

AT A WORK SESSION OF THE DUMFRIES TOWN COUNCIL, HELD ON JUNE 17, 2014, 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
Derrick Wood
Daniel Taber, Town Manager
Olaun Simmons, Town Attorney

THERE WERE ABSENT: Gwen Washington

IN RE: CALL TO ORDER AND ROLL CALL

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

Mayor Foreman noted Ms. Washington was not feeling well and wished her a speedy recovery.

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: ADOPTION OF THE AGENDA

Mayor Foreman requested removing Item V11, K, Councilman Wood Business License Inquiry.

Mr. Foreman moved, seconded by Mr. Toney, to adopt the agenda as amended. The motion carried by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, absent; Mr. Wood, yes.

**IN RE: INFORMATION ITEM(S)
A. TREASURER'S REPORT – RETTA LADD**

There were no questions.

B. COSTS FOR RECENT TOWN EVENT/BASKETBALL TOURNAMENT – DAN TABER

Mr. Taber stated that \$3,000 was budgeted for the event and the event came in under budget.

IN RE: CITIZEN COMMENT PERIOD

There were no citizen comments.

**IN RE: DISCUSSION ITEMS
A. AMENDMENTS TO TEMPORARY USES SECTION 70-22(3), YARD SALES – LAURA O'DELL**

Ms. O'Dell noted Council discussed the topic during the April work session. There was concern that businesses would not be able to display and sell wares outdoors so, the proposed amendment did not

move forward at that time. A clause was added that states, "This section shall not pertain to businesses displaying/selling wares outdoors on their property." The ordinance would only apply to people selling wares on residential property.

Mr. Foreman moved, seconded by Mr. Brewer, to move a resolution authorizing the Town Manager advertise a public hearing to the July 8 consent agenda for adoption. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, no; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, absent; Mr. Wood, yes.

B. UPDATED PLANNING COMMISSION (PC) BYLAWS – LAURA O'DELL

Ms. O'Dell stated the PC reviewed their bylaws and have made a few housekeeping changes.

Mr. Brewer asked how many members are on the PC.

Ms. O'Dell stated there are seven.

Mr. Brewer felt the bylaws should be changed so that there is not an even number of members. Even though there are seven, the bylaws allow for up to 15. He feels that having an even number of Commissioners could create problems with voting.

Mayor Foreman suggested the bylaws be amended to allow up to 15 members; however, the membership shall always be an odd number.

Mr. Brewer moved, seconded by Mr. Foreman, to move the bylaws to the July 8 consent agenda for adoption with the change that there shall always be an odd number of members. 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, absent; Mr. Wood, yes.

C. AUTHORIZING AWARD OF MULTIMODAL SIDEWALK PROJECT, PHASE II, VDOT UPC NO. 96734 – RICHARD WEST

It was noted that Mr. West was unable to attend the meeting. Terry Myers, Assistant Public Works Director would be presenting on his behalf.

Mr. Myers indicated the bids are due by July 2. The Town and VDOT will review the bids for approval. Staff is requesting that Council authorize the Town Manager award the project to the lowest responsive, responsible bidder, which will expedite the project by a month.

Ms. Forrester moved, seconded by Ms. Reynolds, to move the resolution to the July 8 consent agenda authorizing the Town Manager award the project.

Mayor Foreman, in order to determine what the project was he went online, the UPC number changed, and fortunately he was able to determine from the bid package online that this is the sidewalk project from Tripoli Heights Boulevard through Liberty Village on the west side. He asked that with future

projects that in the background summary it states what section it is. He asked if the Town necessarily wants the lowest bidder.

Mr. Taber indicated that it includes not only the lowest bidder but also, the most responsive, responsible bidder. This allows the Town to look at other factors like past performance.

Mr. Toney would like staff to indicate specifically which areas this affects.

Mayor Foreman stated the project is for the area from Kentucky Fried Chicken to Tripoli Boulevard or the west side of the street.

Mr. Taber responded that the resolution would be amended to specify the exact location.

Mr. Brewer noted that in the past Council reviewed the contracts. He understands everything about expediting this; however, this is why the Town is in the predicament it is in with Tripoli Heights since the contract did not have liquidated damages in the contract. He felt it was very important that Council review this and he asked if liquidated damages were in the contract.

Mr. Taber did not have the contract available to say whether it did or not.

Mr. Brewer who approved the contract first, VDOT, or the Town.

Mr. Taber explained that since State funding is involved VDOT would approve it before the Town. He noted if the contract has to come to Council, the project would be delayed four to six weeks.

Ms. Reynolds asked what the status was on the sidewalks on the opposite side and Possum Point Road.

Mr. Taber indicated the project would start once the transportation funding is received from Prince William County (PWC). He was going to see about getting a date.

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, absent; Mr. Wood, yes.

D. AUTHORIZING AWARD OF TRIPOLI BOULEVARD DRAINAGE IMPROVEMENTS, VDOT UPC NO. 78836 – RICHARD WEST

Mr. Myers indicated this is another project that has been on the table for a while. They have now worked out most of the hurdles. Staff is working with Rinker Designs Associates (RDA) and the bids are due by June 27. The request is to authorize the Town Manager award the contract to the lowest most responsive, responsible bidder to allow staff to move it faster through the process.

Ms. Forrester moved, seconded by Ms. Reynolds, to move the resolution to the July 8 consent agenda authorizing the Town Manager award the project.

Mayor Foreman asked that in the future in the background summary on VDOT projects include whether to not the solicitation for bid is on the website. This would give Council the ability to look if there are questions about the location, duration, etc.

Mr. Brewer stated the survey was completed about six to eight months ago and since that time, the stakes have been pulled up, removed, and thrown away. He asked if the project is going to be re-surveyed before work begins.

Mr. Myers responded the responsibility for the staking is on the engineering company and they should have the stakes redone before construction begins.

Mayor Foreman noted the timeline was not provided in the contract for the multimodal project and asked that timeline be provided with an expected completion date.

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, absent; Mr. Wood, yes.

E. AMENDMENTS TO CHAPTER 70 – ZONING, ARTICLE III DISTRICTS, DIVISION 9, FLOODPLAIN DISTRICTS FP-1 – RICHARD WEST

Mr. Myers indicated the purpose of this amendment is to align Town Code with Federal requirements for the Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP).

Mayor Foreman pointed out the summary of changes were located in the packet after the proposed ordinance and it would be better if that information were before to keep from having to read the entire document.

Mr. Brewer asked how the amendment affects the residents.

Mr. Myers did not know the answer to the question.

Mr. Brewer noted that the amendment includes the following statements. “Restricting or prohibiting certain uses, activities, and development from locating within areas subject to flooding. Requiring all those uses, activities, and developments that do occur in flood-prone areas to be protected and/or flood-proofed against flooding and flood damage.” If someone is building in a floodplain, it is the individual’s responsibility to have flood insurance. As far as restricting and prohibiting, what uses are being prohibited.

Mr. Myers explained the ordinance gives the Town the authority to prohibit the development of a new home in the floodplain. It actually protects the public because where they might want to build is in conflict with floodway or floodplain.

Mr. Brewer noted that in the Northern Neck of Virginia houses are built in the floodplain as long as they are elevated eight feet above the water. He asked why the Town would restrict someone from building when there are ways to mitigate that.

Mr. Myers was not saying the Town would not allow mitigation; however, a normal foundation would not be permitted in the floodplain.

Mr. Brewer would be more comfortable with the ordinance if the first sentence were removed.

Mr. Taber clarified the verbiage being discussed was already in the ordinance and is not part of the requirements that are being proposed. He understood the reason for the changes is to make sure that the homeowners understand where they have protection rights and it clearly outlines for them any responsibilities they have and the Town may have making sure that people are aware of where their property is located.

Mr. Brewer used the example of building along the water in Alexandria. A sea wall is being built in order to be able to develop the area that is prone to the floodplain.

Ms. Forrester asked if someone wanted to build in the floodplain if a variance would be needed.

Mr. Taber would look into it and get back to Council.

Ms. Forrester moved, seconded by Ms. Reynolds, to move the discussion to the next work session.

Mr. Brewer did not know if it should be delayed.

Mayor Foreman recommended a sentence be added that states, "All mitigation strategies will be considered." He believes this will address the concern.

Mr. Taber asked the Town Attorney look at section 70-348, Compliance and liability, to determine if the sentence would fit in that section and be added as (d).

Ms. Forrester withdrew her motion.

Mr. Brewer pointed out that (c) states, "This ordinance shall not create liability on the part of the town or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administration decision lawfully made thereunder." He asked how the ordinance would protect the Town if the Town has no liability anyway.

Mr. Taber noted the questions get deeper and it needs to be run back through staff.

Ms. Forrester moved, seconded by Ms. Reynolds, to move the discussion to the next work session in order to address concerns. 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, absent; Mr. Wood, yes.

F. ORDINANCE FOR VENDORS ON PUBLIC PROPERTY – OLAUN SIMMONS

Mr. Simmons reminded Council that this was discussed during the May 20 work session. Council's comments were incorporated from the meeting and the request is to move the item to the July 7, consent agenda.

Mayor Foreman asked if the fee schedule has been amended to align with the new ordinance.

Mr. Simmons responded that it had not.

Mayor Foreman asked the Town Manager if the fee schedule was going to be amended prior to approval.

Mr. Taber indicated it would.

Mr. Toney moved, seconded by Mr. Foreman, to move a resolution authorizing the Town Manager advertise a public hearing to the July 8 consent agenda for adoption.

Mr. Brewer asked why the ordinance would be approved before the fee schedule was amended.

It was clarified that the fee schedule could be discussed at the next work session and that Council can move this item to the consent agenda for a public hearing to be scheduled. Then the two can be moved forward together. It was noted the ordinance is not a pressing matter and can be held off for a month. It was decided to move forward both items at the same time.

Mr. Toney withdrew his withdrawn.

G. DISCUSSION CONCERNING THE SALE OF PROPERTY TO DEVELOP FOR TOWN CENTER PROJECT – DAN TABER

Mr. Taber noted this is a preliminary discussion dealing with the sale of Town property for the development of the Town Center Project along Main Street. The property was originally purchased by the Town for a stormwater management site, which would deal with the runoff from the development of the property. As part of the preliminary plans that were submitted, the developer is proposing a stormwater management system on his property and therefore the Town would not need to bear the expense of or to utilize the property. He was asking Council to give him the ability to start the process of getting the property appraised, plotted, etc. nothing would be done regarding the sale of the property until it was brought back to Council for a final decision.

Ms. Forrester moved, seconded by Mr. Wood, to authorize the Town Manger move forward with compiling a complete package to be brought back to Council.

Mayor Foreman clarified the Town Manager would come back to Council with a complete package.

Mr. Taber noted it would be at a later date. He explained there might be negotiations on the price, or any other number of things, and it is not a done deal. He just wanted to get from Council that there were no obstacles in doing that.

Mayor Foreman advised the Town Manager cannot sell property without Council approval. This would be a preliminary package.

Mr. Brewer asked if this was time sensitive.

Mr. Taber indicated it was for the developer.

Mr. Brewer felt that if it was for the developer then it was time sensitive for Council. He asked how the process could be expedited.

Mr. Taber believed the developer was going to wait on agreeing to purchase the property until he submits plans and gets approval and authority from the Town.

Mr. Singh explained that Garrison Park is adjacent to the property and a proposal was made to make improvements to the Park. The property is in the wetlands area, which has to be preserved. The thought was to integrate that property and Garrison Park into a place for public use. The whole area is going to be improved. The reason it is being improved is the Town Center project is the centerpiece so, around it should be improved. There are two ways of handling the improvements. He can either improve the property and the Town can maintain it or it can be made a paper transaction of some type to move forward with it. It is time sensitive because the site plan process is already underway. The site plan has to be clearly marked what the disposition this piece of property is going to be.

Mr. Toney asked specifically what parcel of land is being looked at for purchase.

Mr. Singh stated it is the property between Market Street and Fraley Boulevard, which contains three acres. Of the three acres, one acre will be dedicated for the future Route 1 widening project. One acre is located in wetlands and cannot be developed. The other acre is developable, which he plans to have as an active recreational area. He would like to use the area to integrate Garrison Park trails to the other side. Put a bridge over the small creek that runs along the back for a recreational area for the residents who live around Main Street.

Ms. Reynolds asked the Town Manager how he felt about the project.

Mr. Taber stated it would be in the Town's best interest to allow Mr. Singh purchase the property. This would relieve the Town having to maintain the property.

Ms. Reynolds asked how the project would affect the Route 1 widening project.

Mr. Taber explained that it should not affect it at all. There are already areas on that particular lot that are going to be required by VDOT for part of the expansion. A lot of the property is wetlands and there is nothing else that can be done with it. It is not going to slow down the project or have a negative impact on it.

Mr. Singh noted the Town has already set aside a portion of the property for the Fraley Boulevard improvement.

Mr. Brewer asked if any of the landfill stormwater outflow into any part of that property.

Mr. Singh stated the landfills runoff goes into the perennial stream into the bay untreated.

The motion on the floor authorizing the Town Manager move forward with compiling a complete package to be brought back to Council 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, absent; Mr. Wood, yes.

H. APPOINTMENT OF TOWN TREASURER AND TOWN CLERK – DAN TABER

Mr. Taber stated that Town Code requires Council appoint the Town Attorney, Treasurer and Clerk. The requested action is to move the resolution to the consent agenda to solidify these appointments.

Ms. Forrester moved, seconded by Ms. Reynolds, to move the resolution making the appointments to the consent agenda for adoption. 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, absent; Mr. Wood, yes.

I. REVIEW THE JEFF SIMPSON COMMUNITY & CULTURAL ARTS CENTER USAGE POLICY OF 1 MARCH 2014 – MAYOR FOREMAN

Mayor Foreman noted that Council discussed amending the Community & Cultural Arts Center Use Policy to allow use by homeowners' association's (HOA's) in the Town. Input from the HOA's has been sought and amendments to the policy are being suggested. The language he is proposing strikes HOA's and inserted an asterisk under non-profit organizations the following statement. **“*Note: Homeowners Associations (Hampstead Landing, Port-O-Dumfries, South Cove and Williamstown) are considered non-profits and may utilize the Community & Cultural Arts Center once a month for the Board of Directors to meet with their homeowners at no charge/security deposit.”** He followed up with each of the HOA's and they are in agreement with this amendment.

Mr. Toney recalled the HOA's were requested to attend the meeting. He asked if the HOA's have been confirmed to have 501(c)(3) status.

Mr. Simmons has not confirmed that at this point.

Mr. Toney thought the HOA's should be allowed to use the Community Center; however, he wanted them to attend the meeting. He asked the Mayor if he had information conferring that the HOA's have 501(c)(3) status.

Mayor Foreman indicated that the easy way to fix this is to require that they provide proof of non-profit status.

Mr. Taber informed Council that the policy, as written, requires the HOA's prove proof of being non-profit.

Mr. Toney recommended the HOA's look at alternative locations to meet like the Dumfries/Triangle Rescue Squad, Grace Church or other locations. The HOA's might even get more participation that way. The HOA's have limited participation. They need to have options.

Ms. Forrester looked up the tax structure and HOA's would not fall under a 501(c)(3); however, there are several categories for non-profit and it might be the HOA's are a 501(c)(4).

Ms. Reynolds asked if there would be certain times for them to use it.

Mr. Taber noted it would be based on availability and the HOA's can reserve it six months in advance and would not be bumped.

Ms. Reynolds asked who is responsible for cleaning up the facility.

Mr. Taber stated staff from Public Works.

Mr. Brewer moved, seconded by Ms. Forrester, to allow the HOA's to use the Community Center provided the appropriate paper work has been provided.

Mr. Taber noted this would be a change in the policy and should go to the consent agenda.

Mr. Brewer amended the motion to move the changes to the consent agenda for adoption. 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, absent; Mr. Wood, yes.

J. ECONOMIC DEVELOPMENT – MAYOR FOREMAN

Mayor Foreman stated there has been a lot of talk concerning economic development. What he wanted to do with this was have this be the first of several discussion points regarding economic development. Economic development has been mentioned during campaigning, during the budget process, and by staff. This is Council's time to talk to the Town Manager about economic development, give him ideas. One of the things he has said is let us start at the basics and work our way up. He recommended reviewing the business application process, stickers for the cars. He noted PWC sends letters to property owners asking them to provide a list of all of the businesses located on their property. Those are just three basic ideas for economic development. He mentioned that Mr. Wood has a meeting with Supervisor Caddigan to discuss economic development.

Mr. Brewer suggested looking at utilizing enterprise zones similar to Orange County and creating an inventory of vacant property so that Council can advertise development opportunities.

Mr. Toney mentioned that at the last Virginia Municipal League (VML) conference a presentation was given about economic development in Marion, Virginia. Marion is very similar to Dumfries. He

would like to invite the speaker to come speak with Council. He thinks tax incentives for new businesses should be considered and creating tools to help existing businesses.

Ms. Forrester believes this conversation is beneficial; however, when this was discussed previously she got the sense that whenever a Council Member had a discussion with a business that they were to report back to Council in a public forum whether or not the property was zoned for that particular business. She pointed out that there was a time when that never occurred and wanted to make sure that everyone was on the same page with that. She did not think that there should be a separate item on the agenda for Mr. Wood to discuss his meeting with Supervisor Caddigan since there is an agenda item regarding discussions with elected officials already on the agenda.

Mr. Brewer would like to look at using a redevelopment authority. The City of Norfolk has done it with their waterfront. A number of towns and cities have implemented redevelopment authorities. The redevelopment authority assists with developing and implementing a plan. At one point, the Town considered using the City of Norfolk's redevelopment authority when there were discussing redevelopment of the Triangle Plaza Shopping Center. He wanted the staff to look into that, do some research, and bring it back to Council.

Mr. Foreman mentioned the reason for referencing Mr. Wood's meeting with Supervisor Caddigan was to improve relations moving forward. He figures as a Council, if they are going to talk to other elected officials, Council should start in own house first. He suggested increasing the hub-zone. He was going to have Dominion Virginia Power come and talk about incentives for power and the water company too. He agreed that incentives should be for existing businesses as well as new ones. He mentioned getting Score to come. Score is made up of retired business executives who introduce new entrepreneurs to businesses in the area. What this has done for Newbern was bring in new businesses. The executives helped put together a business plan, talked about financing, introduced them to people, and ultimately brought businesses into Newbern. He suggested the Town bring in a Score office. If it is as simple as having a spare office on Town property, staff can offer the use of it for Score to work out of to begin with.

Mr. Wood noted that he has been talking about economic development from the beginning. He recommended talking with the chief economist at George Mason University to see about coming to speak about economic development. The purpose of every meeting that he goes to is to network to see who he can meet to develop more resources. He does not see economic development just in buildings and development. You have to develop people. He thinks people are the important part. In the Town, the median income drops by \$30,000. He noted the Town needs to look at how to socially develop the depressed areas of the Town. That is why he talks about scholarships. There are a lot of residents who do not have college education or they do not have access to the resources. How can the Town raise the level,

the playing field, to make them want to get out in the workforce and get better jobs? Once there is more income, there are more resources coming in. He mentioned that Ms. Washington had asked about getting the speaker from the conference to come to the Town. He noted the conversation with Ms. Caddigan was not about economic development, but more along the lines of what resources she has. Networking is very important.

Ms. Forrester mentioned that when she got on the Council there was a four to six week economic development training session. A spaghetti plan was done, which showed how long it took from the business application to the granting of the license. Council came to the consensus that the process should be completed in under 30 days. An incentive packet was developed and she asked what happened to all of that.

Mr. Foreman had a copy of the information that he would forward to the Town Manager. Workforce structure is something that the Northern Virginia Regional Commission (NVRC) has been talking about. He noted that in all of the packets that he provides to Council from the NVRC has information about workforce structure. He mentioned asking a workforce structure representative to come in November to talk about what they are trying to do. They are trying to build it for the future by working with the colleges down to the high school level. There are several career options, which in turn drives business to the area. He wanted re-imagining the Town and website development, which would show exactly what the Town is selling, be brought back up.

Mr. Wood attended one of the focus groups that Debi Sandlin, the former Director of Economic Development, hosted that Donna Blackman, The Growth Coach from the Prince William Chamber of Commerce, spoke at and one of the things the businesses were saying was the Town did not have enough workforce that they could hire. People were not trained to work their type of jobs. Historic Dumfries does a wonderful job of marketing everything they do by reaching out to various publications and social media. He thought the Town needed to look at some of the out of town publications. Historic Dumfries is in every magazine and the Town can implement the same strategy.

Mr. Foreman has all the notes from the Economic Development Advisory Committee (EDAC) that Debi Sandlin did as well. He would like to address this topic every other month.

K. PARKS AND RECREATION COMMISSION RECOMMENDATIONS FOR PHASE III AND PROGRAMS – COUNCILMAN WOOD

Mr. Wood reported that the Commission decided on the following events schedule.

- ❖ Concert dates - August 17, August 24, June 7, and June 14 to be held at Garrison Park from 3:00 pm to 6:00 pm. More details are to come.
- ❖ Inspiration Festival - March 28 at Ginn Memorial Park.

- ❖ Community and Commonwealth Day - April 28 at Ginn Memorial Park from 12:00 pm - 4:00 pm.
- ❖ 3-on-3 Basketball Tournament - May 16 at Ginn Memorial Park from 12:00 pm to 4:00 pm.
- ❖ Scholarship Walk - October 11 at Merchant Park.

Mr. Foreman recommended that in the future, the Commission provide a package for Council and the citizens to review. He hoped the Commission was not asking for approval, similar to when the budget was verbally presented, without a package. He states an oral account is not sufficient for approvals. For example, when the Ginn Memorial Committee came to Council they provided a package of what they were asking to be approved. He mentioned that verbal is okay but it needs to be followed up with a package.

Mr. Toney agreed that a package was needed. He was out of Town and was unable to attend the Commission's last meeting. He asked what the thought process was for the four concerts, all being at Garrison Park, and all on Sunday. He asked what kind of concerts.

Mr. Wood stated there would be a variety. He mentioned a battle of the bands, local groups, or there may be one with a talent show structure with local bands similar to the Dumfries Got Talent event, where the bands bring their own audience. Other themes include country, jazz, rhythm and blues. He reminded Council that none of the details has been decided on.

Mr. Toney asked if Saturday was considered.

Mr. Wood stated Saturday was considered; however, there is a void on Sunday. There are other events going on Saturdays like the multicultural festival, fall festival, etc.

Mr. Toney asked what other events were scheduled at Ginn Memorial Park.

Mr. Wood noted the 3-on-3 Basketball Tournament, the Inspirational Festival, and the Community Commonwealth Day.

Mr. Toney asked what was scheduled at Merchant Park.

Mr. Wood stated the Scholarship Walk.

Mr. Toney liked that all three parks were being used and mentioned again, that it would have been nice to have written information.

Ms. Forrester reminded Council that discussions were originally had, before the Commission was established, about the events being on Friday around 3:00 pm to draw people from the Town and Quantico who are already here and by the time concerts are finished traffic would be gone. She commented that people are getting ready to return to work on Sunday and she personally has a child in a youth group on

Sunday, which precludes her from attending. She expressed concern with the events being on a Sunday evening.

Mr. Brewer asked if the Police Department and staff were taken into consideration while making these decisions.

Mr. Wood indicated they were.

Mr. Brewer asked if the expenses were included for staff and the Police Department.

Mr. Wood indicated they were.

Mr. Foreman asked if meeting once a month would be sufficient in order to plan for all the events.

Mr. Wood noted that once a month is not sufficient for planning. He mentioned the Commission discussed the possibility of using subcommittees.

Mr. Foreman asked how much time staff commits to these events.

Mr. Taber mentioned the new employee starts Monday and the guideline he will provide is no more than 10 hours a week. He noted the Parks and Recreation thing is growing dramatically. He believes there is enough time in that 10 hours a week to meet the current level of what staff knows will occur. It will unfold as it goes along; however, he did not see any inability of staff based on the known schedule.

Mr. Brewer asked for clarification. He noted that under the bylaws the Commission is advisory only. He asked if this would be under the purview of the new employee.

Mr. Taber indicated it would not. He explained the way the Commission was set up was that there would be a Chairman and Vice-Chairman and come through Council and a staff member will be assigned to the Commission. As it is now the Director of Committee Services will be assigned to the Commission.

Mr. Brewer asked if the Commission, similar to the other boards and commissions, would provide a report.

Mr. Taber indicated the Chairman or his designee would like the Planning Commission does.

Mr. Wood noted that the bylaws state the Commission, at its meeting in June, needs to appoint a Vice-Chair and a Recording Secretary. The Commission appointed is Shaun Peet as the Vice-Chair and Anansa Prince as the Recording Secretary. He mentioned that William O' Kelley Russell would be doing the architectural layout and blueprint for Ginn Memorial Park. Phase III recommendations include expanding the walking trails to be 4 X 6 along the backside of the field, additional equipment to include bike racks, four exercise stations that will include a pull up bar, sit up, push up, and stretching. The Kiwanis Club is willing to match dollar for dollar toward construction and setup of additional playground equipment. Complete the groundwork for the pavilion to include plumbing and electrical. The rocking horses will probably have to be relocated to allow the groundwork to begin. In addition, two barbeque grills and benches to the existing picnic area.

Mayor Foreman was looking for a plan that identified the items for Phase III in order to understand what was being voted on. He wanted more than just a laundry list of items. He pointed out that the plans have changed from the initial concept. It was his understanding that once something was placed in the Park it stayed where it was placed. He pointed out that the Community Garden moved and was on the original concept so, the funding should have come from the \$40,000 budgeted for Ginn Memorial Park and not the Parks and Recreation Commission budget.

Mr. Wood pointed out that the Town is not paying to have the plat drawn up. The Commission has limited resources and they cannot provide more than a verbal. The architect who sits on the Commission volunteers his time, he is in his busy season, and unable to work on the Park's design right now.

Mayor Foreman responded that this conversation should be happening in February or March, not in June. He noted that before any money is spent it should be presented to Council with a conceptual design with the when and how the money will be spent.

Mr. Wood would come back in July with a written plan for Council to review and make a decision.

Mr. Brewer explained the way a project works. First, you create the entire project, plan it out, then you can phase the plan in order to go after funding. Once the funding is secured, you know how much you have to spend, and then you implement the plan. You cannot build roads the way the Park is being built. You cannot just piecemeal a project. He noted that tap fees, in order to get water, costs around \$30,000. If you do not account for this, you may end up in trouble. It is not responsible to spend taxpayer money like this. He is not against parks. He is against poor planning.

Ms. Forrester moved, seconded by Ms. Reynolds, to end the discussion.

It was clarified that the conversation ended on Phase III and Council would move on to the next item.

Ms. Forrester withdrew the motion.

Mr. Wood wanted to have the capital improvement conversation during the next meeting.

Mayor Foreman asked for an update on the 2014 Scholarship Family Walk.

Mr. Wood informed Council that at the last Commission meeting a vote was taken to cancel the event.

Mayor Foreman asked what the status was of the Community Use Policy/Rental Agreement.

Mr. Wood mentioned that Merchant Park has a rental agreement that has been vetted through the Town Attorney. A lot of residents have indicated they want to use Ginn Memorial Park for events. Ginn Memorial Park and Garrison Park have to have two different structures because of the funding from the Community Development Block Grant (CDBG). The Commission suggested charging a maintenance fee for trash removal and depending on the size and type of function being proposed the requirement of

providing port-a-johns. A rental agreement will be included with the policy and Council can come up with the fee schedule.

Mayor Foreman asked if the Community Use Policy was looked over by the Town Attorney so a list could be made of what can be rented and for how much.

Mr. Wood responded that Joann Barron helped them develop the policy and provided a rental agreement that is in use at Merchant's Park.

Mr. Taber indicated that Council would have to have a philosophical discussion on just how deep to go on making money on the parks.

Mr. Wood stated the idea was not to make money off the parks. It was to try to hold people accountable for removing their trash and help cover the costs of maintaining and cleaning the parks.

It was noted that Ms. Forrester left the meeting.

Mayor Foreman requested that the Town Attorney review the policy and indicate what the Town can charge for before it comes back to Council.

Mr. Brewer asked how the CDBG affected renting Ginn Memorial Park.

Mr. Taber responded that until a period of time has expired connected with the grant the Town cannot make money off Ginn Memorial Park. However, they can charge for clean-up and maintenance related items. He envisions that staff can come up with a plan and it may take a few months to hammer out the details.

Mayor Foreman asked when the policy comes back that the budget come with it.

IN RE: CLOSED SESSION

A. CLOSED SESSION UNDER VIRGINIA CODE SECTION 2.2-3711(A)(1) PERSONNEL (TOWN MANAGER EVALUATION)

Mr. Wood moved, seconded by Mr. Foreman, to convene into closed session. The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, absent; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, absent; Mr. Wood, yes.

WHEREAS, the Dumfries Town Council desires to discuss a particular subject in Closed Session during the course of its meeting of June 17, 2014; and

WHEREAS, the nature of the subject is the discussion of performance evaluation of the Town Manager. The discussion of same in Closed Meeting is expressly permitted by Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Dumfries does hereby convene in Closed Session for the purpose(s) herein expressed pursuant to the legal authorities herein recited.

Mr. Wood moved, seconded by Mr. Foreman, to reconvene into open session. The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, absent; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, absent; Mr. Wood, yes.

WHEREAS, the Town Council of Dumfries has completed its discussion in Closed Session, and now desires to continue its meeting in Open Session; and

WHEREAS, each and every member of this said Council who votes affirmatively for the adoption of this Resolution does thereby certify that, to the best of his/her knowledge, only public business matters lawfully exempted from Open Session were heard, discussed, or considered during the Closed Session, and that the only subjects heard, discussed, or considered in said Closed Session were the matters identified in the Resolution by which it was convened.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Dumfries does hereby reconvene in Open Session at its meeting of June 17, 2014 and certifies the matters set forth in Section 2.2-3712(D) of the Code of Virginia, 1950, as amended.

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, absent; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, absent; Mr. Wood, yes.

Minutes submitted by

Approved by

Dawn Hobgood
Town Clerk

Gerald M. Foreman
Mayor