

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON APRIL 2, 2013, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:**

**THERE WERE PRESENT:** Mayor Gerald Foreman  
Vice-Mayor Willie Toney  
Charles Brewer  
Kristin Forrester  
Helen Reynolds  
Gwen Washington  
Derrick R. Wood (arrived after roll call)  
Daniel Taber, Town Manager  
Christine Sanders, Town Attorney

**THERE WERE ABSENT:** None

**IN RE: CALL TO ORDER AND ROLL CALL**

Mayor Foreman called the meeting to order. Dawn Hobgood, Town Clerk, took roll call.

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

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

**IN RE: APPROVAL OF THE MINUTES**

Mr. Brewer moved, seconded by Ms. Washington, to approve the minutes from the August 21, 2012, September 4, 2012 and September 10, 2012 public hearing meetings as presented. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, not present; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**IN RE: ADOPTION OF THE AGENDA**

Mr. Foreman moved, seconded by Mr. Brewer, to adopt the agenda as presented. The motion carried by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, not present; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**IN RE: APPROVAL OF THE CONSENT AGENDA**

Mr. Toney requested that Item V, A, Resolution Appointing Laura O'Dell as the Zoning Administrator be pulled for further discussion.

Mr. Foreman moved, seconded by Mr. Wood, to adopt the Consent Agenda as amended. The motion carried and the following resolutions were approved by the following roll call vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

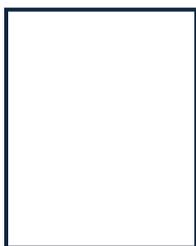
**RESOLUTION TO ADOPT A FUNDRAISING AND DONATION POLICY CP02-13**

WHEREAS, the Town Council acknowledges that the Town may receive charitable donations and may desire to undertake certain fundraising activities not inconsistent with applicable law; and

WHEREAS, Town Council wishes to formalize a policy for fundraising and donations that may be made to the Town for Town programs.

NOW, THEREFORE, BE IT RESOLVED by Town Council that the following Fundraising and Donation Policy CP02-13 be and hereby is adopted this 2nd day of April, 2013.

**Town of Dumfries  
COUNCIL POLICY**



Subject	Fundraising and Donation Policy
Policy Number	CP02-13
Original Effective Date	April 2, 2013
Revision Date	

**TOWN OF DUMFRIES  
FUNDRAISING AND DONATION POLICY**

The Town Council wishes to have an existing policy in place for those individuals or businesses who may wish to assist the Town in implementing programs or initiatives. To do so, the Town wishes to develop and implement a policy for fundraising and receiving donations for established or identified Town programs, departments and/or initiatives. Identified but un-established programs or initiatives are those identified in the Town’s most recently adopted Capital Improvement Program. There may be tax advantages for those who may be willing to donate funds for Town programs, departments, and/or initiatives. The Town will account for all donations including those from fundraising activities with a line item maintained in the budget. The Town Manager or his designee shall be responsible for accounting for all received, approved, and accepted donations.

At the end of each fiscal year, donations received during that year will be reported to Council.

**I. Fundraising Guidelines for Fundraising**

1. The Dumfries Town Council will approve all fundraising efforts and activities by a majority vote of the Council in advance. Once Council has approved a fundraising effort or activity, the details of the fundraising activity, project or program will be approved in advance by the Town Manager and/or his designee.
2. Approved fundraising events and activities, shall have a clear, identifiable message for the goals for fundraising, including an accurate statement of the programs to be benefitted, items or types of items to be acquired, and the purpose for which all money received will be used.

3. All fundraising donations that are not earmarked for a specific existing Town program, or one identified by the adopted Capital Improvement Program, shall be incorporated into the general fund and such funds shall be spent or donations received shall be used according to the needs of the Town as determined by the Town Manager.
4. All earmarked donations from fundraising activities shall be spent accordingly or they will be returned to the donor. Should the donor not be able to be reached in the event that a Town program is abandoned or altered, then the Town Manager will bring the matter before Council with a recommendation for reallocation of the donated funds. Town Council must pass a resolution approving the reallocation of the donated funds before any of the funds may be used in a manner not consistent with the original donation.

## **II. Donations—Guidelines for Acceptance of Donations**

1. Once donations are received for a specific purpose, the Town Manager or his designee shall see that the funds or donated items are used in accordance with that purpose. However, should the specific purpose for which donations were received be no longer feasible, the Town Manager shall bring this to the attention of the Town Council for direction as to what to do with the specified funds. The Town Manager may make a recommendation on the matter. The Town Council may either: a) return the funds to the original donors; or b) in the event that returning the donations to the original donors is not possible because the original donors are unable to be located or for some other reason, Town Council must pass a resolution to reallocate the specified funds to a new purpose as consistent with the original purpose as possible and not inconsistent with law.
2. The Town government and Council will be mindful of and comply with the Virginia Conflict of Interest Act (COIA). Accordingly, the Town Manager and Town Council may determine that in some circumstances proffered donations are not able to be accepted.
3. Donations may be eligible as a charitable contribution under the Internal Revenue Service but the Town will not participate in placing a monetary value on any donated items. Rather the Town may only acknowledge the acceptance of a gift. The Town reserves the right to not acknowledge the tax deductibility of a donation should there be any concern about a *quid pro quo*.
4. All donations must be accepted by the Town Council by resolution passed by a majority of the Council.
5. There shall be complete transparency of any donations proffered and/or accepted by the Town. This means that the proposed donors will be appropriately and publically acknowledged.
6. All earmarked donations including those donations from fundraising activities or otherwise, shall be spent according to the purpose for which they were donated or the funds will be returned to the donor. Should the donor(s) not be able to be reached, found or located or in the event that a Town program is abandoned or altered, then the Town Manager will bring the matter before Council with a recommendation for reallocation of the donated funds. Town Council must pass a resolution approving the

reallocation of the donated funds before any the funds may be used in a manner not consistent with the original donation.

### **III. Specific Charitable Programs**

#### **1. Christmas in Dumfries:**

Christmas in Dumfries is a program that has been administered by the Town of Dumfries Police Department annually in December. Dumfries Town residents may request that their children participate in this program whereby children are able to shop with a police officer at a local retail store for presents for their families. Donations for Christmas in Dumfries are accepted by the Town and are accounted for by the Town Treasurer.

Donations received for the Christmas in Dumfries program shall be acknowledged by the Town with a letter sent to the donor from the Town Manager, the Treasurer or the Town Manager's designee.

### **RESOLUTION TO ADOPT TOWN OF DUMFRIES POLICE DEPARTMENT GENERAL ORDERS, CHAPTERS 21-24**

WHEREAS, in 2010 Acting Town of Dumfries Police Chief Colgan ("Chief Colgan") was appointed and upon his appointment became aware that the Town of Dumfries Police Department ("the Department") had a set of general orders ("General Orders") that were not appropriate for use by the Department; and

WHEREAS, Chief Colgan contracted to have the General Orders updated for appropriateness and relevance for the Department; and

WHEREAS, Section 34-21 of the Code of the Town of Dumfries Virginia, ("the Town Code") provides, *inter alia*, that the Chief shall prepare general orders for the police force of the town not inconsistent with state law, the Town Charter, this Code or other ordinances of the town and shall submit them to the Town Council for approval. When any such general orders, so prepared, have been approved by the Council, such general order(s) shall be in full force and effect; and

WHEREAS, Police Chief Forker has completed Chapters 21-24 of the General Orders, and submitted them to the Town Manager, the Town Attorney, and Town Council for review and comment; and

WHEREAS, in accordance with the foregoing, Chief Forker requests that the Town Council approve and adopt Chapters 21-24 of the General Orders.

NOW, THEREFORE BE IT RESOLVED by the Dumfries Town Council on this 2<sup>nd</sup> day of April, 2013 that Chapters 21-24 of the General Orders are approved and adopted.

### **RESOLUTION TO RELEASE A PERFORMANCE BOND FOR GRACE CHURCH**

WHEREAS, on March 23, 2012, Grace Church posted a performance bond with the Town of Dumfries in the amount of \$150,545.48 by way of irrevocable standby letter of credit No.

9531237657-00005 for site improvements on Grace Church Property located at 17889 Fraley Boulevard in Dumfries; and

WHEREAS, the Department of Public Works has reviewed the project and finds no outstanding issues remaining on the site; and

WHEREAS, a letter requesting the bond be released was received by the Public Works Department on March 18, 2013 requesting the release of the surety bond; and

WHEREAS, the Public Works Department recommends the release of the irrevocable standby letter of credit No. 9531237657-00005 in the amount of \$150,545.48.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Dumfries on the 2nd of April, 2013, that the Performance Bond be returned to Grace Church.

**RESOLUTION PROCLAIMING MAY 5 – 11, 2013  
MUNICIPAL CLERKS WEEK**

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Dumfries that May 5 through May 11, 2013, be recognized as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Dawn Hobgood and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Mr. Toney wanted to take this time to meet the new Zoning Administrator and use this opportunity to segue to another issue. He did know if this was the appropriate time for Council to discuss the benefits package, but he believed it was. He noted the insurance situation was one of the contributing factors for the last Zoning Administrator leaving. This is a burden on the staff. He wanted

to generate some conversation about that particular benefit. He thought that Council could do better for the Town's employees. He is not a human resource person; however, he thinks the Council should be concerned about the welfare of the employees. He is for retention of staff. He noted there are a couple of other people pending leaving because of this issue.

Mr. Taber noted there is a presentation scheduled for Council at the work session dealing with health insurance benefits for employees. Several inquiries have been made and options will be presented on ways the issue can be dealt with.

Mr. Toney asked for an introduction of the new Zoning Administrator.

Mr. Taber introduced Laura O'Dell. He provided the following information about Ms. O'Dell.

- ✓ Most recently, she was the Zoning Administrator and Maintenance Code Official for the Town of Strasburg.
- ✓ Prior to that, she was with Fairfax County as an Investigator for the Department of Codes Compliance. Zoning Enforcement Property Maintenance Inspector for the Department of Planning and Zoning with a wide range of responsibilities.

He felt the Town was fortunate to be able to attract someone with her experience and certifications.

Ms. O'Dell thanked Council for giving her the opportunity. She invited Council to come in, meet her, speak with her so she can get to know everyone, find out the concerns everyone has, and discuss anything they would like addressed in the Town, so that she can help in any way she can.

Mayor Foreman noted that part of the reason the Town continues to lose staff is because of the benefits package, but it is also competitive salaries, and raises. He pointed out that raises have not been given since 2010. He noted the Council needs to keep salaries competitive when hiring as well as for retention. He wanted Council to keep in mind the turnover the Town has had. There is only a few staff members left from the 2010 timeframe.

Mr. Toney moved, seconded by Ms. Reynolds, that the resolution appointing Laura O'Dell as the Zoning Administrator be adopted. The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, no; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**A RESOLUTION TO APPOINT THE ZONING ADMINISTRATOR FOR THE TOWN OF DUMFRIES**

**WHEREAS, *Virginia Code § 15.2-2286(A)(4)* allows the Council of the Town of Dumfries to appoint a Zoning Administrator for the administration and enforcement of the zoning ordinance; and**

WHEREAS, the Council of the Town of Dumfries now needs to appoint a Zoning Administrator for the Town; and

WHEREAS, the Council of the Town of Dumfries is prepared to make this appointment.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Dumfries on this the 2nd day of April, 2013, that Laura O'Dell be hereby appointed as Zoning Administrator for the Town of Dumfries, and that she shall have all necessary authority on behalf of the Council of the Town of Dumfries to administer and enforce the zoning ordinance of the Town.

**IN RE: CITIZEN COMMENT PERIOD**

There were no citizen comments.

**IN RE: MAYOR'S COMMENTS**

Mayor Foreman read the following comments.

"I'd first like to welcome Dorthie Tannehill – Administrative Assistant to the Town Manager and Laura O'Dell –Planner / Zoning Administrator to our Town staff.

Quantico Creek Cleanup is Saturday (6 Apr 13) from 9:00 AM – 12:00 PM  
Ginn Memorial Park Grand Opening Saturday (6 Apr 13) at 2:00 PM  
Dumfries Farmers Market Grand Opening Saturday (13 Apr 13) at 8:00 AM

As we move into the FY14 Annual Budget discussions, I am asking for citizen involvement. The Council has discussed quite a few items this past year, we have passed a CIP that has laid out funding for specific actions, we have voted to put an SRO in the FY14 Budget and we have met with Historic Dumfries and heard their concerns. We have listened as citizens have come forward and asked for their property taxes to be lowered. The Town Manager will present his budget tonight and over the course of the next 30 days, the Council will review and make recommendations. I can tell you as a Councilman and as a Mayor, it is hard to ask for reductions or additions to a line number when there is no input from the public. I am asking once again for citizens to visit the Town website, review the proposed budget, and come to the podium and give your suggestions. Be involved. From the citizen to the business owner, tell us what you think.

On Monday, 4 March 2013, the Dumfries Town Council and Town Staff met with Supervisor Caddigan and Prince William County Staff at Williams Ordinary. We covered a number of issues. When the meeting was over, I requested a follow-on meeting with Supervisor Caddigan to discuss concerns of Ethanol being transported through Town limits and Rte-234 Extension / Potomac Shores / Cockpit Point transportation concerns. To date Supervisor Caddigan will not find the time to meet with me to address these concerns.

I would now like to meet with Supervisor Caddigan concerning several additional items, one in particular after talking with Congressman Connolly's Office, I would like to discuss the Zip Code proposal that Supervisor Caddigan is attempting to amend. If Supervisor Caddigan can find the time to talk to the press, she should be able to find the time to talk with a Mayor from her own district.

Over the past three years on the Council, I have been to Supervisor Caddigan's Office several times. As Mayor, I have been to her office twice. Supervisor Caddigan, I would like you to come

on down to Town Hall, I do not think that you have ever visited me at Town Hall and sat in the Mayor's office. It appears that the only time you come to Dumfries is when there is a public event and there are cameras and press available, I would like to assist you in changing that image.

If we are going to continue to move forward, the Town of Dumfries is going to need a County Supervisor that listens to our concerns and provides support to our initiatives, doesn't tell us why we can't do something but rather provides equitable solutions as to how it can be done; shows that she cares about Dumfries citizens, businesses and our natural resources by taking action; and lastly is involved with the Community, Council and local Government. Do not confuse what I'm saying as Mayor, the Council and the Town Government does not want their County Supervisor involved in daily operations, quite the contrary, I'm saying that the County Supervisor should put just as much effort into ensuring that the Town of Dumfries and the Town of Quantico are successful as Supervisor Caddigan is putting into making Potomac Shores and its developers successful. Let me put this another way, if Supervisor Caddigan can find the time to work with her fellow County Supervisors to support efforts in a neighboring district, Supervisor Caddigan should certainly find the time to meet with a Mayor from her own district. Successful initiatives should happen because the Town and Prince William County are mutually supporting each other, not in spite of each other. In a nutshell; "Listen, Care, and Respond.

So I will send another e-mail requesting Supervisor Caddigan and I get together to talk, but you as citizens and business owners can assist by contacting Supervisor Caddigan and tell her to meet with your Mayor.

On a lighter note, I hope everyone had a great Easter Celebration and I hope to see citizens at the upcoming Town events."

Mr. Toney moved, seconded by Ms. Reynolds, to move the Council Member Comments on the agenda to after the Mayor's Comments starting with tonight's meeting.

Mayor Foreman noted this matter has been brought up three times and each time he has requested an agenda item form be submitted since this will be a change in Council policy. At that point, it can be brought up at a work session for discussion and voted on at the next Council meeting.

The motion carried by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, no; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**IN RE: COUNCIL MEMBER COMMENTS**

Ms. Washington thanked the Community Services Director and the Town of Dumfries for allowing students from Dumfries Elementary School to play a part in the upcoming Multicultural Festival. This year students will be presenting their Black History Program performed for students at the school. She mentioned there would be four, possibly five, teachers doing face painting.

Ms. Reynolds announced that today is Autism Awareness Day.

Mr. Wood thanked everyone for coming out to the Easter Egg Hunt. He invited everyone to come out to the Grand Opening and Ribbon Cutting at Ginn Memorial Park this weekend. He is excited because there is a lot going on in the Town. He thinks Dumfries is starting to become that destination place. The Farmers' Market is kicking off this month. The Multicultural Festival is coming up. There are several things to do right here in the Town, so people do not have to leave the Town. He encouraged everyone to spread the word about all the things happening in the Town. He challenged everybody to drink more water with the weather changes. He was looking forward to everyone coming out and taking part in the budget discussions. Feedback is always welcome.

**IN RE: PRESENTATIONS**

**A. UPDATE ON SCHOOL RESOURCE OFFICER (SRO) – CHIEF FORKER**

Chief Forker provided the following update.

- With no other jurisdictions having a full-time SRO Officer in an Elementary School, the Town is moving forward in unchartered areas.
- No qualified applicants applied that were found to be acceptable and only one was received internally. Officer Renee Moody was selected. She is the second in seniority and has been with the Police Department since October of 2010. She is highly visible in the community and well respected in both the residential and business communities.
- The SRO program should move forward in four areas.
  - The G.R.E.A.T. (Gangs Resistance Education and Training) program; and
  - The D.A.R.E. (Drug Abuse Resistance Education) program; and
  - Personal interaction with the students; and
  - Community Outreach.
- The G.R.E.A.T. program has not been within the Prince William County (PWC) Schools before. This is an excellent opportunity to reach out to children who at a young age are vulnerable to gang activity.
- During the Kids Academy instructors from the Northern Virginia Gang Task Force come in and speak and it is just simply amazing or stunning the knowledge the kids have about gang activity. They know the symbols, colors, and which gangs that is in the area.
- Personal Interaction - Since the G.R.E.A.T. and D.A.R.E. programs target 4<sup>th</sup> and 5<sup>th</sup> graders this will give the opportunity to get to the younger kids. This can be done

during library time by reading to the children, in the cafeteria during school breaks, and a presence in front of the school before and after school.

- Community Outreach - Officers will become involved in some of the community programs whether at Ginn Memorial Park or through Dumfries Cares or a program started that would conduct car safety seat inspections or a bicycle safety program.
- There are several schools offered for the SRO coming up with a minimal cost that are subject to change. Due to the lack of some paperwork needed from the school, which is not their fault, since it is a new program, and the documents having to be reviewed and sent back, Officer Moody will not be able to attend the G.R.E.A.T. class in April.
- The Department of Criminal Justice Services (DCJS) announced yesterday a 2013/2014 SRO/School Security Officer Incentive Grant Program.
  - Priority will be given to localities requesting a SRO in schools where no such personnel currently exist.
  - Grant is for salary and benefits for the SRO not to exceed \$50,000, including matching funds.
  - We do not know what these matching funds will be. It is based on the Composite Index of Local Ability-To-Pay. We are not included in that index, as the Town does not have its own schools.
  - In addition, there is additional funding the second year of 75 percent of the first year awarded amount, the third year is 50 percent, and in the fourth year 25 percent, again all done with matching funds.
  - Currently research is being done to determine whether the Town is eligible for the grant and while doing that the necessary documents are being compiled.
  - The grant closes May 3 and the award will be made in June.

Mayor Foreman asked if Officer Moody was being paid as an SRO yet.

Chief Forker noted she was still in her current position and was not.

Mayor Foreman clarified the money was coming out of the FY14 budget. He asked if that established the Town as having an established program since a dime has not been spent toward the Officer.

Chief Forker has called DCJS seeking answers to that very question, as well as not having the index.

Mayor Foreman asked if the cruiser was marked SRO or just a regular police vehicle.

Chief Forker noted it was not marked as SRO.

Ms. Forrester hoped the Town was eligible and figured PWC would be the one applying and was not sure how they would decide what school would receive the money. She thanked the Chief for looking into the matter.

**IN RE:           BOARDS & COMMISSIONS**  
**A. ARCHITECTURAL REVIEW BOARD**

There was no report.

**B. BOARD OF ZONING APPEALS (BZA)**

Ms. Sanders noted an appeal was made that she covered. The appeal was thoroughly vetted by the BZA and the determination made by the Zoning Administrator was upheld. The appeal dealt with the expansion of a lawful non-conforming use at AMG Motors. That same business was cited with a notice of violation the year before by David Moss and that case was taken to General District Court dealing with construction of a temporary carport structure, which the Town won. This appeal dealt with the expansion of the building, which consisted of closing in a porch that changed the square footage for more office space. The determination can be appealed to the General District Court.

Mr. Brewer asked if the property was zoned under non-conforming use.

Ms. Sanders noted it is. She explained the property is either zoned B-1 or B-2 and an automotive sales business is now a non-conforming use.

Mr. Brewer asked, with the property being a non-conforming use, whether the footprint of the business could be expanded.

Ms. Sanders indicated it was not and the reason for the zoning violation.

**C. HISTORIC DUMFRIES**

Joann Barron reported the following items.

- The Weems-Botts Museum re-opened March 1. Visitation numbers are already looking good. Four park rentals have been made and if anyone is looking to have a family reunion or wedding call or come by and look at the site.
- This Saturday the Museum will be hosting a Civil War Living History Program with the following three events occurring simultaneously.
  - William Connery will be doing a talk and book signing on his current book called “Mosby’s Raids in Civil War Northern Virginia.”
  - A hospital camp will be set up with cots and demonstrations will be held about the medicine used during the Civil War.
  - A gentleman will talk about what it was like to be a lowly Sergeant encamped during the blockade of the Potomac.

- On April 13, Children's Day at the Museum will be held with discussions on the 1940's here in Dumfries and "Life on the Home Front."
- Thanks to the Town for redoing the horseshoe sand pits and for the new screen doors.
- Charter Day is on May 11. Businesses or organizations in Dumfries are welcome to join. The only request is that they have a Colonial theme.
- Thanks to the members of Council that came to the annual Town Council meeting on March 7. Council members toured the Weems-Botts Museum and Jeremiah's provided dinner.

**D. PLANNING COMMISSION (PC)**

William O'Kelly Russell, Chair, gave the following report.

- Continued discussions on the proposed allowable uses and conditional uses in the B-1, B-2 and FB/O-1 Districts. A final review with input from the Town Attorney on the proposed changes will be had April 8.
- The PC voted in favor of recommending to Town Council approval of the Dumfries Elementary School Site Plan Amendment as presented. The amendments included adding a bus loop, additional parking, and a student drop off area.
- A brief presentation was given by Richard Barbee, Premier Homes Group, of a conceptual plan for a subdivision development of 11 single-family residential lots off Orange Street. The existing zoning does not allow for that density. At this time, there are no rezoning applications or site plans for this property submitted.

Mr. Toney asked what the zoning was of the property.

Mr. Russell believed the current zoning is R-2. He noted the Town does not have a zoning category for that density.

Mr. Toney noted that would be single-family homes. He mentioned there are areas in the Town that has single-family homes with a certain requirement for setbacks. He asked if these factors were coming in to play as to why there is not enough room for it all.

Mr. Russell explained that was part of it and the square footage of the lot cannot be subdivided into 11 lots.

**IN RE: COUNCIL REPORTS**

**A. GINN PARK COMMITTEE**

Mr. Toney was unable to attend the meeting.

Mr. Taber provided the following report.

- The Grand Opening Celebration for Ginn Memorial Park is scheduled to take place April 6 from 2:00 pm to 4:00 pm. The event will begin with open remarks from elected representatives followed by a ribbon cutting ceremony. Included in the activities for the day are:
  - Snacks and drinks for attendees
  - Ginn Park Commemorative Footballs
  - Dumfries Commemorative Frisbees
  - Raffle Tickets for a 3:30 pm drawing
  - Bounce House provided by Pillar Church
  - Foul shooting contest by age group with 1st place prize
  - Football throwing contest by age group with 1st place prize
  - Face painting
  - Assorted other activities
- Greg Tkac, Public Works Director, gave an update on the continuing development of the path. Picnic tables have been placed along with an outdoor grill, perimeter fence, and a horseshoe pit will be completed before the grand opening with some minor landscaping.
- The Committee held a discussion about the permitted uses of Ginn Memorial Park. A review of the wording of the grant application is set for a work session to discuss how the fields are to be used and by whom in order to be in compliance.
- The next discussion centered on plans for Phase 3 of the Park and several of the Committee Members made suggestions concerning what should be included and how funding could be accumulated for major improvements that would require significant funding. These matters will continue to be discussed in the future and included in the work session discussions on April 16.
- The role of the recently approved FY14 Parks and Recreation Committee was briefly discussed and efforts will be underway in May to recruit volunteers to sit on that Committee.
- Next meeting is scheduled for April 30 at 5:00 pm.

Mr. Toney mentioned the Ginn Memorial Park Committee dissolving at the end of the current fiscal year and the passing of all the responsibilities over to the Parks and Recreation Committee for the continuing development of the Park, policies, and programs. He thanked everyone who has been involved and contributed to the development of Ginn Memorial Park.

#### **B. EVENTS COMMITTEE**

Ms. Washington noted everything is moving along with the Multicultural Festival. Flyers have been made and are being circulated. She mentioned the Farmers' Market is being worked on too.

Mayor Foreman noted that all of the other committees provide either highlights of what was discussed or minutes. He asked if the Council could start getting Events Committee minutes or highlights of what was discussed.

Ms. Washington indicated that could be done.

**C. NORTHERN VIRGINIA REGIONAL COMMISSION (NVRC)**

Mayor Foreman noted the Commonwealth Population Projection and the Executive Director's Report were provided to Council. There was no other new business to report.

**D. NORTHERN VIRGINIA CIGARETTE TAX BOARD (NVCTB)**

There was no report.

**IN RE: STAFF COMMENTS**

**A. DIRECTOR OF COMMUNITY SERVICES – CYDNY NEVILLE**

Ms. Neville reported the following items.

- The FY14 grant application has been submitted for Dumfries Cares. Work is currently being done on the middle school program.
- The Easter Egg Hunt was a huge success. She thanked everyone who participated, the volunteers, Pillar Church, and the Dumfries-Triangle Rescue Squad for donating 7,000 eggs. Pictures are available on the Town's Facebook page.
- Deadline to be a vendor, community performer, or participate in the B-B-Que battle at the Multicultural Festival is April 20.
- The "Bike to Work" day is May 17. The first 12,000 participants who sign up will receive a free t-shirt. She thanked Danny Cosner for chairing the event.
- St. Patrick's Day was celebrated at the March Senior Luncheon. Speakers included VOICE, Project Mend-A-House, and Ascent.
- The next Seniors Luncheon will be held at the Boys & Girls Club on April 19.
- The Farmers' Market Grand Opening will be held April 13 at 8:00 a.m.

**B. DIRECTOR OF PUBLIC WORKS – GREG TKAC**

Mr. Tkac gave the following report.

- Columbia Gas has started relocating its lines for the Tripoli Boulevard Drainage Improvement Project.
- Preparation continues for sidewalks up to the bus stop at the intersection of Route 1 and Possum Point Road.

Mr. Brewer asked if the contractor would be responsible for the damage done to the waterlines during the relocation of the gas lines.

Mr. Tkac indicated the contractor would be. He mentioned that if any property owner has a problem with any of the subcontractors that the Public Works Department wants to know about it.

Mr. Brewer asked if the road was going to be widened.

Mr. Tkac noted the width of the road would be 24 feet total with parking only on one side.

**C. CHIEF OF POLICE – ROBERT FORKER**

Chief Forker gave the following report.

- Officer Renee Moody graduated from the School Resource Officer training.
- John Lopez will be graduating from the academy on May 9.
- At 10:00 a.m. tomorrow, in Greenville County, there will be a Community Day for the unit Brian Fields is in prior to them departing for Afghanistan.

Mr. Toney conveyed his heartfelt appreciation, and the Council's, for his service.

**D. TOWN ATTORNEY – (MOVED TO WORK SESSION)**

**E. TOWN MANAGER – DAN TABER**

Mr. Taber reported the following items.

- Thanked staff for all of their hard work and assistance with compiling the FY14 budget.
- It is understood that a proposal will be submitted from Potomac Landfill for vertical expansion in the near future. Confirmation was made that there is one business working out to the Landfill and steps have been taken to make sure they acquire a business license.
- On March 13, the Council attended the Quantico Civilian/Military Committee quarterly meeting at the Marine Corps Museum. This was an the opportunity to meet and network with a wide range of attendees from the Marine Corp Base and surrounding jurisdictions to discuss and better understand issues of concern to all.

Ms. Reynolds asked if Potomac Landfill complied with the requirements that the Department of Environmental Quality (DEQ) placed on them.

Mr. Taber explained staff would be asking that question when the request comes in. He pointed out that the Landfill has to prove to the Town that they are in compliance, meet any zoning requirements necessary, go through a permitting process, and the final decision will be made by Council. Staff is aware of at least one time that DEQ has been on the site in response to an additional complaint. Staff will make sure that the Landfill is in the proper position before moving it forward to Council.

Mr. Brewer pointed out when the business opened it was under the consent order for that particular business, not additional businesses. He asked whether the Landfill, since the Town has found

that additional businesses are operating on that parcel of land, which is currently zoned residential, is allowed to do that.

Mr. Taber guessed the question is whether they are legally able to do that. He indicated that working with the Town Treasurer a letter would be drafted regarding the one business the Town is aware of. He mentioned that it will come down to, as Council has discussed, moving forward in perhaps different directions to achieve what needs to be achieved.

Mr. Brewer questioned whether the Landfill was allowed to operate the recycling, the trucking company, and any other businesses that are operating through that particular business.

Mr. Taber noted the Town’s position is that it is questionable if they can and is being discussed at different levels.

Ms. Sanders added whether or not it is happening, or whether or not there is an additional business being operated that is not affiliated with the Landfill and whether or not that is legal is a separate issue from the fact that there is a business operating there and as such requires at least a business license.

Mr. Brewer noted the Circuit Court approved that particular business and not a throw off business and if that were the case would they not have to go back to the Circuit Court.

Ms. Sanders was going to bring a more fully briefed discussion to Council in closed session at the next meeting.

**F. TREASURER (MOVED TO WORK SESSION)**

**IN RE: COUNCIL REPORT ON MEETINGS WITH ELECTED OFFICIALS PERTAINING TO THE TOWN (NONE SCHEDULED)**

**IN RE: ACTION ITEMS**

**A. PUBLIC HEARING – AMENDMENTS AND ADDITIONS TO THE ARCHITECTURAL REVIEW BOARD’S DESIGN GUIDELINES \_ DAN TABER**

Mr. Taber noted that back in January Council was provided two separate documents of the updated and amended design guidelines (proposed and final). At your meeting, January 22, there was a brief discussion regarding the updated Design Guidelines. The Architectural Review Board (ARB) worked with a consultant over the course of several meetings discussed and updated the document and they recommended approval during their November meeting. Design Guidelines govern development, design, and historical standards within the Historic Overlay District of the Town. He explained the new Zoning Administrator has been working for three days and the previous Zoning Administrator was unable to attend the meeting this evening. He wanted to move forward with getting input from the

public. He noted the vote could be delayed on the Design Guidelines to give Council time to review and formulate any questions they may have.

The public hearing was opened to public comments.

There being no comments the public hearing was closed.

Mr. Wood received feedback from one of the businesses that used to be in the Town. He explained the owner was going back and forth about signage and was a little confused. The business was previously a hair salon and the new owner thought that since it was the same type of business that the signage was approved. She felt she was being discriminated against.

Mr. Brewer did not agree with the area the Historic District Overlay encompasses. He recalls changing them and he understands it was changed again to encompass a larger area. He pointed out that there are homes in the overlay that are historic, but some are modern, which is requiring the modern homes to adhere to the same guidelines as the historic homes. For that reason, he is not voting in favor of the Design Guidelines.

Mayor Foreman moved, seconded by Ms. Forrester, to introduce the Design Guidelines. The motion failed by the following roll call vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, no; Ms. Washington, no; Mr. Wood, no.

**B. DISCUSSION/DECISION ON RESOLUTION ADOPTING THE FY14 BUDGET SCHEDULE – DAN TABER**

Mr. Taber reminded Council a process was started last year with the proposed budget being presented, a series of budget work sessions were scheduled, a public hearing on the proposed budget, followed by the adoption of the budget. He noted the change requested was to add April 30 as a work session in place of May 14 to allow for the three meetings to occur in the month of April, which will allow citizens an opportunity to forward questions to Council and prepare for the public hearing on May 21. There will be time after the public hearing to allow Council to respond to any comments before adopting the FY14 Budget on June 4.

Ms. Forrester did not think Council needed all the sessions. She suggested having a brief period set aside at the next work session to allow Council the opportunity to look through the proposed budget. This will provide a better idea on whether the additional meetings would be needed. She wanted to go ahead and schedule the April 30 meeting.

Mayor Foreman made the friendly amendment to schedule the April 23 and 30 meeting with the caveat of if needed since there will not be another meeting in April that votes will be taken.

Mr. Brewer asked if the advertisement had to run for two consecutive weeks.

The Town Manager and Town Attorney nodded in agreement.

Mr. Brewer asked if it had to be after or before the public hearing.

Mayor Foreman and Mr. Brewer stated after.

Mr. Brewer asked how long it had to be after the public hearing and the advertisement.

Ms. Sanders noted staff knows what the dates are and asked if there was a specific concern.

Mr. Brewer stated he knew the date.

Ms. Sanders was going to provide the memo to Council she wrote on the advertising.

Mr. Brewer stated budget discussions sometimes are simple, sometimes they can be contentious, but he wanted everyone to know that they have to factor in the needs of the Town versus the wants of the Council, which is more important. With a reduction in the tax, there will be less money.

Ms. Sanders read the following information from the memo she prepared. A brief synopsis of the budget, for informative and financial planning purposes must be published once in a newspaper. There must be notice given of one or more public hearings at least seven days prior to the date of the hearing in a newspaper. A descriptive notice of the intent to adopt the budget has to be published at least once a week for two consecutive weeks prior to the public hearing and with at least seven days elapsing between advertisements. Additionally the governing body shall publish the approved budget on its website. It has to be made available in hard copy for citizens to inspect and before any tax increase is adopted. The proposed increase must be advertised at least once seven days before the actual public hearing. The publication must contain a statement either that the publication contains the complete ordinance or that a copy of the complete ordinance is available. There are also Town Charter provisions. The public hearing must be open for any citizens to attend and speak. The budget can be amended by adding or decreasing programs and delete or decrease amounts, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total estimated available funds. The budget has to be adopted before the first day of the fiscal year, which would be July 1. The adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed. The budget has to be passed with a two-thirds vote of Council if it imposes a tax.

Mr. Brewer explained the Council has to understand that when they talk about changes to the budget, different amounts, things of that nature, the Council has to give staff time to prepare that and bring it back. Plenty of time needs to be provided in order to get the budget finished, through the public hearings, advertisement, etc.

Ms. Forrester moved, seconded by Mr. Toney, to adopt the resolution setting the schedule for the proposed FY14 budget as amended. The motion carried and the following resolution was adopted by the

following roll call vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**TOWN COUNCIL PROPOSED FY14 BUDGET SCHEDULE**

WHEREAS, the Town of Dumfries Town Council must schedule its meetings for the presentation, discussion, public hearing, and adoption of the FY14 Budget; and

WHEREAS, a presentation and general overview was given on the Proposed FY14 Budget to Town Council this day; and

WHEREAS, Town Council will need to adopt April 23, 2013 and April 30, 2013 as work sessions, if needed, to analyze, discuss, and put forward changes desired to the budget prior to holding a public hearing and adopting the FY14 Budget; and

WHEREAS, the public hearing will be scheduled for May 21, 2013 prior to the work session and adoption scheduled for the June 4, 2013 regular meeting.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Dumfries that the following FY14 Budget schedule be adopted.

April 23, 2013 - if necessary	Budget Work Session	7:00 p.m.
April 30, 2013 - if necessary	Budget Work Session	7:00 p.m.
May 21, 2013 (Prior to Work Session)	Public Hearing	6:30 p.m.
June 4, 2013 (Regular Meeting)	Adoption of Budget	7:00 p.m.

**C. PRESENTATION OF THE PROPOSED FY14 BUDGET – DAN TABER**

Mr. Taber read the following.

“Mayor Foreman, Council Members, Citizens, and Business Owners of the Town of Dumfries who are present here tonight and watching at home.

I am presenting to you my draft proposal for FY14 budget for the Town of Dumfries. It reflects a comprehensive analysis based on all of the budget-related information that is currently available combined with future projections based on the local, state, and national trends and predictions. As you all know, this is only the first step in an important process that seeks input from Council and Town citizens to finalize a budget that finances the plan of what Town government hopes to achieve in the next fiscal year. Council members have been given two main budget documents tonight; the actual proposed FY14 budget spreadsheet and the actual budget narrative. These are available on the Town’s website for download and review and a copy will be available at Town Hall as well.

There were several challenges that faced staff in compiling the FY14 Budget that I am presenting tonight. While almost every other jurisdiction in the area is proposing a tax rate equal to or greater than their FY13 tax rate, I have listened to Council Member’s concerns over tax rates and have proposed a budget that continues to lower the tax rate. This does not, however, come without trade-offs. Staff compiled many requests for expanding programs and

services, and adding or replacing vehicles and equipment, which are not funded in this proposed budget.

The budget proposal funds a continuation of existing services at current levels with minor increases for some programs. It includes the first full-year funding for three positions that were added or upgraded in FY13. These include the School Resource Officer, an Administrative Assistant to the Town Manager, and a Programs Administrator position (upgrade) Public Works. In addition, the Town is required by state statute to increase employee compensation for employees enrolled in the VRS retirement program by one (1) percent each year for the next four years to offset increased retirement costs.

I am also proposing an additional two (2) percent Cost of Living Adjustment (COLA) for all Town employees based on an 8.75 percent projected increase in employee health insurance costs and similar adjustments being proposed in neighboring jurisdiction. This adjustment is needed to remain competitive in the job market and to fairly compensate our employees for the work that they perform. Failure to do this increases the potential for current employees to seek positions elsewhere.

On the revenue side of the budget, there are a few line items I would like to comment on.

- 10-312-0101 Sales Tax – We are showing an increase in FY14 of \$35,000 based on the year to date FY13 totals.
- 10-312-1101 Meals Tax – We are showing an increase for FY14 of \$95,000 based largely on the opening of a second McDonald's Restaurant within the Town limits.
- 10-313-0300 Building Permits and Fees – Projected increase of \$20,000 based on new fee schedule and predicted increase in applications.
- 10-313-0301 Planning and Zoning Fees – Projected increase of \$12,000 based on new fee schedule and predicted increase in applications.

There are still several unknowns that may eventually have an impact on the revenues that we are predicting for FY14. If federal workers are furloughed due to sequestration and defense contracts are reduced, we may see our predicted revenues for business license taxes, meals taxes, transient taxes, and overall sales taxes decrease, as furloughs result in lower salary, which often equates to lower disposable income. However, there seems to be no consensus on the actual potential effects so staff will be closely monitoring our revenue stream throughout FY14.

You will be provided much more information about these and other specific expenditures in the budget narrative and the department head presentations during scheduled work sessions on the budget.

Council just adopted the schedule for the FY14 Budget process. During that process, department heads and I will provide you a presentation on FY13 accomplishments, department visions and goals for FY14, and highlights of the FY14 department budgets.

At the completion of the FY14 Budget construction process, I will have a budget publication that will not only include the final approved budget spreadsheet and budget narrative, but will also have departmental-specific information that was presented during the work sessions. That document will be available to you in advance of the public hearing on the

budget and will be posted as the final FY14 Budget on the Town website once Council has given final approval of the budget. This is a work in progress.

I would be more than happy to entertain any general questions based on my presentation, but would ask that you hold specific questions until the work sessions on the budget begin. As you review the proposed budget and questions or concerns come up, please contact me as soon as possible so I can provide Council with additional information as soon as possible.”

Mayor Foreman asked, before the next Council meeting, when the packet is being prepared, if any questions were asked through email that they be compiled and included.

Mr. Brewer felt budget discussions need to be brought out in the opening and not done through email unless it concerns litigation. He understood it is a better way for the Town Manager to prepare, but the Council needs to be more transparent with the public. The public does not know what is being emailed and if the budget changes the public does not know how the budget changed. He is not emailing anything.

Mr. Taber understands that and supports it 100 percent; however, he thought there might be a misunderstanding. Anything that is emailed by Council gives him and staff the ability to make sure they are prepared to answer the questions during the budget discussions and budget public hearing.

Ms. Forrester asked if a line item could be designated for any excess revenue that is not anticipated to go into a reserve in order to make decisions that need to be made outside the typical budget.

Mr. Taber stated that is what the mid-year budget review does. It usually identifies under spending or additional revenue coming in.

Ms. Forrester was thinking it would give the Council some flexibility and would not be seen as major budget adjustments half way through the year.

Mr. Taber mentioned the revenue and expenditures have to be balanced in the budget.

Ms. Forrester clarified it would only be for excess income.

Mr. Taber was going to contact the accountant to determine if there was a specific, approved way to do that in order to meet general accounting standards.

Ms. Forrester understood that any excess funds collected goes in the general fund and the Town Manager has the approval to spend up to a certain amount, which the Council may not have any say over.

Mr. Taber would consult with the Town Attorney, but he thought that maybe the easiest way to deal with that would be a resolution indicating the way Council wants those funds handled.

Mr. Wood stated his questions would be dealing with the COLA. He asked if it would be across the board or if some COLA's were going to be higher than others are. He saw some inconsistencies with the COLA's.

Mr. Brewer asked that the department narratives be placed right after the budget spreadsheet to keep from having to search for it.

Mr. Toney stated the Council is charged with the judicious stewardship of the budget. He is concerned when he sees how the salaries are set up, particularly with the department heads. In particular, when you have new people come in making more money than those who have been here providing services and proving themselves to the Town. To him that did not make sense. He thinks there needs to be some things adjusted. He thought maybe this should be something discussed in a closed session.

Mr. Taber asked for specifics.

Mr. Toney noted the new Zoning Administrator coming in making the salary that they are making. He mentioned the Council agreed to a raise for the young man who was in the position after a request was made to meet his needs at the time. He did not think the salary should have been that high anyway. He explained the Town is too small and does not have that kind of money to be giving. He felt the people who have been here, proven their dedication, and their contribution to the Town has been significant and you look at their salaries and it seems to be out of proportion. He did not see that as being equitable.

Mr. Taber noted that for any one of those positions the entry range was discussed with Council and agreed upon. With the particular position you are talking about, the individual left because of the salary. He did not have enough money coming in to pay his healthcare and other issues. That is why he left. He takes a little offense with the implication that specialized treatment is being given to an employee coming in when the Town just lost an employee because the Town could not meet the job market for a qualified person. He does not pay people's salaries on a whim. He pays it based on their abilities, skills, and what the advertised entry range is. The Council, some time back, adopted a salary classification plan. If Council would like in this budget, please feel free to set aside money to do another one. He is operating under the overall rules and guidelines that have been set for him by Council. He did not know how to take the comment, the insinuation, that staff who each and every day work their hearts out are being paid too much money or the implication that he is making decisions on the fly of what to pay those people. He invited Council to terminate him if Council did not think he was doing his job.

Mr. Toney stated the implication is that people that are working for the Town deserve to be treated equitably. The Council has a responsibility to be judicious stewards of the budget. It is the Town Manager's job to spend it. He stated that if the Town Manager is offended when Council makes a

comment regarding how money has been spent then the Town Manager should make a decision on what he wants to do. He stated again this is the Council's responsibility and with all due respect, he was offended seeing this, but he did not take it that far. It is the perception, which he has spoken to the Town Manager about on other things that have been occurring. He is not going to sit there and watch these things happen and not have a comment. It is not intended to be offensive from a personal standpoint. It is intended to bring attention to something that he does not agree with as a representative of the people of the Town.

Mr. Taber agreed.

Ms. Forrester noted the department heads did not get any raises last year, so maybe there is a way to balance that out. She knows with certain positions, probably the Zoning Administrator being one of them, require certain certification requirements, which require a higher salary because you cannot just hire anyone to do the job. It is not just getting a bachelor's degree and that is the end of it. There are certain schools to attend and tests you have to pass. More money that comes with that and she thought Council understood that. She thinks the point is that it needs to be looked at again.

Mr. Taber believed that last year the Council placed a cap on COLA's. In other words, no one who made over a certain amount of money received a COLA.

Ms. Forrester thought Council needed to look at increases, but at the same time she is not going to be incredibly swayed by things like, people will go work other places. Guess what, people will always go work other places. The Federal Government is on the third year of no raises. Certainly, the Town's salaries are not low compared to other places. People are going to leave for the reasons they are going to leave. This needs to be looked at fairly, talk about what the issues are, and not get upset over it.

Mayor Foreman read the following letter.

**"As we enter the planning stages of the FY14 Town of Dumfries Operating Budget, I am surrendering my annual salary of \$8,040.36 for the period of 1 July 2013 through 30 June 2014. I will not accept a salary while performing my duties and responsibilities as Mayor on the Town Council.**

**As in FY11, FY12, and FY13 when returning my salary to the Town, I remain committed to lowering taxes levied against the businesses and citizens; building an Annual Budget that addresses essential needs of the local government, not excessive needs; partitioning monies for the Town's future development; and ensuring there is financial security in resources so that our Town employees never again have to be furloughed in order to meet budgetary requirements.**

**Since elected in 2010, in the four years on the Dumfries Town Council, as promised, I have returned my entire salary each year."**

**D. DISCUSSION/DECISION ON NOMINATING INDIVIDUALS TO SERVE ON THE 2013 VIRGINIA MUNICIPAL LEAGUE (VML) POLICY COMMITTEE'S – DAN TABER**

Mr. Taber mentioned last year Council chose to have an open discussion and some Council Members volunteered to serve on a specific committee.

Ms. Forrester nominated Ms. Reynolds for the Finance Committee and Cliff Brewer for General Laws.

Mayor Foreman volunteered to serve on the Transportation Committee.

Ms. Washington volunteered to serve on the Human Development & Education Committee.

Mayor Foreman volunteered to serve on the Environmental Quality Committee.

Mayor Foreman nominated Mr. Wood to serve on the Community & Economic Development Committee.

Mayor Foreman moved, seconded by Ms. Reynolds, to appoint the respective Council Member to the respective Committee as discussed. The motion carried by the following roll call vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**E. RESOLUTION RECOGNIZING THE SERVICE OF JAMES VINSON ON THE PLANNING COMMISSION – GREG TKAC**

Ms. Forrester requested that the resolution be read. Ms. Hobgood read the resolution.

Mr. Toney asked that the matter be tabled to the next meeting so that it can be presented at the beginning of the meeting.

It was clarified that the resolution is voted on, once passed the individual is invited to attend the next meeting, and then it is presented.

Ms. Forrester moved, seconded by Mr. Brewer, that the resolution commending the service of James Vinson be adopted as amended. The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**RESOLUTION TO COMMEND THE SERVICE OF  
JAMES VINSON  
TO THE TOWN OF DUMFRIES**

WHEREAS, James Vinson was appointed as a member of the Town of Dumfries Planning Commission from January 2002 to July 2012 and served during this time with commitment and distinction; and

WHEREAS, while on the Planning Commission Mr. Vinson assisted in yearly Comprehensive Plan updates, Zoning Ordinance text amendment updates and site plan approvals which have shaped the Town of Dumfries; and

WHEREAS, Mr. Vinson was appointed and served on the Town of Dumfries Charter Committee where he made a significant contribution updating the Town's Charter; and

WHEREAS, he has consistently volunteered at the Town's Christmas parade, Creek Clean up, Fall Festival, Weems-Botts Museum, and Dumfries Triangle Volunteer Fire Department; and

WHEREAS, he was also named as the Citizen of the Month in March of 2004 by the Community Voice; and

WHEREAS, throughout his tenure on the Planning Commission and his substantial volunteer service, he has demonstrated a genuine commitment to improving the quality of life for the residents and businesses of the Town of Dumfries, Virginia.

NOW THEREFORE, BE IT RESOLVED, that the Town Council for the Town of Dumfries does hereby convey to Mr. Vinson sincere appreciation and commendation for his service, and the exemplary spirit he has exhibited in carrying out his duties.

**IN RE: CLOSED SESSION (NONE SCHEDULED)**

**IN RE: ADJOURNMENT**

Mr. Wood moved, seconded by Ms. Reynolds, to adjourn the meeting. The motion carried by the following voice vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

Minutes submitted by

Approved by

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Dawn Hobgood  
Town Clerk

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Gerald M. Foreman  
Mayor