tab C**

COUNCIL PAPER

At the meeting held on March 3, 2021 at the Colonial Beach Town Center

RESOLUTION #14-21, Amends and Appropriates Fiscal Year 2020-2021 Budget, General Fund

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2020-2021 budget.

Table with 4 columns: Category, FY 2020-2021 Amended, FY 2020-2021 Revised, Change. Row 1: General Fund, \$7,421,650, \$7,422,350, +\$700

WHEREAS, the Colonial Beach Volunteer Fire Department was awarded an FY-2021 VFIRS Hardware Grant from the Commonwealth’s Fire Programs Fund. The revenue will be recognized in line item 100-024020-0001. The funds will be distributed to the Colonial Beach Volunteer Fire Department from expenditure line 100-032200-5606.

NOW THEREFORE BE IT RESOLVED that the Town Council at its work session meeting held on Wednesday, March 3, 2021 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget in the amount of \$700.00.

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

AYE

NAY

AYE

NAY

Mayor Robin Schick
Mike Cabrey
Powell Duggan

Thomas Moncure
Vicki Roberson
Caryn Self Sullivan