

AT A CONTINUED MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON JANUARY 22, 2013, AT 6:30 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:

THERE WERE PRESENT: Mayor Gerald Foreman
Vice-Mayor Willie Toney
Charles Brewer
Kristin Forrester (joined the meeting via electronic communication as noted below)
Helen Reynolds
Gwen Washington
Derrick R. Wood (joined the meeting after roll call)
Daniel Taber, Town Manager
Christine Sanders, Town Attorney

IN RE: CALL TO ORDER AND ROLL CALL

Mayor Foreman called the meeting to order.

Mayor Foreman stated that Ms. Forrester would be participating remotely pursuant to Section 2.2-3708.1(A)(2) of the Code of Virginia. Ms. Forrester notified Mayor Foreman that she would be unable to attend due to the flu and would be participating electronically by telephone from her home at 17373 Wilson Street, Dumfries.

Retta Ladd, Town Clerk, took roll call.

IN RE: ACTION ITEM - PUBLIC HEARING
A. ORDINANCE TO ADOPT THE FISCAL YEAR 2014-2018 CAPITAL IMPROVEMENT PLAN – DAN TABER

Mr. Taber noted that Section 15.2-2239 of the Code of Virginia requires that a Capital Improvement Plan (CIP) be prepared and revised annually based on the Comprehensive Plan (CP). The CIP must be submitted at least three months prior to the final date for submission of the budget. It is with pleasure and a certain amount of professional pride that he presents to the Council the recommended 2014 – 2018 CIP for the Town of Dumfries. The Town's CIP serves as the major financial planning guide for expenditures toward capital facilities and equipment. It allows the Town Council and the citizenry an opportunity to view both the short-term capital construction and acquisition needs of the Town. This in turn ensures that major projects considered are within the financial reach of the Town. In past years Town staff has not paid appropriate attention to the CIP and he hopes that the 2014 – 2018 CIP becomes a basic template the Town will use consistently each year to plot future growth. The Planning Commission has unanimously endorsed the proposed CIP. The CIP deals with the following areas of importance.

Capital Reserve – replacement vehicles and facilities maintenance amortized annually over the life of the particular asset.

Transportation – capital projects dealing with improvements to Town streets and sidewalks.

Stormwater Management – capital improvements to the Town maintained stormwater system.

Parks & Recreation – improvements to the Town’s parks, trails, and other issues that are involved.

Public Safety – this could include major capital improvement issues such as new facilities, radio systems, and other like items.

Buildings & Grounds – includes the improvement of any existing Town owned facility.

Since the document was provided to Council and posted on the website two minor cost adjustments were made. The acquisition of land for the Dumfries Police Station was originally \$220,000. Since this expenditure is in 2015 in order to account for potential land value increases and perhaps partial size depending on the needs of the department as the project progresses that figure was changed to \$320,000. That does not mean that amount will be spent and if Council approves the CIP he will do his best to negotiate the purchase of land at a lower rate. The other change involved the stormwater management project surrounding Quantico Creek. The original amount estimated for the five years was \$30,000 per year, which has been increased to \$40,000 to allow for unknowns that may surface as the project moves on. The first part of any project in stormwater management is to look at, usually through a consultant, the existing conditions that may be overlooked by a layman.

Ms. Reynolds was concerned there were no sidewalks in the CIP. She indicated there is a safety issue involved.

Greg Tkac, Public Works Director, explained the sidewalks in the CIP have funding that is specifically designated to a project, which was a requirement when the funding was applied for. The Multimodal Project has \$750,000 earmarked for sidewalks that have been pre-designated. There are certainly other opportunities for funding requests for this coming fiscal year to fund other projects such as Possum Point Road sidewalks.

Ms. Reynolds asked if there was an emergency fund.

Mr. Tkac advised there was not.

Ms. Reynolds felt this was an emergency because the handicapped, elderly, young people and young mothers with strollers are walking in the street. She asked if there had to be a death or someone severely injured before the issue is addressed.

Mr. Taber indicated it was not that simple.

Mr. Tkac noted a multimodal study was done back in 2007. A big item in the CP was sidewalks, multimodal issues. All of the multimodal objectives were prioritized and placed in a plan that has been

being executed since 2008. He noted Possum Point Road sidewalks was not a part of the list; however, the prioritization can be looked at and move forward from there.

Mayor Foreman read the following information from the CIP. "Multimodal Phase II is a part of a phased Town multimodal plan. This project is intended to provide sidewalk between Route 234 and the existing sidewalk on Main St. This sidewalk will extend in the southbound direction parallel to the existing right of way. Project length is approx. 0.6 mi." This is a five-year CIP. The CIP will be reviewed every year. It is not a matter of voting on it today and forgetting about it for five years. If the Town is going to go for another multimodal project, the project has to be built, applied for, and discussions held with the Virginia Department of Transportation (VDOT).

Mr. Tkac agreed.

Mayor Foreman explained it needs to be in the budget, staff needs to plan the UPC with VDOT, designate the sidewalk area, and plan another multimodal project. Then it can be included in next year's budget if the Town receives the required funding. The other option is to go in front of the Commonwealth Transportation Board and request the money. It has to be done the right way. He asked what the next step was going to be. He asked if staff was going to go back, analyze where there are no sidewalks to come up with another section for another multimodal project, and present that back to Council in order to move forward.

Mr. Taber agreed. He noted this is an attempt to set up a template that will be reviewed every year, as it should have been in previous years. The contents of this CIP, for the most part, are due mainly to Council votes made in the past and any new items will be discussed. He asked that Council let staff work through the process, bring the CIP to Council, and if Council gives the directive to allocate funds for a certain project he would certainly find the money. He indicated that during the discussions of the FY14 Budget, this issue can be revisited and he can see what can be done based on those estimates.

Ms. Reynolds was not satisfied with that because every morning she sees people walking in the street and that is the reason she asked if there was an emergency fund. Council plans for all the other projects, but never plan for an emergency fund. She asked if there was 20 feet of snow if there was an emergency fund to remove the snow.

Mr. Taber noted that within the CIP there is the capital reserve. It takes into consideration certain emergencies like a roof falling in on a building. What happens is monies not spent that is budgeted for the capital reserve carries over to the next year. Although the Town does not have a designated emergency fund, the Town does have a general fund. The money in the general fund, along with the expected revenues that come in over the budget year, gives Council the ability to direct staff to take

money from the general fund, place it into the revenue of the existing fiscal year budget, and then dictate how that money is spent.

Mr. Brewer noted there has been previous CIP's. Tripoli Heights has wanted sidewalks for years for the same problem. In the event of a true emergency, there are ways that the Town can borrow against its assets. The CIP is for capital improvements.

Mr. Toney heard it would be as simple as Council directing the Town Manager to build sidewalks wherever Council wanted them. He also heard that the Town Manager stated he would find a way to get them done. He felt it was as simple as that. He thought that a majority vote of the Council would provide him direction.

Mr. Taber agreed.

Chief Forker gave the following overview of Police Department CIP requests. He explained the Police Department is currently situated in a shopping center that needs a facelift. In addition, the Town is currently paying approximately \$60,000 a year in rent and other expenses that provide no long-term gain for the Town or its residents. This \$60,000 a year could be used to offset approximately one-half of the debt service of a new building. The Police Department continues to look for a new Police Station in another part of Town. The Police Department is looking to be a part of the Town. He recommends placing the new station in the area south of Graham Park Road. This recommendation is based on two principles.

- Response time – a Police Station located at the north end of Town would place Officers in a position of responding even during heavy traffic that occurs during peak traffic hours. Quick response is essential to emergency calls for service.
- Service to the citizens – a Police Station south of Graham Park Road places Officers within walking distance of a very large portion of the Town. Some of these residents do not have vehicles or have easy access to vehicles. The hope is that with a Police Station at the edge of a large community the Police would be more accessible and able to better provide services and resources.

A bond rate cannot be determined or any dollar amounts at this time. In addition, he recommended 20 to 25 years to retire the bond rather than the 30 years carried by other jurisdictions.

Mr. Brewer mentioned when the Police Department was moved from the basement to the shopping center this was discussed. The move to the shopping center was on a temporary basis. A space needs analysis was done for a Police Department. The cost of building the Police Department was estimated to cost \$3.4 million. The design for the Police Department was done and it included a design for Town Hall as well. The location was discussed and the Police Department was going to be located a

parcel away from the Quick Shop on Town owned property. The problem with the property was the terrain was too steep and rocky. It was discussed with Mr. Curtis, the owner of the lot next to the Quick Stop, about trading sites, which Mr. Curtis agreed to do. The reasons were the same since it was a centralized area. He knew the former Chief wanted some elaborate things that were factored in to the cost estimate.

Mr. Toney asked what the \$320,000 was for in FY15.

Mr. Taber indicated that would be for land acquisition. He explained the funds would go into a long-term investment account to keep from going into a bond early on in the project.

Ms. Reynolds asked if the property has been identified.

Mr. Taber advised a general location has been identified, which is south of Graham Park Road.

Ms. Sanders advised the discussion of any specific properties Council might be considering is appropriate for closed session for obvious reasons.

Mr. Tkac gave the following overview of Public Works CIP requests. He noted projects in the CIP for the Public Works Department are funded in part by stormwater management fees, the transportation maintenance fund, the general fund, and from various State and Federal grants.

Transportation Goals

- Route 1 Preliminary Design - 30 percent
- Graham Park Road/Route 1 Intersection Improvements
- Multimodal Phase II – sidewalks between Route 234 and Main Street
- Old Town Dumfries upgrades – various curb, gutter, and sidewalk projects are included

Stormwater Management Goals

- Possum Point Road drainage upgrades
- Prince William Estates storm drainage study
- Orange Street drainage improvements - curb, gutter, and sidewalk with some repairs to the street
- Quantico Creek drainage improvements
- Dr. David Kline Drive

Parks

- Ginn Memorial Park
- Market Street Development
- Community Center roof

Mr. Wood asked if the additional staff salary for the Route 1 Preliminary Design project was going to be a new position. He did not see how it tied into the project.

Mr. Tkac explained that would occur only if the work goes beyond the 30 percent. He has discussed it with the Town Manager and it was decided it would make more sense to turn the project over to the State once it reached 30 percent completion.

Mr. Taber explained the plan goes out for five years and after two years, it becomes a little hazy. He noted the Council would be briefed in the coming year about the transportation issue on Route 1 and decisions Council makes, will dictate whether that position will be needed.

Mr. Brewer asked if it is at 30 percent when the project will be turned over to VDOT and if 30 percent had to be spent in order for VDOT to take it over. He thought VDOT had allocated money to the Town that would have to be turned back over in order for VDOT to place it on the priority list.

Mr. Taber explained there is a much better chance of attracting the additional funding needed to complete the project once it gets to the 30 percent.

Mr. Toney asked about the \$115,000 allocated for FY15.

Mr. Taber explained the CIP is reflecting the \$40,000 and an additional amount of \$75,000 is for a potential grant the Town will apply for that will allow more to be done at the park.

Ms. Reynolds asked how long it would be to reach 30 percent.

Mr. Tkac indicated money has been allocated to the project and talks have occurred about the project at all levels. In a very short time, it will be coming to Council for direction on how to proceed. He could see reaching the 30 percent in a relatively short period, approximately 17 months.

Mr. Toney hoped that as any project moves forward that has been provided a timeframe that the project stays in the timeframe provided.

The public hearing was opened to public comments.

There being no comments the public hearing was closed.

Mayor Foreman moved, seconded by Mr. Wood, to introduce the ordinance for the 2014 – 2018 Capital Improvement Plan. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

Mayor Foreman moved, seconded by Ms. Washington, to adjourn the meeting. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

AT A WORK SESSION OF THE DUMFRIES TOWN COUNCIL, HELD ON JANUARY 22, 2013, AT APPROXIMATELY 7:15 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:

THERE WERE PRESENT: Mayor Gerald Foreman
Vice-Mayor Willie Toney

Charles Brewer
Kristin Forrester (attended the meeting via electronic communication as noted above)
Helen Reynolds
Gwen Washington
Derrick R. Wood
Daniel Taber, Town Manager
Christine Sanders, Town Attorney

IN RE: CALL TO ORDER AND ROLL CALL

Mayor Foreman called the meeting to order. Retta Ladd took roll call.

Mayor Foreman stated that Ms. Forrester would be participating remotely pursuant to Section 2.2-3708.1(A)(2) of the Code of Virginia. Ms. Forrester had notified Mayor Foreman that she would be unable to attend due to the flu and would be participating electronically by telephone from her home at 17373 Wilson Street, Dumfries as noted previously.

IN RE: MOMENT OF SILENT PRAYER AND REFLECTION AND PLEDGE OF ALLEGIANCE

There was a moment of silent prayer and reflection and then all in attendance recited the Pledge of Allegiance to the Flag of the United States.

IN RE: CITIZEN COMMENT PERIOD

There were no citizen comments.

IN RE: DISCUSSION ITEMS
A. DESIGN GUIDELINES AS PROPOSED BY THE ARCHITECTURAL REVIEW BOARD – MORGAN BRIM

Mr. Brim mentioned that Darren Coffey from the Berkley Group, the consultant who assisted the Architectural Review Board (ARB) with the Design Guidelines (DG) update, attended to answer any questions Council may have. He noted the following items were added or updated in the proposed Design Guidelines.

- Provided more context to the DG to align it with the Zoning Ordinance and Comprehensive Plan.
- The Table of Contents was rearranged to align with the updates.
- The Introduction now ties in with the historic fabric of the community and tells the story of Dumfries.
- A Comprehensive Plan section was added that shows the basis for the DG.
- The Zoning Ordinance was moved in the DG, which provides the enabling legislation and the tools for the ARB to make the decisions it makes.
- Historic Overlay District map.

- Policies and Procedures.
- The Sign Section now has graphics to provide examples of what the ARB is looking for and the type of materials for both residential and commercial.
- The Fencing Section includes design criteria for the different type of fencing and what is appropriate for the historic district. The design criteria include the finish, construction, and gates.
- Streetscape places on emphasis on what the Town wants Main Street to look like. This includes sidewalks, on street parking, trees, street furniture, and lighting.
- New Construction includes commercial development and gives more detail to building mass, height and width, spacing, form, scale, setback, and openings.
- A Demolition section was added.

Mr. Brewer asked if the map in the DG is the Historic Overlay District.

Mr. Brim indicated it was.

Mr. Brewer noted that the people who live on Fairfax Street, Colonial Street, Hedgeman Street, Duke Street, Prince Street, and Cameron Street are subject to the requirements in the ARB DG. He asked how a house built in 1970 has any historical significance.

Mr. Brim explained the DG is not just looking at historic buildings, but new development having compatibility or tying things in to what is already there.

Mr. Brewer asked how a historic home built in the 1800's ties in to a house that was built in the 80's. This has been his big quandary with the historic overlay. He asked if notices were sent to the businesses and residents that are in the new historic overlay or this current overlay district.

Ms. Sanders noted the previous Zoning Administrator, David Moss, handled the notices. She recalled the overlay district was scaled back.

Mr. Brewer noted the prior historic overlay incorporated only Main Street and specific structures. The historic structures included are the Weems-Botts Museum, Williams Ordinary, where the old courthouse used to be, and former Mayor Brown's residence. The reason the historic overlay was changed was that residents who wanted to do home improvements had to go before the ARB, submit what was being done, the style, etc., which had nothing to do with the year of the home, and the home had no historic significance.

Mr. Brim noted the historical district being used is the one on the current zoning map. If there is a question as to whether a certain property is in the historic district it would be a matter of a zoning map amendment and would be a good work session item.

Ms. Sanders pointed out the only thing before Council was the DG.

Mr. Brewer pointed out the DG has the historic district overlay included in them.

Ms. Sanders noted that the one in the DG is the currently adopted historic overlay.

Mr. Brewer again asked if the historic overlay in the DG is the current one.

Ms. Sanders believed that it was.

Mr. Brewer noted the historic overlay would be another discussion.

B. RENTAL INSPECTION PROGRAM – GREG TKAC

Mr. Tkac reminded Council that they had requested over a month ago an update on the Rental Inspection Program. The Rental Inspection Program was established quite a few years ago that was largely ignored. He noted the following steps have been taken to date. The intent is to have the letters go out within the next 60 days.

- A total of 892 properties have been identified as existing within the Rental Inspection Districts.
- A letter has been drafted to determine which properties are actually rental units.
- A database of the properties has been established.
- Talks are being held with a consultant to determine an inspection fee.
- Inspection guidelines are being finalized.

Mr. Brewer asked why the matter was being brought up again since the program has already been implemented and an employee was doing the inspections.

Mr. Taber explained the program was never really implemented. The ordinance was passed, there were no funds allocated for staff to start the program, and the employee was unable to get the certification needed to do the inspections. As a result, the program has been stagnant. One or more Council Member brought the matter up at a previous meeting and asked why nothing had been done. The purpose of today was to report the steps that have been taken since Council brought the matter up. A timeline has been provided that staff hopes to have in place with inspections starting at the beginning of the fiscal year. This will require a review of the ordinance to set the proper inspection fees and make sure there is an adequate checklist for the inspections.

Mr. Brewer indicated the fee schedule was set because inspections were being done. The same person was doing building inspections and charging a fee. He did not understand that it was not implemented.

Mr. Taber advised that inspections were being done for other things and not this program. In a prior administration, with a prior Town Manager, positions were done away with and the positions that were doing those things no longer existed. The problem was getting someone qualified in all the areas needed. In the past year and a half, staff has been trying to match the fees charged to the fee charged to

the Town form the firm who conducts the inspections with an administrative fee to cover the Town's expenses.

Mr. Brewer new the program was implemented because Council was receiving reports of the inspections that were performed by that department. He asked if there was a staff member qualified to do the inspections or whether the work will be contracted out.

Mr. Tkac advised that currently all inspections are contracted out and there is no staff member qualified. He has been in his position for six years and there is no record that the program was ever implemented.

Mr. Brewer asked what reports were being provided.

Mr. Tkac could not say since he did not do the reports.

Mr. Brewer asked who the individual worked under who was doing the reports.

Mr. Tkac noted the person being described worked under the Zoning Administrator.

Mr. Brewer understood that Public Works was going to be taking the program over.

Mr. Taber agreed.

Mr. Toney pointed out that building inspections are different from rental inspections. He mentioned that not all of the rental units are included in the rental districts. He did not see a map. He was concerned about the designated rental inspection district and the discrepancy of not including trailer parks, etc.

Mr. Taber will bring this back to Council at the next work session for further discussion after research is done.

Mr. Toney felt it was paramount that if the program is implemented that it include all rental properties.

Mr. Wood noted that the rental inspection program is listed on the website, which citizens have been inquiring about, and it was brought up at one of the joint meetings with a Homeowners' Association (HOA). He asked for clarification on the rental district.

Ms. Washington asked how the inspections done by the Town relate to HOA inspections.

Mr. Tkac explained HOA's have guidelines the property owner is required to abide by. The Town's concern is to ensure that renters are living in a safe habitable living environment and is not in conflict with the HOA.

Ms. Washington was concerned with the financial issue. She questioned whether the Town could save money if the HOA is doing inspections themselves.

Ms. Sanders explained the Town's obligation is to protect the public health, safety, and welfare that are codified by certain building, plumbing, and electrical code. Most tenants do not have much

bargaining power with their landlord. The HOA is going to be looking at things that may or may not overlap. The Town is using an ordinance that has the power of law. HOA's uses covenants and rely solely on the HOA to step up and do their job. It is a big if whether an HOA can and will do that at this point.

Ms. Washington was still concerned with overlapping inspections. She mentioned that many homes are Section 8 and have requirements that go beyond what the Town has. If the person can prove the home has been inspected then the Town could save money by not having to do the inspection too.

Mr. Tkac understood that Section 8 homes are typically inspected when moving in and out. He indicated that staff would give allowances to ensure that there are not duplications.

Ms. Reynolds indicated that it appeared only certain areas were being targeted and wanted inspections done across the board on all rentals.

Mr. Tkac explained staff was tasked with looking at what was in place. Staff did not ask the why or how of the overlay district. Staff will get the history and provide it to Council.

Ms. Reynolds did not want the history. She did not understand why it could not be done for all rentals.

Ms. Sanders noted the ordinance could be amended; however, the overlay was passed and defined by a previous Council.

Ms. Forrester wanted Council to think about repealing the ordinance. She did not support it and thought it was unnecessary.

Mayor Foreman remembered being on Council when the overlay district was presented. The question was asked about the areas chosen and the answer provided was that it was the high-density areas and a percentage of the Town. He noted letters being sent out by staff come across very firm with a warning that if you do not do something, legal action will be taken. He felt the first letter mailed should be informational. If after a designated period there is no response then a second letter is sent that indicates a failure to comply with the first letter has occurred and what the penalty or fines are then. The proposed letter states that within 30 days after a response is received from the property owner that staff will send program information. This puts staff on notice and often times the follow up is not there.

Mr. Brewer asked if the inspection being done was any different from what a home inspector would do before purchasing a home.

Mr. Tkac indicated it was basically the same inspection.

Mr. Brewer asked if the Town could require a home inspection company do an inspection before the home is rented.

Ms. Sanders explained that when a home is purchased it is up to the buyer whether to go through that process.

Mr. Brewer mentioned that is if you buy a home, but to protect a renter, if the Town required the property owner to have the inspection done by a home inspection company prior to renting and providing the report to the Town then the Town would not have to go through the whole process of hiring people, etc. This would simplify the process.

Ms. Sanders felt that was a valid way to go; however, home inspectors are often not certified to the level of the things being looked at like building and electrical code.

Mr. Brewer suggested making it a requirement that they be certified.

Ms. Sanders indicated that if there is a home inspector or home inspection company out there that is certified that would be another way to go.

Mr. Tkac mentioned the information would be considered during discussions at the staff level before bringing it back to Council.

Mr. Toney thought that was an excellent idea. He did not think the HOA checked the inside of a dwelling and are only concerned with the outside. He felt the program was needed.

Mr. Wood asked that the cost of certifying a staff member to do the inspections be included in the next discussion.

Mr. Taber advised this would be brought back to Council as soon as possible.

Ms. Washington wanted to know how the surrounding localities address this matter.

Mayor Foreman asked that the map be sent electronically to Council while the matter is being further worked on.

**C. INTRODUCTION OF RECYCLING PROGRAM TO BRING IN
ADDITIONAL REVENUES AND REVIEW CURRENT TRASH PROBLEMS
THROUGHOUT TOWN – DERRICK WOOD**

Mr. Wood mentioned recycling in Prince William County is mandatory; however, there are currently no enforcement policies in place. Recycling is good for the environment. It keeps the environment clean. Enforcing the recycling program will eliminate a lot of waste. The program can be mirrored from another locality. He mentioned Washington DC has recycling cans all over, have a partnership with Pepsi, which brings in awareness, and gets the community involved. He felt additional revenues could be brought into the Town by recycling. He noted there is a trash problem and asked that the contract be reviewed. He wanted to know if the Town could require that trash be placed in a receptacle rather than on the side of the road. He mentioned the Public Works Department picks up televisions and couches that are left on the side of the road every week.

Mr. Toney was encouraged by this being on the agenda and felt this was progressive thinking. The Town needs to look at some type of recycling ordinance. He has noticed most municipalities provide avenues for recycling and thought this was something to look at. He heard there might be some ways to bring in additional revenue, but he wanted to make sure that it was not going to be a hardship on the citizens. He suggested looking at a cost benefit analysis to see where and how to get it done with the least amount of negativity associated with it.

Mr. Brewer mentioned the Town is paying for trash service. As part of the trash service, a recycling bin is provided. He was not sure what was trying to be accomplished, whether that be a partnership or renegotiation of the contract.

Mr. Taber thought one of the first steps should be scrutinizing the contract to make sure that all the services outlined in the contract are being provided. He asked Mr. Tkac if the contract was in its second renewal period.

Mr. Tkac explained the contract was issued in 2010 for five years with three renewable one-year extensions. The contract is not up for an extension until 2015.

Mr. Taber felt there was room to get more out of the existing trash company. He suggested letting staff proceed down that path first.

Mr. Brewer noted any contract is good unless you have poor performance. He was more than willing to look at another contractor. He noted that American Disposal is having the same problems that Waste Management had when they were the trash hauler for the Town.

Mr. Taber could not provide a time; however, the matter would come back with some information that will help Council move forward.

Mr. Toney pointed out the contract states it is for twelve months from July 1, 2010 to June 30, 2011 with two one-year renewable options.

Mr. Tkac was not sure where that information came from.

Mr. Taber told Mr. Tkac it was on the contract he provided to Council.

Mr. Tkac noted the contract provided is not the correct one.

Ms. Washington was not sure the contractor knew what the contract entails. She has had a lot of inquiries about how to get a new trashcan. She has suggested to citizens to call the trash company who in turn tells the citizen to call the Town.

Mr. Tkac explained that when the company got the bid a trashcan, marked with a serial number, was provided to each property owner and the Town had a database. People have left, time has gone by, and trashcans have been switched so the database is currently unreliable. As part of the contract, the trash company was to supply all residents' trashcans. The trash company has done that work.

Unfortunately, when people move in and there is no trashcan, since the Town has already paid for one trashcan, the resident has to purchase a new trashcan. If it is a new home, a trashcan is provided at no cost.

Ms. Washington asked if her trashcan was damaged whether she would have to buy a new one.

Mr. Tkac clarified that if it is damaged the trash company will repair or replace it. He noted there is a timeframe in the contract and he believes it is within 48 hours of receipt.

Ms. Washington noted that was not the information some homeowners were getting.

Mr. Tkac indicated the information would be put out on the website and in the newsletter.

Mr. Brewer stopped fooling with the trash company when he has a broken can because they are the ones who break them with the lifting mechanism on the truck. He did not understand why the driver cannot report it and have another one brought out.

Mr. Tkac was going to take the comments made back to the trash company.

Ms. Forrester was in support of the suggestions made by Mr. Wood. She would not support it if it were going to be a requirement.

Mayor Foreman noted what was in the packet was the request for proposal. He asked that the signed contract be provided to Council.

Mr. Tkac noted the signed contract would be sent to Council tomorrow.

Mayor Foreman asked Mr. Tkac to find out the answers to the following questions.

- ✓ How much money does the trash company make on the recycling based on the Town's contract?
- ✓ How much would the contractor refund the Town if the Town decided to have its own recycling program? In other words, the contract would have to be renegotiated.
- ✓ How much does the program cost to kick it off?

Mr. Wood noted there is currently a recycling program but there are no checks going on and no enforcement. The cost to implement the program can be partnered with certain companies and corporations to bring in the blue trashcans. He explained that there is no education or awareness that there is a recycling program.

D. CREATE A PARKS AND RECREATION COMMISSION – DERRICK WOOD

Mr. Wood pointed out there is no formal department or commission for Parks and Recreation. He wanted to have a discussion to find out how Council and staff felt about creating a department or commission to have some formal processes and procedures for the three parks that the Town has set aside to conduct some workable programs and recreation for the young up to the elderly.

Mr. Brewer was not a supporter of committees. He indicated the Town already had a Parks and Recreation Department operated through Prince William County (PWC) and is a part of the taxes residents pay to PWC goes toward. He could not support creating a department or commission.

Mr. Toney thought it was a good idea and was in support of creating a Parks and Recreation Department. He pointed out that PWC also provides police protection; however, the Town has a Police Department. He was looking forward to the discussion.

Ms. Washington was in favor of having a Parks and Recreation Commission rather than a department since PWC already has a Parks and Recreation Department. She thought it would be a good idea to have one of the members sit on the PWC Parks Commission. She noted that most of the kids have to go all the way to Manassas to play sports. Most of the kids at Dumfries Elementary School do not participate in sports because parents cannot afford it or it is too far away. She noted the Town was going to have to do something if the parks were going to work and be utilized in the right way.

Ms. Reynolds asked if these activities would be year round.

Mr. Wood noted this was just a discussion on whether to create a department or commission.

Ms. Reynolds was supportive of the idea.

Ms. Forrester was in support of the idea too. She really liked Ms. Washington's suggestion to have a Parks and Recreation Commission. She did not want to see it as a separate department. She would like to formalize some of the programs under the Community Services Department. The Town has a bunch of Directors who direct themselves. Now these Directors can direct people under them to do various things.

Mayor Foreman reminded Council there have been discussions with PWC about double taxation, parks have come up, and the separation here is there is no double taxation. He pointed out that PWC does not maintain any of the Town's parks. In discussions, the Council has been unwilling to turn the parks over to PWC. The Town could lose control of the parks with soccer leagues taking the fields. A discussion could be had about turning the parks over after the Town knows how all of the parks are set up and configured. He liked the idea of a member being on the PWC Parks Commission. He asked that this be part of the next discussion with Supervisor Maureen Caddigan. He supports the idea for discussion.

Mr. Brewer disagreed with the double taxation. He felt that a discussion needed to be had with PWC about taking care of the parks first before taking something like this on. This is not a small task. This is going to take a lot of money, staff, and personnel. There is grass to cut and facilities to maintain. He noted the Town does not have a Police Department that facilitates the Town 24 hours. He felt before

money was spent on Parks and Recreation there needs to be 24-hour police service. Things need to be prioritized and he would not support this before having a discussion with PWC.

Mr. Wood thanked Council for their support.

E. FUNDING FOR SCHOOL RESOURCE OFFICER (SRO) AT DUMFRIES ELEMENTARY SCHOOL – KRISTIN FORRESTER

Ms. Forrester felt her introduction was thorough at the last meeting and wanted to move forward with the discussion.

Mr. Brewer noted that at one time the Town had 24-hour Police protection. There is not enough staff to do this. Before he could support this, he wanted to see the Town have 24-hour service. He could not support pulling an Officer off his normal duty or bringing one in on his day off to go to the Dumfries Elementary School when there are not enough resources.

Mr. Toney felt that in lieu of what is going on in this country, at this time, this is the appropriate time to discuss this. A School Resource Officer (SRO) will provide a myriad of services like counseling and behavior problems. He thought there would be a lot for the person to do and not just be an armed guard for the school. He did not see this detracting from the resources of the Police Department.

Ms. Forrester clarified that this would be a newly established position.

Ms. Reynolds understood there were positions available. She thought this would not be a new position and just a position that is open that would be filled.

Ms. Forrester reiterated that was not her intention. Her intent was not to mess with any of the current staff or the positions that are open to be filled to perform the typical police function of the Town. This position has not been considered as a typical police function and will be a new position specifically to fill the SRO position.

Ms. Reynolds pointed out that the Police Department is under staffed now.

Ms. Forrester understood the reason the Town is not fully staffed is the difficulty in finding qualified individuals, which is an entirely different issue. Creating this new position within the Police Department will require recruiting a trained SRO.

Mr. Brewer wanted to hear the Chief's position.

Chief Forker noted there are positions for 10 sworn Officers. Currently staffing consists of a Sergeant and three Officers per squad, which the Town has two squads. The shifts would be 12-hour shifts and would in fact give the Police Department 7 day a week, 24-hour coverage. He made the decision that it would be in the best interest and better serve the citizens by overlapping the shifts. One shift goes from 7:00 a.m. to 7:00 p.m. and one shift from 3:00 p.m. to 3:00 a.m. This gives the Police Department a four-hour overlap when calls for service are at a peak and when there are traffic issues. In

December, from 3:00 p.m. to 7:00 p.m., there were 108 calls for service and only 13 calls for service between 3:00 a.m. and 7:00 a.m. The need is in the afternoon and the reason for adjusting the shifts around rather than having 24-hour coverage. In November, there were 173 calls for service in the afternoon and 22 calls for service in the evening. In October, there were 150 calls for service in the afternoon and 26 calls for service in the evening. He explained that there was not enough there for him to comment on for the SRO until the Council gives him direction. He did note there are some obstacles out there. Some of the obstacles include things like the school being a County school, getting an Officer into the school, filling the vacancy, direction from Council to take an Officer off the street when the SRO is sick or in training. He understood that Ms. Forrester was looking for a new position.

Mr. Taber asked the Chief if he found a seminar in Washington D.C. for law enforcement executives dealing with this and other school related security issues.

Chief Forker pointed out that this is not something that all police professionals agree on. The Police Executive Research Forum, a professional police group throughout the country, is putting together a seminar titled Preventing and Responding to Active Shooter Incidents on February 12, 2013 that he would like to attend. This executive session will bring together police executives and researchers from around the country to discuss active shooters and the unique challenges they pose to law enforcement. He explained it is a little bit more than putting a Police Officer in a school. There has to be cooperation with the teachers and administration.

Ms. Washington asked what the rationale was for Ms. Forrester feeling that Dumfries Elementary School would need a SRO full time.

Ms. Sanders wanted the minutes to reflect that Ms. Forrester left the meeting at 9:00 p.m.

Mayor Foreman called for a recess to reestablish the electronic connection with Ms. Forrester.

The meeting was called back to order at 9:12 p.m. with Ms. Forrester electronically connected.

Ms. Washington repeated the question she posed prior to the recess.

Ms. Forrester indicated the job of a SRO is not intended to be part time. She noted there might be some misunderstanding because she knows that at the high school, there are some part time SRO's, but that is not the role of what the SRO is. She spoke with the Chief and Mr. Taber over a year and a half ago about doing this and this seems like a good time to do it. She felt the Council has the ability to do it for this one school and thinks it should be done.

Ms. Washington was concerned with several things. The Council is going to have to work with PWC on this. The principal would have to want a SRO at the school and there would have to be space for the SRO. At this time, she could not see where a full time SRO would be needed in an elementary school where there are less than 600 students. She could see the need to extend the supportive role the

Police Department is providing. She mentioned the high schools are now looking at trying to get full time SRO's. She thought the middle schools have part time or rotating SRO's. She was not sure there would be enough for a SRO to do 5 days a week for 7 hours a day unless the thought was just for protection.

Ms. Forrester noted the SRO does do policing; however, they are much broader than that. An SRO works with students on behavioral issues and community policing programs. She did not put many details in the request, but she could provide more information. She acknowledged there would have to be coordination with PWC and the school, which is part of the implementation process. She wanted to move this forward for a vote at the next Council meeting.

Mr. Wood felt the Town could embrace its smallness and uniqueness by having something like a SRO at the school. Give the kids someone to look up to. Just having the presence there may ease parents concerns. He thought this was a good idea.

Mayor Foreman asked if Ms. Forrester had a chance to speak with Betty Covington, member of the PWC School Board, and the Principal at Dumfries Elementary School.

Ms. Forrester spoke with Ms. Covington, but not the principal. She noted that is certainly an important part of the implementation, but the principal's opinion on it is not going to dictate whether the children are protected or to what extent the children are protected. She could not imagine Ms. Michie, Principal of Dumfries Elementary School, having a problem with this.

Mayor Foreman disagreed. The request is to move the item to the mid-year budget review. He called PWC and they are having budget discussions now about SRO's, which will run \$12 million for the first year and \$9 million thereafter. This is a budget discussion for PWC and elementary schools are included. The question is whether the SRO would be rotational. He expressed concern over having the item as a mid-year budget item rather than a fiscal year 14 item. He wanted to hear back from Ms. Covington, Ms. Michie, and where PWC stands before moving forward. A meeting is coming up with Supervisor Maureen Caddigan and Council could hear her opinion at that time.

Ms. Forrester felt that any time the Town could do something on its own and not rely on PWC the Town should. The Town is not bound by PWC to do what the right thing is to do. She explained the Principal would not be making the decision whether PWC funds an SRO or the State. If funding came available from PWC or the State the memorandum of understanding could be written to include how the transfer would occur. Sitting around waiting to see who is going to do what is not the way to get things done.

Mayor Foreman knew what the Principal can and cannot do. What he was referring to was pushing the Town's will on a PWC asset. He thought that PWC should be invited to attend work sessions when discussing any matter that deals with them in order to hear their opinion.

Ms. Forrester noted this would be a Dumfries Officer, not PWC's. Currently PWC is not funding the SRO and if funding becomes available through PWC, the matter would be addressed then.

Ms. Washington thought it needed to be looked into a little more because there is a lot more involved than just getting the Officer in the school. There will have to be a curriculum action plan. The Officer will need to know when he comes to the school every day that there will be a curriculum to go by. Lessons are planned on what he is going to do. Therefore, this will have to be coordinated with PWC, placed in the PWC curriculum action plan, and coordinated with the Principal in order for the Principal to coordinate with the teachers how the lessons are going to be set up. If the Town decided to do this, once PWC makes their decision then PWC would do all of that for the Town. PWC would hire someone to come up with the curriculum action plan and let the schools know how to go about setting up the classes that are going to be needed. She thought the Town would be taking on a lot more than just hiring an Officer.

Ms. Forrester reiterated again that all of the issues being brought up are implementation issues. You would not go through all those steps if you did not know if you were going to need to implement them. She noted that all of these things would be done after the decision is made.

Mayor Foreman requested that PWC have representation at the next meeting if the item is to move forward to inform Council whether they are implementing SRO's in the school and whether the Town would be reimbursed if Council elects to place an SRO in the school.

This item will be placed on the February 5 agenda for further discussion.

F. FREEDOM OF INFORMATION ACT POLICY – CHRISTINE SANDERS

Ms. Sanders explained this policy was before Council as a draft. She has responded to numerous Freedom of Information Act (FOIA) requests. Requests for information are also posed to staff members some of which she has become aware of and some she has not. This has become a source of concern to her that the Town adopts a formal policy that is available as a public document. This will allow citizens to know how to go about requesting public documents and how the Town will respond to these requests in a formalized manner. It is important that the Town respond in a timely fashion under the law. Anyone can come in and view public documents free; however, when requests come in for copies this is a way to recoup the costs of providing the information. This policy formalizes who your FOIA Officer is, the chain of command in how responses are provided, and tracks the law. The document will be reviewed

annually for changes in Virginia Code. It also sets the fee schedule for requests for information. Included in the draft is the one request that was made to have Council made aware of all FOIA requests.

Mr. Brewer asked how the fee schedule was developed.

Ms. Sanders explained the Town is allowed to recoup actual costs. Research was also done by looking at what other jurisdictions charge.

Mr. Brewer asked if the fee includes a charge for a staff member's time.

Ms. Sanders explained the cost is based on the cost to reproduce the record, which includes staff time, labor, materials, and wear and tear on the equipment.

This item will be placed under the Consent Agenda on the February 5 agenda.

G. FUNDRAISING AND DONATIONS POLICY – CHRISTINE SANDERS

Ms. Sanders noted the request came through a committee. She saw this as an opportunity to develop and put in place a policy. It has come to her attention over the past year that the Town has a couple of programs where donations are accepted. One of the programs is Christmas in Dumfries. A broad discussion was had on memorials in general and specifically a memorial for former Mayor Fred Yohey and how that would be handled. Included in that discussion was the desire to encourage donations and fundraising for specific identifiable things that Council has. The intent was to put together a policy to address these and formalize the process for how Council would go about handling fundraising and donations to the Town in conformance with Virginia Code.

Mr. Toney questioned the Town Manager determining where donations will be reallocated when a program is abandoned or altered and the donor cannot be reached.

Ms. Sanders apologized for not having the latest draft. She clarified that there was a change made to place those decision in the Town Council's control.

Mr. Brewer asked for specification on the following statement to what might not be able to be accepted. "The Town government and Council will be mindful of the Virginia Conflict of Interest Act (COIA) in deciding to accept donations of funds or property and may determine that in some circumstances, proffered donations are not able to be accepted."

Ms. Sanders explained the reason it was placed in the policy was as a reminder that there are such situations where it may seem like a great idea at first flush, but when you look at the policy, it will remind you to make sure that it is in conformance with COIA and a conflict will not come up with accepting that particular donation.

Ms. Reynolds asked for clarification on what was meant when a program is abandoned or altered and whether there was a time limit to determine that.

Ms. Sanders explained there is a possibility that over time attention is directed elsewhere and the program sputters out. At some point when the books are being looked at and there is money allocated for a program that has had nothing done with it, it can be brought back to Council to decide if it is an abandoned program.

Ms. Reynolds asked if a time limit was going to be placed on it for Council to consider it abandoned.

Ms. Sanders did not recommend having a time limit.

Ms. Reynolds was concerned that Council needed to know what constitutes abandonment when talking about money from fundraising.

Retta Ladd, Treasurer, gave the example of a flag football program that was set up, never implemented, and the funds were returned to the individual who signed up for the program.

Mr. Taber gave the example of the Christmas in Dumfries raising funds for the program, not having enough children participating or Council deciding to no longer hold the program, then the funds would be returned to the individuals who donated the money.

Mayor Foreman asked if in the policy, it could include that at the end of the fiscal year donations or fundraising monies will be reported to the Council.

H. COMCAST CABLE FRANCHISE AGREEMENT – CHRISTINE SANDERS

Ms. Sanders noted the original Comcast Cable Franchise Agreement was initially negotiated between the Town and Columbia Associates. Comcast is the successor in interest to that company. Their government relations representative brought it to her attention last year that the agreement expired on June 30, 2011. The agreement has continued regardless; however, it is time to negotiate a renewal of that agreement. The law has changed since 1992 when the original agreement was negotiated. Richmond set the Cable and Communications Sales Tax fee that the Town receives so the franchise fee in the old agreement is no longer negotiable. She asked Council for thoughts and ideas before bringing forward a draft renewal agreement. This is the time to look at potential customer service issues or do some outreach about the nature or quality of the cable service being provided by Comcast. Staff did an internal assessment and feels comfortable going to Comcast and negotiating. Comcast has agreed to provide the Town with upgraded equipment, continue to provide a cable access channel, and service in all the Town buildings. She is looking for direction from Council in order to continue finalizing the draft. She explained Council will have to advertise, adopt it in the form of an ordinance, and a public hearing is not required but Council can decide to hold one.

Ms. Reynolds asked if Ms. Sanders looked into any other cable companies.

Ms. Sanders noted that Verizon also operates in the Town.

Ms. Reynolds wanted to know the difference between the agreements with Comcast and Verizon.

Ms. Sanders indicated a comparison was done. When the matter comes back, Council will see how she has tried to work the two together. She was not prepared to do a point-by-point analysis tonight, but will when it comes back to Council.

Mr. Toney heard negotiations were being done.

Ms. Sanders explained to the extent that the Town has some bargaining power.

Mr. Toney suggested negotiating a half hour, once a week, program that the Town could host.

Ms. Sanders explained the agreement is for cable services and does not include programming. Comcast does provide a channel to the Town. She will however bring the matter up.

Mr. Brewer asked if the internal review was done on existing services or new services.

Ms. Sanders indicated it was for both.

Mr. Brewer recalled discussing equipment when the agreement was previously discussed. The problem was getting Comcast to come out and maintain the equipment. He would like to see something on that. He asked if the equipment being looked at were new cameras.

Ms. Sanders wished Teresa Johnson, Information Technology Manager, were present since the internal review was done with her. She would take any questions Council has, work with Ms. Johnson, and come back with answers. She believed the equipment being utilized to broadcast was with Verizon.

Mr. Brewer indicated the Town should be using both.

Ms. Sanders explained the Town does not need a duplication of equipment.

Mr. Brewer knew that in the media room there is equipment from both Comcast and Verizon in order to broadcast since they need individual lines. He recalled the original negotiations on cameras were with Comcast. He asked if that was something that could be done now. He knows the Town purchased the cameras being used in Town Hall.

Ms. Sanders was going to look into the matter.

Mr. Wood mentioned the picture quality at home was not good and wanted to see high definition. He wanted to see archiving being done with the Council meetings. He thought that maybe Comcast or Verizon could help offset the expense of the software. He knew that PWC has all the meetings available online and attached to the agenda so that you can go directly to a particular topic.

Ms. Sanders noted that was something that had been discussed. She thought it might require the Town to invest some funding and felt it was more of a CIP or budget issue.

Mr. Wood mentioned having segments that would spotlight Dumfries through a community access show.

Ms. Reynolds wanted to see what Comcast and Verizon were offering.

Ms. Sanders explained that Comcast is offering the bare minimum.

Mayor Foreman mentioned that the Town has put a lot of money in Council Chambers. Discussions have been had about microphones, being able to broadcast PowerPoint presentations to the citizens, and a voting board. Other improvements need to be part of the contract.

Mr. Wood asked if any revenue was generated from the subscribers on the franchise agreement.

Ms. Sanders explained that at one time that was negotiated; however, State law has usurped that. The Town receives a part of the communications tax from Richmond. The fee is set and the Town has no bargaining power.

I. MEMORIAL FUNDS FOR MAYOR YOHEY – DAN TABER

Mr. Taber reminded Council that they authorized the Town accept donations for a memorial to be dedicated to former Mayor Fred Yohey. The Town has collected \$1,785. From previous discussions, Council indicated the funds would be used for benches at Ginn Memorial Park in his memory. What was never done was a resolution that would budget and appropriate the money. He asked Council to specifically let him know what to do with those funds to get a resolution drafted. He noted that Nancy West has been in contact with family and friends who have donated and the suggestion was made to plant a tree with a plaque.

Ms. Washington heard that when the money was collected there was no specific decision made.

Mr. Taber explained that when the statement was put out that the Town would be collecting donations for the memorial there was nothing specifically decided on other than that there would be something placed in Ginn Memorial Park.

Mr. Toney felt Council should listen to what the donors want the funds to be used for. He would support a tree with a plaque being placed in Ginn Memorial Park.

Ms. Forrester agreed the donors should be asked based on the amount of money donated.

Nancy West mentioned several suggestions have been made, of which some were not doable. After emailing most of the donors about this, it was unanimous that a tree be placed in Ginn Memorial Park with a plaque to honor Mr. Yohey. She hoped a thank you letter would be sent to all the donors. She was willing to pay for postage since the memorial is to be at no cost to the Town.

Mr. Wood suggested the possibility of considering dedicating the basketball court or one of the fields.

Mayor Foreman agreed the donors should be contacted to give input on how the money is spent.

Mr. Toney asked Ms. West to contact all the donors, come back to Council with suggestions at the next work session, and at the following meeting Council will vote on what type of memorial will be placed.

Mayor Foreman noted the thank you letters would be sent once the Council decided on what would be done.

J. MID-YEAR BUDGET REVIEW – DAN TABER

Mr. Taber noted that with any budget, there are unknowns that present themselves once you start to execute the budget and additional information becomes available. The mid-year budget review process allows the Town to update the budget based on an evaluation of the additional information. A considerable amount of time has been spent with staff developing recommendations based on the needs of the Town, previous concurrence by Council on some issues, and the current fiscal and organizational realities the Town faces. He noted there are two issues that may cause an alteration to the proposal being made. He will go over those based on some suggestions made earlier in the year by a Council member(s). One of those is returning some money to the taxpayers. He will provide the scenario to Council of how returning some money to the taxpayers will affect the proposed expenditures, which Council will make the decision on. The other is whether there will be a need to adjust the midyear budget to fund a School Resource Officer that was discussed earlier in the meeting and will be decided on at the next meeting. He went over the following projected revenue increases.

Mid-Year Recommended Transfers FY 13 Budget Projected Revenue Increases			
Line Item	Description	Amount	Explanation
10-312-0102	Rental Tax	\$20,000	Year to Date Analysis of Funds Collected
10-312-0303	BPOL	\$243,368	Significant One-Time Collection of Back Taxes and Projected New Business Revenues
10-312-1001	Transient Tax	\$33,000	Year to Date Analysis of Funds Collected
10-312-1101	Meals Tax	\$35,000	Year to Date Analysis of Funds Collected
10-314-0101	Court Fines	\$20,000	Year to Date Analysis of Funds Collected
10-324-0407	Litter Control	\$1,036	Actual Revenues Collected
10-324-0419	Cigarette Tax	\$20,000	Year to Date Analysis of Funds Collected
10-324-0422	Wal Mart Grant	\$500	Actual Revenues Collected
10-324-0901	Gen Fund Transfer	\$57,647	Reimbursement for Payments On Bond Project
Total Budget Additions		\$430,551	

Mr. Toney noted that during the past years he has been on the Council, a complete budget was provided and Council would go over the budget line item by line item. He did not get the same kind of

understanding with a truncated version. Council is charged with the budget, taxes, and oversight. He wanted to see the year to date versus the budget amount before moving forward.

Mr. Taber noted he could provide Council with a document that will include the year to date figures to foster the ability to better understand. He suggested providing the document to Council early and continuing the mid-year budget review discussion at the next work session. He mentioned limiting the number of items on the agenda for the work session to allow Council adequate time for discussions.

Ms. Reynolds asked if the money was extra.

Mr. Taber explained it is projected extra money over the original budget.

Mr. Brewer noted it is not necessary to do a formal review of the mid-year budget. He pointed out that Council has what it needs to move forward.

Mr. Toney recommended having the year to date versus budget. He felt it would be helpful to the new members on Council. He recommended a special session.

Mayor Foreman directed Mr. Taber to add to the next meeting a discussion on whether to hold a special session or continue the matter to the work session with a limited agenda.

IN RE: ADJOURNMENT

Mayor Foreman moved, seconded by Mr. Wood, to adjourn the meeting. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

Minutes transcribed by

Approved by

Dawn Hobgood
Town Clerk

Gerald M. Foreman
Mayor