



**Minutes of the
Colonial Beach Town Council
Special Meeting held electronically under
Held Electronically under
Virginia Code § 2.2-3708.2(A)(3)
Webinar ID 862 4296 8447
Monday, January 18, 2021 8:00 a.m.**

Present

Robin Schick, Mayor
Mike Cabrey, Vice Mayor
Powell Duggan, Council Member
Patrick Ey, Council Member Thomas
Moncure, Council Member Vicki
Roberson, Council Member Caryn
Self Sullivan, Council Member

Staff Present

Interim Town Manager, Rob Murphy
Town Clerk, Heather Oliver
CFO, Lisa Okes
Zoning Administrator, Kathleen Easley

Call to Order

Mayor Schick called the meeting to order at 8:12 a.m.

Roll Call of Members

Mayor Schick noted that all council members were present and asked for them to provide the location they were attending electronically from for the record.

Mr. Moncure stated he was attending from his home located at 406 Monroe Point Drive.

Ms. Self Sullivan stated she was attending from her home located at 2010 Beach Ave.

Mr. Duggan stated he was attending from his home located at 1 Given St.

Mr. Cabrey stated he was attending from his home located at 1029 Irving Ave.

Ms. Roberson stated she was attending from her home located at 215 Cedar Ave.

Mr. Ey stated he was attending from his home located at 912 Bryant Ave.

Mayor Schick stated she was attending from her office located at 104 N. Irving Ave.

All locations were located within the Town of Colonial Beach, Virginia.

Mayor Schick recognized that it was Martin Luther King Day and shared King's vision of "The Beloved Community."

"To me, the Beloved Community is a realistic vision of an achievable society, one in which problems and conflict exist, but are resolved peacefully and without bitterness. In the Beloved Community, caring and compassion drive political policies that support the worldwide elimination of poverty and hunger and all forms of bigotry and violence. The Beloved Community is a state of heart and mind, a spirit of hope and goodwill that transcends all boundaries and barriers and embraces all creation. At its core, the Beloved Community is an engine of reconciliation. This way of living seems a long way from the kind of world we have now, but I do believe it is a goal that can be accomplished through courage and determination, and through education and training, if enough people are willing to make the necessary commitment."

Discussion – Organization of 2021 Town Priorities

Staff that was present for the meeting and Town Council discussed and prioritized issues for 2021.

(Established Priorities begins on Page 3)

COMPLETED ITEMS FROM 2020 PRIORITIES WORK SESSION

CATEGORIES: 1 - Projects with built-in or contractual Deadlines, 2 - Project with the greatest urgency, 3 - Projects that have the greatest impact on the Town (CIP), 4 -Projects that require the least time and effort, 5 - Things that have to be done before others, 6 - All						
Category			Project			Logistics
1st					Pier Lease Administration	Planning Dept.
1st	2nd				Town Manager employment review	Town Council
1st					End of boardwalk pedestrian plaza and improvements	Public Works/TM
	2nd	3rd		5th	New GIS mapping & Staff Hire ESRI	Public Works/TM
	2nd		4th		Memorials Advisory Commission and plaque, Res #30-18	Town Council
	2nd				Sign ordinance revisions and enforcement	Planning Commission
	2nd				Dominion Double Poles & Removal of old Verizon wires	Public Works/Dominion
	2nd				New Parking Meters	TM/Public Works
	2nd				Reestablish BZA	Planning Dept.
	2nd				Further Street Paving to VDOT Standards (5th Street)	Public Works
	2nd	3rd	4th		Formation of Parks & Recreational Citizen Committee	Town Council/TM
	2nd	3rd	4th		Amend Zoning Ordinance tree replacement requirements	Planning Commission
		3rd			Water Tower Refurbishment	Public Works
			4th		Amendments passed by Planning Commission Article 13	Planning Commission
			4th		Compensation for Legal Counsel Resolution	Legal/TC
			4th		Escalate Tall Grass Fines for Chronic Offenders/Annual Notice	Planning Dept.
			4th		Uniform Procurement Options/Hi-Vis	Public Works/TM
				6th	Itinerant merchants (in Zoning Ordinance)	Town Manager

Other Accomplishments from 2020:

- Procurement policy (P-Card)
- Atlantic Broadband at Public Works
- HVAC System Replacement at School, CIP Funds
- No Wake Zone
- Pursue of outstanding bills
- Library & Chamber Leases
- Revisit current health care benefit package (family rates extremely high)
- Municipal Clerk Training/Transition
- Redefine outdoor stage to enhance property maintenance
- Review Chesapeake Bay Overlay District
- Clarify Setback requirements for decks
- Water/Sewer reserve fund balance
- Pedestrian plaza and Boardwalk continued improvements (street furniture)
- Cityworks procurement for Work Order Request system

Staff Changes
CFO
Planning Director
Code Enforcement
Police Officers x4
Treasury staff x2
Operations Manager PW x2
Public Works x10
GIS Technician
HR
Park Attendants x3

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2021 COLONIAL BEACH TOWN COUNCIL PRIORITIES

CATEGORIES: 1 - Projects with built-in or contractual Deadlines, 2 - Project with the greatest urgency, 3 - Projects that have the greatest impact on the Town (CIP), 4 - Projects that require the least time and effort, 5 - Things that have to be done before others, 6 - All Other

1s	2s	3s	4s	5s	6s	Project	Logistics
1	2	3		5		Evaluation of Central Drainage Area	PW
1	2	3		5		Comprehensive parking plan for the town	Public Works/TM/Planning Dept.
1	2	3		5		Robin Grove living shoreline implementation	Planning Dept./TM
1	2	3				Town Manager Hire	TC
1	2			5		Water Meter Cost Analysis	Public Works/Finance
1	2					Relocation of Chamber/Tourism/Radio Station/Foundation	TM/TC
1		3	4	5		Historic Designation for Downtown	DCB/PZ
1		3		5		Extend Dwight to connect to the Meadows	PZ/PW
1						Comprehensive Plan Update Review & Adoption	Planning Dept.
1						Census 2020 Information for Town	Town Manager
1						Green Street Grant 1st Street	PW/TM/PZ
1						School Board to Lincoln Ave	SB
1						Dodson Development closings and follow through	TM/PZ
1						Path connection to Monroe's Birthplace	TM/TC/PZ
1				5		Park Rules & Signage (Town Ordinance) New Parks & Recreation Dept.	Parks and Rec/Legal
	2	3	4			Dog Park Implementation at Robin Grove	CBRD/TM
	2	3	4			Install Parking Lot at Klotz Building	Public Works
	2	3	4			Remove blight along Colonial Avenue (CURB APPEAL/TREES)	Planning Dept.
	2	3		5		Comprehensive storm water management plan for sectors across town	PW/PZ/PC
	2	3				Business License Tax Improvements	TM/TC/Finance
	2	3				Town Code rentals tax program	CFO/Town Manager
	2	3				Planning for Future Development of Classic Shores	Planning Dept./TM
	2	3				Castlewood Beautification	PR/PW
	2	3				Bikepath Greenway Park	PR/PZ/RAFT
	2	3				Parks in Northside of Town	TM/PZ/TC
	2			5		Use of 700 Colonial Ave.	Town Manager
	2					Beach Ambassador Program/Policies	PR
	2					Police Department Retention	PD
		3	4			Town Pier Replacement/Refurbishment	TM/PW
		3	4			RAFT Committee Formation/Function	TC/PZ
		3		5		Review strategies for public land/Parks and Recreation	PR/PZ

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		3			Eleanor Park - Improve Function & Revenue/Grant or Conservation	Town Manager/Planning Dept.
		3			Beach Fortification	Public Works
		3			Support for Economic Development Hire/Director of DCB	DCB/TC
		3			Volunteer Rescue Squad Facility Support	Town Council
		3			Land acquisition options	TM/TC/PZ
			4		Qualified Technology and Tourism Zones/Tax Incentive Code Sec. 23.88-94	TC/TM/LEGAL
			4		Arts and Culture District Code Ch. 24	TC/TM/LEGAL
			4		Boardwalk shade trees/landscaping/trashcan replacement	PW/DCB
			4		Lennar Property Group outreach (Potomac Crossing)	TM/TC
				5	Market Analysis-Forming a catalyst strategy	DCB/TC/PZ
				6	Main Street designation	DCB/TM
				6	New community center w/indoor stage and event space	Town Council
				6	New Municipal facility w/police station	Town Council
				6	Full review of Town Code & Repagination	Town Clerk
				6	Investment alternatives for "Yacht Club" monies presentation	TM/Finance
				6	Historic Designation for Point and Central Areas	DCB/PZ
				6	SBA satellite office/RCC	TC/COC/TM

2021 PRIORITIES MOVED TO ADMINISTRATION

Category	Project	Logistics
Admin	Economic Development - Create business incentives package	DCB/EDC/TM
Admin	Colonial Avenue landscape improvements	DCB/TM
Admin	CARES Act Monies from Westmoreland	Finance
Admin	Salary review for CBPD and Staff	HR/TM/PD
Admin	Garbage and Jet Truck Replacement	Public Works
Admin	Waste Water Treatment Plant Tower Refurbishment	Public Works
Admin	Torrey Smith Rec Park Maintenance (Water, Cameras, Bathhouse)	Public Works/TM/P&R
Admin	Rumble strips/valleys/medians with landscaping/trashcan replacment	PW/PZ
Admin	AT&T/T-MOBILE/Alt Provider enhanced service in town	TC/TM
Admin	Red Cross Site Verification	TM
Admin	CIP Asset & Equipment Replacement Schedules, SOP, work scheduling	TM
Admin	Emergency Preparedness Plan & EOC Plan Upgrade	TM
Admin	Shoreline Protection Maryland & Virginia Ave.	TM
Admin	ADA Compliance at Town Hall	TM
Admin	Social Services expansion to office in CB	TM
Admin	Social Media marketing (Wanderlove grant and pursuit of others)	TM
Admin	COVID-19 Preparedness and Response Plan (Res 37-20)	TM
Admin	Palm Tree Donations/Program	TM
Admin	Virginia Economic Development Partnership/West Co. Enterprise Zone	TM
Admin	Town of Montross joint marketing	TM/EDC
Admin	Virginia Economic Development Partnership/West. Co Enterprise Zone	TM/EDC
Admin	Delinquent Tax Sale	TM/Finance
Admin	Audit Report on Time 2021	TM/Finance
Admin	Debt Consolidation	TM/Finance
Admin	Quarterly financial reporting	TM/Finance
Admin	Social Media and Internet Personal Policy	TM/HR
Admin	Monthly HR Classes for Employees	TM/HR
Admin	Job Description & Evaluation Implementation	TM/HR
Admin	Professional Development for Staff	TM/HR
Admin	Procedure Manuals for Departments	TM/HR

Admin	LOVE Golf Cart Improvements	TM/NGO
Admin	Improve parking signage around town/wayfaring project	TM/Planning
Admin	Professional Utility Services Engineering Study (PER Study)	TM/PW
Admin	Dedication of remainder unspent funds 2018-19 (100K)	TM/TC/F
Admin	FOIA Staff Training	Town Clerk
Admin	Municipal Clerk Certification	Town Clerk
Admin	Improved document storage operations	Town Clerk
Admin	CBPS Internship Program	Town Clerk

Adjournment

Ms. Roberson made a motion to adjourn the meeting. Mr. Ey seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

Mayor Schick adjourned the meeting at 3:04 PM.

Heather Oliver, Town Clerk