

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON JULY 24, 2012, 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
Louis Praino
Helen Reynolds
Gwen Washington
Daniel Taber, Town Manager

THERE WERE ABSENT: Christine Sanders, Town Attorney

IN RE: CALL TO ORDER

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 April 3, 2012 meeting as presented. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Praino, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes.

IN RE: ADOPTION OF THE AGENDA

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

IN RE: APPROVAL OF THE CONSENT AGENDA

Mr. Toney moved, seconded by Ms. Forrester, that the Consent Agenda be adopted as presented. 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. Praino, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes.

Resolution in Opposition to the Installation of Toll Collection Facilities On Interstate 95

Whereas, Interstate 95 (I-95) is a critical transportation corridor that connects major metropolitan areas within the state, serves as a link in main north/south transportation corridor

of the East Coast, supports numerous supply chain logistic centers that are critical to Virginia's economy and provides a vital route for the daily transportation needs of tens of thousands of Virginia commuters and businesses; and

Whereas, the Virginia Department of Transportation (VDOT) has developed the I-95 Corridor Improvement Program identifying major repairs and improvements that are needed over the next 25 years with projected costs that exceed current funding levels by a total of \$9.6 billion, or, on average, \$384 million per year; and

Whereas, VDOT's I-95 Vision Plan states that "[t]olling is one option to address the long-term needs of the long-term funding needs of the I-95 corridor; and

Whereas, one of the scenarios being investigated by VDOT includes a toll collection facility located south of Petersburg on I-95 and another facility located somewhere north of the I-295/I-95 interchange north of Richmond; and

Whereas, the proposed toll collection facilities appear to be an inefficient means of collecting additional revenues and no revenue will be collected during the estimated two-year construction period, yet motorists using I-95 will suffer from construction delays; and

Whereas, toll collection facilities on I-95 invariably will cause an increase in traffic congestion and an increase in accidents; and

Whereas, there is concern that the toll concept will eventually expand further north on I-95; and

Whereas, any expansion of toll collection facilities further North on I-95 than originally proposed will result in increased traffic volumes on local roads as both residents and through motorists seek to avoid the toll collection facilities; and

Whereas, the Town of Dumfries already experiences heavy volumes of traffic on the Route 1 corridor going through the Town and any diversion of traffic from I-95 will have a significant negative impact on the Town, its residents, and its businesses.

Now Therefore Be It Resolved by the Council of the Town of Dumfries that the Town Council expresses its opposition to installation of toll collection facilities on I-95.

Now Therefore Be It Further Resolved that this resolution be sent to the Governor, the Commissioner of Transportation, the members of the Commonwealth Transportation Board, and the members of the General Assembly representing the citizens of the Town of Dumfries.

IN RE: CITIZEN COMMENT PERIOD

Eileen Thrall, who is representing the Friends of Quantico Bay, mentioned that later in the meeting Council would be discussing the Annual Agenda for FY13. She requested that Council consider the issues regarding Quantico Creek and Quantico Creek Bay when setting the FY13 Annual Agenda. The resolution passed May 22, 2012 sets the Town and the Town Manager as taking the lead role regarding the issues in reference to Quantico Bay and Quantico Creek. Friends of Quantico Bay, as a

supportive volunteer citizen organization will assist in any way they can. In that role and as an update, Friends of Quantico Bay was invited to attend the State's Invasive Species Advisory Council in Richmond last week. The Friends of Quantico Bay was able to give a brief presentation on one of the issues regarding Quantico Bay, which is hydrilla. The State's invasive species working group sets the agenda, which is chaired by the Secretary of Natural Resources. Friends of Quantico Bay have been invited and will attend that meeting.

IN RE: MAYOR'S COMMENTS

There were no comments made by the Mayor.

IN RE: PRESENTATIONS

A. RESOLUTION TO COMMEND THE SERVICE OF NANCY WEST AS A COUNCIL MEMBER – MAYOR FOREMAN

Mayor Foreman presented a resolution commending the service of Nancy West as a Council Member.

Ms. West thanked the Council for the honor. It has been a privilege for her to serve the Town for many years and not just for the time she spent on the Council.

The resolution was adopted on July 10, 2012.

B. RESOLUTION TO COMMEND THE SERVICE OF DOROTHEA BARR AS A COUNCIL MEMBER – MAYOR FOREMAN

Mayor Foreman presented a resolution commending the service of Dorothea Barr as a Council Member.

Ms. Barr asked Council not to forget about the promises made regarding the sound wall being installed throughout the Town. She welcomed the new Members to Council and looked forward to the Town moving forward.

The resolution was adopted on July 10, 2012.

IN RE: BOARDS & COMMISSIONS

A. ARCHITECTURAL REVIEW BOARD

There was no report.

B. BOARD OF ZONING APPEALS

There was no report.

C. HISTORIC DUMFRIES

There was no report.

D. PLANNING COMMISSION (PC)

William O'Kelly Russell, Chair, reported the following items.

- Naem Arshad was welcomed to the PC as a new Commissioner.

- On July 16, the regular meeting was cancelled due to not having a quorum; however, a work session was held with continued discussion on the B-1, B-2, and FB/O-1 zoning districts.
- On July 23 after holding a work session, a regular meeting was conducted and officers were elected as follows:
 - Chair – William O’Kelly Russell
 - Vice-Chair – Louise Waggy
 - Secretary – Gina Critchley

Mayor Foreman asked that all the agendas from the various Boards, Commissions, and Committees be included in the packet.

**IN RE: COUNCIL REPORTS
A. EVENTS COMMITTEE**

Ms. Washington noted that at the meeting discussion was held about the Fall Festival, which will be held at Garrison Park on Saturday, September 8, from 10:00 a.m. to 5:00 p.m. There will be increased activities for the youth, the Dumfries has Talent competition, and wine tasting.

B. GINN PARK COMMITTEE

Mr. Toney noted the group met to discuss the progress of the Park. At the end of the meeting it was decided that a sub-group be initiated to begin discussing additional fundraising methods. The group is scheduled to meet on July 30 at 5:30 p.m.

Mayor Foreman asked if it was possible to have a planned event, where everything is staked out, for Council to see.

Mr. Toney mentioned that Phase 1 included the field, basketball court, playground area, and the parking lot that have already been laid out.

Mr. Tkac recommended allowing staff to finish Phase 1. He wanted to have the site stabilized before having Council out there. He suggested waiting until late Fall.

Mr. Toney mentioned a discussion he had with Mr. Bridges who indicated that the property lines were off.

Mr. Tkac noted the survey clearly shows some fencing falls on the Town’s property that was thought to be the Homeowners’ Association. Any fencing being put up will be two feet from the property line to allow maintenance to be done on both sides.

Mr. Toney was hoping, and his intent was, to visit the schools in an attempt to educate the youth on the importance of maintaining the park.

Mr. Tkac reported the ball field is on final grade and just needs to be seeded. The parking lot should be complete with gravel. There are 25 parking spaces with two handicap spaces. The trail and the sub base for the basketball court will be placed next week. The basketball hoops are on backorder.

Mr. Toney asked if the slight downgrade toward the parking lot was going to stay.

Mr. Tkac explained everything was draining toward an existing inlet. This will keep standing water from forming. The basketball court is regulation size.

C. NORTHERN VIRGINIA REGIONAL COMMISSION (NVRC)

Mayor Foreman attended the NVRC meeting on July 19. The meeting materials were provided to Council. He noted the meeting consisted of reports from Verizon, Dominion Power, and the 911 Services. 911 is called, from this region alone, 240,000 times a day. During the recent storm 911 was down for 8 hours. More poles were down with this storm than there were with Hurricane Irene. He encouraged an emergency preparedness sheet be provided that lets citizens know what to do if the power goes down, etc. A report is due within 90 days from Verizon regarding the 911 outage that will be reported back to the Town Manager.

D. NORTHERN VIRGINIA CIGARETTE TAX BOARD (NVCTB)

Mr. Toney noted attending a NVCTB meeting back in May. He pointed out that the NVCTB is a significant contributor to the Town as the taxing authority. During the meeting, it was disclosed that five billion dollars worth of cigarettes are smuggled through Northern Virginia each year. There is a law on how many cartons a person can carry for personal use. He indicated the number is six cartons. What the NVCTB has found is that a person goes to the commissary on a military base, buys cigarettes in quantity, and then carries them to other parts of the State to sell. An enforcement officer would work with the jurisdiction to arrest individuals who are trafficking cigarettes. Any cigarettes confiscated are stamped and sold with the proceeds being split between the NVCTB and the jurisdictions that are on the Board.

**IN RE: STAFF COMMENTS
A. TREASURER**

Retta Ladd was ready to answer any questions that Council may have regarding the monthly financials for June 2012.

Mr. Taber noted that there is an unaudited surplus of \$346,989.16. There is approximately \$70,000 in expenditures against that surplus and any additional revenues that may come in. He was comfortable with saying that there will be a surplus of \$250,000. He hopes to propose moving \$100,000 of the surplus to the long-term investment account to build the account up.

Mr. Brewer asked on average what amount was spent on payroll and expenses a month.

Ms. Ladd noted it was around \$220,000.

Mr. Brewer asked if some of the funds sitting in the general fund could be moved to an account that is earning interest.

Mr. Taber was looking into options for the Council. He explained that Council would need to make some decisions on what to do with the surplus for FY12. There are no significant returns on investments anymore.

Mr. Toney cautioned Council since back in 2008/2009 the Town was nearing bankruptcy.

Mr. Taber noted that there is about a seven-month buffer in the general fund.

Ms. Ladd pointed out that the Town was not near bankruptcy; however, funds were low and money had to be taken from the investment fund.

B. TOWN ATTORNEY

There was no report.

IN RE: ACTION ITEMS

A. TRESPASS ORDINANCE - PUBLIC HEARING – CHIEF FORKER

Chief Forker explained a review of the Town Code showed that there was no Town Trespass Ordinance to forbid trespassing on posted property or after a person has been warned not to trespass. Police Officers are using State code. Town Council discussed the matter at their June 19, 2012 meeting and directed staff to move forward to a public hearing. The public hearing was duly advertised.

The public hearing was opened to public comments.

There being no comments the public hearing was closed.

Ms. Forrester made the motion, seconded by Mr. Brewer, to introduce the ordinance to add Section 15 to Chapter 38, Article I relating to no trespassing. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Praino, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes.

B. DISCUSSION/DECISION ON COUNCIL POLICY ADDRESSING ELECTED OFFICIALS BRIEFING COUNCIL – MAYOR FOREMAN

Mayor Foreman reminded Council that this was briefly discussed at the last Council meeting. When a Council Member meets with an elected official Council should be provided a highlight of what was discussed at the next scheduled Council meeting.

Ms. Washington asked that clarification be made that when a Council Member meets with an elected official to discuss matters pertaining to the Town. She explained that there are Council Members that talk to officials on matters other than those pertaining to the Town.

Mr. Toney pointed out the Sunshine Law states that if three or more officials of a body meet, the meeting must be advertised. He noted this policy would assist with open and transparent government.

Mr. Brewer made the motion, seconded by Mr. Toney, to develop the policy that when a Council Member meets with an elected official to discuss matters pertaining to the Town that the Member will provide a highlight of that meeting to Council at the next scheduled meeting.

Mayor Foreman went over the following report.

Transportation Brief (February 10, 2012) with Supervisor Nohe

- ✓ Interstate 95, Route 234 and Route 1 impact to Dumfries
- ✓ 8 VDOT projects currently in CIP and status of each
- ✓ Our efforts should fit into County plans
- ✓ All transportation efforts should complement each other
- ✓ We have a fiduciary responsibility to taxpayers
- ✓ County and Town leadership (Supervisors / Council) and staffs need to communicate

Senator Toddy Puller Brief (June 22, 2012)

- ✓ Interstate 95, Route 234 and Route 1 impact to Dumfries
- ✓ Route 1 Widening efforts (CIP)
- ✓ Quantico Creek, Quantico Bay and its Tributaries (Resolution)
- ✓ Economic Development
- ✓ Tourism and Preservation of Historic Sites
- ✓ Our efforts should fit into State plans
- ✓ State and Town leadership and staffs need to communicate and meet more often

Corey Stewart, Chairman Board of County Supervisors (July 10, 2012)

Maureen Caddigan, Potomac District Supervisor (July 20, 2012)

- ✓ Interstate 95, Route 234 and Route 1 impact to Dumfries
- ✓ Route 1 Widening efforts (CIP)
- ✓ Quantico Creek, Quantico Bay and its Tributaries (Resolution)
- ✓ Economic Development
- ✓ Tourism and Preservation of Historic Sites
- ✓ Level of Service for taxes paid/eliminate redundancy (double taxation)
- ✓ Identify Areas where Town and County can leverage efforts
- ✓ Our efforts should fit into County plans (inclusion not exclusion)
- ✓ County and Town leadership (Supervisors/Council) & staffs need to communicate

The motion on the floor to develop the policy that when a Council Member meets with an elected official to discuss matters pertaining to the Town that the Member will provide a highlight of that meeting to Council at the next scheduled meeting. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Praino, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes.

After a brief discussion it was clarified that the matter would be a standing item on the agenda like the Boards and Commission reports. Council will let the Town Clerk know if a meeting was held otherwise it would be marked with none held.

C. DISCUSSION/DECISION ON A TEXT AMENDMENT TO THE FEE SCHEDULE BANNER USES – MAYOR FOREMAN

Mayor Foreman noted banner uses for religious institutions are not listed on the current fee schedule. The fee schedule should be amended to reflect banners for use by religious institutions current operations. Religious institutions do not pay business license fees. However, religious institutions do have annual events that require promotions. The fee schedule allows businesses to have promotional banners to support their efforts. Religious institutions are not addressed. Religious institutions generally advertise for Christmas Eve services, Easter and/or Holy Week observances, summer camp and fall registration, and Vacation Bible School. It is recommended that religious institutions be properly addressed in the fee schedule.

Ms. Forrester might have missed some discussion on the subject at the last meeting. If the item just needs to be addressed, she does not have a problem with it; however, she cannot support any fees being charged.

Mr. Toney wanted to know if other jurisdictions do this and what the genesis was behind the idea.

Mayor Foreman explained there were some religious institutions putting up banners. Warnings were issued because they are banners. The intent is not to charge religious institutions for putting up a banner, but to have the Planning Commission review the issue and make a recommendation to Council.

Mr. Taber explained the religious institution would have to apply. Whether a fee is charged or not needs to be determined. This would allow staff to make sure that the banners are not outrageously large and within the restraints that are already in effect.

Mayor Foreman made the motion, seconded by Mr. Brewer, to direct staff to look at the fee schedule and address religious institutions use of banners. The motion carried and was approved by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Mr. Praino, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes.

IN RE: INFORMATION ITEM(S)

A. UPDATE ON TRIPOLI HEIGHTS PROJECT – GREG TKAC

B. QUESTION AND ANSWERS – GREG TKAC

Mr. Tkac requested combining the questions and answers section with this matter. He mentioned Council passed a resolution in November of 2009 for the Tripoli Heights Project. Council was provided with a schedule that included going to construction in the Spring of 2012. Council was not apprised of a gas line issue that came up. It was anticipated to put the Project back two weeks, which ended up being more like five months. Since the gas line was relocated to an entirely new location, it required holding off on the right-of-way acquisition on the northern side of Tripoli Boulevard to determine what the

impact was. The consultant has not been given an opportunity to provide prices on any additional work until the Project was under construction. He did not anticipate any construction being done until early next Spring.

Mr. Toney asked who the consultant was.

Mr. Tkac advised it is Rinker Design Associates (RDA).

Mr. Toney questioned the Project being started in 2008.

Mr. Tkac clarified that the resolution was passed in November of 2009. The project was not designed until late Spring of 2010 and the public hearing was held later that year.

Mr. Brewer wanted to know when staff knew that RDA was falling behind.

Mr. Tkac noted the project was in good shape up until January.

Mr. Brewer asked specifically what RDA was falling behind on.

Mr. Tkac did not want to state that it was 100 percent RDA's fault. He explained that there are things that are unanticipated when it comes to items that are not in the Town's or the consultant's control. There are the utilities, the property owner's assets, and the Town's assets to take into consideration that need to be married in.

Mr. Brewer noted there was a similar project that had some of the same problems along Maple Street, Wilson Street, and Pine Court that was finished. There were problems with staff but there were no problems out of RDA. He asked how many coordination meetings have been held. He asked if the Town was in essence the general contractor of the Project, or is RDA handling it all.

Mr. Tkac explained that the Town oversees their design at different milestones. The Town has recently been in contact with RDA weekly. He felt that the unforeseen complications could have been worked through more proactively.

Mr. Brewer asked if the Town was handling the coordination meetings or RDA.

Mr. Tkac noted that the Town was scheduling them.

Mr. Brewer asked how many have been scheduled.

Mr. Tkac stated there have been four to six.

Mr. Brewer asked if that has been over the past three years.

Mr. Tkac noted that there was one preliminary meeting, then there was a period of nine months when the Project was being designed that did not require coordination meetings, a public hearing was held once the design was completed, and then a coordination meeting is held with the utilities. Another one is held approximately 60 days after to make sure the funding is in line. The big issue has primarily been with the gas company.

Mr. Brewer asked if RDA was given a drop dead date.

Mr. Tkac explained that there are no more problems with the utilities. It is now the acquisition of the right-of-way and easements needed.

Ms. Forrester thought the explanation was detailed and would cover the two-year delay. Nevertheless, to hear that there is going to be another nine-month delay before breaking ground does not make sense

Mr. Tkac explained that ground would not be broken until April or May because work cannot be done over the winter months.

Ms. Forrester pointed out that several citizens have come to her and stated they had not heard anything about property easements or acquisition other than the initial letter they received about a year ago. She did not understand the delay. She noted that property negotiation with the McDonald's and being open in three months, although not the same project they do have some similar aspects, and the Town cannot fix some sidewalks and curbs in two years was not a good thing.

Mr. Tkac suggested providing the initial schedule for the Project with comments showing where the status is on the different steps. He explained that there is a process that has to be followed. He noted that if the Town was funding the Project 100 percent it could be completed in nine to ten months; however, there are other monies involved. He noted that Gallows Road has taken over 20 years to complete.

Ms. Forrester wanted to know when the citizens could expect to be contacted about the right-of-way acquisition.

Mr. Tkac was going to be receiving a call from RDA tomorrow and he would advise Council.

Mr. Taber felt it would be appropriate for the Town to mail out a letter summarizing what to expect. He explained that the problem all boils down to assumption and accountability. Since the Town was not hearing anything, it was being assumed that everything was fine. The blame falls on both sides. RDA should have been telling the Town what the delays were and the Town should have been asking when the delays started. The Director of Public Works is making more practical use of Project Manager, which is a way to track key milestones in a project from beginning to end. His suggestion is going to include having definitive reporting times to have everyone at the table in order to get the right information and to share that information. There is nothing that can be done at this point to speed the project up.

Mr. Praino asked how long it would be for completion, once the right-of-way acquisition was complete, to finish the project.

Mr. Tkac explained he could not advertise the project until the right-of-way is completely acquired. There is a period of 60 days once the contract is put out for advertisement before anything can be done.

Mr. Praino asked specifically how long it would take once ground was broken.

Mr. Tkac suggested it would be completed by the end of next year around October or November. He pointed out that is the end date on the original schedule.

Mr. Brewer was hearing that if the Project started in May it would be complete in November.

Mr. Tkac indicated there was not much to it.

Mr. Brewer questioned it including the relocation of the utilities being done and not having to be changed again.

Mr. Tkac noted the plan has been accepted, the relocation of the utilities will be done, and there will be no more changes.

Mr. Brewer asked if there was a timeframe on the funds that were borrowed.

Mr. Taber explained that the funds are there and have been designated by resolution to be used on this Project.

Mayor Foreman asked if the contractor has a firm fixed price or if there is an incentive fee.

Mr. Tkac noted it was a firm fixed price.

Mayor Foreman indicated the consultant has time deliverables.

Mr. Tkac noted that all of them have been met except the right-of-way acquisition.

Mayor Foreman did not agree with the Council not being provided with a timeline. He asked that the timeline be attached to the monthly report.

Mr. Tkac noted the schedule has been provided in the last three monthly reports. He had not adjusted it with this last change.

Mayor Foreman was talking about an integrated master schedule. What has been provided is a written out description.

Mr. Tkac indicated that was simple. He wanted to answer some of the questions that came up at the last meeting that he was unable to attend. He explained the street sweeper schedule will be placed on the website once the street sweeper is back from having some major repairs done. He noted, as for street sweeping Orange Street, it is not a habit to sweep streets that do not have curb and gutter. Runoff from those streets goes into the existing ditches and is filtered and cleaned with rainwater. He indicated Public Works would get in touch with Prince William County (PWC) to see about the Town being part of the mosquito-spraying schedule. Passive talks have been held with the Potomac and Rappahannock Transportation Commission (PRTC) regarding the bus stop at Possum Point Road and he hopes to have

a meeting scheduled soon. In reference to sidewalks, he mentioned mapping out the 83-step process required to be used with federally funded projects. He will report back to Council about the crosswalk to McDonald's. He noted a film would be placed over the door to minimize the glare while recording meetings in Council Chambers.

Ms. Washington wanted the sidewalk in before the McDonald's opens, if possible.

Mr. Tkac mentioned that should have been addressed during the site plan review and needs to be acted on. He also wanted to place a temporary sidewalk along the south side of Graham Park Road. The intersection project there is moving along. The surveying and preliminary drainage plans are done. He hopes to hold the public hearing in the Fall.

Mr. Brewer noted the Town used to do tree trimming. He asked if the trimming is done for Dominion Power or the Town.

Mr. Tkac noted that the trimming is done for the Town. The utilities are required to maintain their easement. Trimming is done for sight distance.

Mr. Brewer asked when the last time trimming was done. He noted that Tripoli Boulevard has not been done in the last four to five years.

Mr. Tkac noted that Wilson Street, Mine Road, and Possum Point have been trimmed. He explained that Public Works has a tree-trimming log of areas that need to be done. He prefers to get a large amount of work together before calling out the tree trimmer. He indicated that staff handles the small stuff.

Mr. Taber asked Mr. Tkac to elaborate on his driving around Town to locate those types of issues.

Mr. Tkac explained he has a log with the name of every street in the Town. He likes to drive through, or have a staff member, to identify things that need to be repaired or fixed, such as pavement, signage, guardrail, vertical and horizontal site distance, and drainage structures on a regular basis.

Mr. Brewer wanted to know when Tripoli Boulevard was last trimmed all the way to the end.

Mr. Tkac explained he would have to check on that.

Mr. Brewer mentioned the stripping lines on Graham Park Road. He noted that someone was going to get killed by getting hit head on trying to turn from east to west or west to east into the shopping center where the two lanes combine. He asked who was in charge of stripping the road.

Mr. Tkac stated that the Virginia Department of Transportation (VDOT) is responsible. He noted that the left turn lanes are a substandard length and it is very unclear what is expected of the driver. His initial recommendation to VDOT was to make westbound Graham Park, crossing Route 1, one lane that allowed for a left hand turn or straight movement. He got dissension on that because it would require

VDOT redoing the traffic loop. It would have made for a safer situation going in the eastbound direction especially since the dominant traffic movement is westbound from Graham Park Road to Main Street to go north or make a left to go south on Route 1. He mentioned that he would talk with VDOT again to see what can be done until the project starts.

Ms. Reynolds was concerned about the sidewalks on Route 1 near Possum Point Road where the commuter stop, bus shelter, is located. She felt that was a deathtrap.

Mr. Tkac noted that discussions are being held with PRTC about not just relocating that bus stop but providing shelters for all of the bus stops in the Town as part of the Multimodal Project.

Ms. Reynolds wanted to know if there was a timeline for those changes.

Mr. Tkac explained he is talking to them on a regular basis and needs to sit down and meet with them. He has all the bus stops identified throughout the Town. He tries to look at the total ridership of the locations on a regular basis.

Ms. Reynolds asked if there were any plans for sidewalks from Possum Point Road on Route 1 up to Route 234. She has seen many pedestrians in the street along that part. She asked if there was a temporary solution until a permanent one can be made.

Mr. Tkac mentioned that in Phase II of the Multimodal Project the design is being worked on to install sidewalks from Route 234 south on Route 1, Main Street, to the current sidewalks. He explained a discussion has to be held between the Town Manager and then ultimately with Council about Route 1, Fraley Boulevard between Graham Park Road and Old Stage Coach Road because of the bridge that is currently there. He has looked at alternatives and did two different design estimates. He indicated that going over the creek is not feasible. Another priority is Old Triangle Road between the Town's southern limits and the Getty Mart.

Mr. Toney knows discussions have been held about doing away with the north exit of the shopping center where the McDonald's is. He asked where the Town was with that.

Mr. Tkac noted there are two different things going on. As part of the site plan review the Town is required to look at traffic impacts. The location where the McDonald's is being built was previously used as a sit down restaurant, the McDonald's is a sit down restaurant, and even though it has a drive-thru, there is not a distinction between the two types of businesses that would allow him to reject the entrance off of Graham Park Road. He foresees a problem with that entrance and knows that there already is a problem with the entrance without the restaurant being there. As part of the Main Street Project, the Knolls of Dumfries will be connected to the Town. It is going to be made a two way, a north and southbound lane. When that is done, the intention is to close the entrance on Graham Park Road between north and south Route 1. As part of the Project the first entrance to the shopping center heading

south on Route 1 will be closed with a larger entrance near Tebbs Lane. If the intersection is identified as failing with multiple incidents occurring or a host of other reasons the Town can say it fails giving ample justification to close the entrance. It has to be observed first before anything can happen.

Mr. Toney heard that there was no authority to cause the developers to shut that entrance; however, it is the intent to take Route 1 going south, make it a two way as it crosses Curtis Drive up to the Knolls of Dumfries and shut down that intersection.

Mr. Tkac agreed.

Mr. Brewer pointed out that the McDonald's has to provide the traffic impact analysis to the Town and at that point, the determination is up to the Town whether it is correct or incorrect.

Mr. Tkac explained that site did not have to provide a traffic impact analysis based on the total number of seating and the fact that it was a sit down restaurant going to a sit down restaurant.

Mr. Brewer understood that there would not be an effect on the number of seating; however, the drive-thru does.

Mr. Tkac understood; however, it is classified as the same use.

Mr. Brewer asked if Mr. Tkac did not think it was necessary to do a traffic impact analysis.

Mr. Tkac noted it was not what he thinks, but what he can require.

Mr. Brewer asked if this was determined as part of State code.

Mr. Tkac explained it is VDOT requirements.

Mr. Brewer asked if the Town could go to VDOT and tell them what was being done is definitely going to affect traffic in that area and needs a traffic impact analysis.

Mr. Toney mentioned having numerous discussions with Mr. Tkac about the pedestrian traffic between Williamstown Drive and Old Stage Coach Road/Possum Point Road. He sees the bridge as an impediment. Something has to be done at some point because people are walking at night and someone is going to get killed. Another area is Old Triangle Road down to Williamstown Drive. He noted that would create a link for the kids to get to the Boys and Girls Club.

Mr. Tkac noted that unless the Town uses its own money and right-of-way it will take time to accomplish these things.

Mayor Foreman heard that there is no sidewalk or crosswalk currently where the McDonald's is going to be built; however, they are going to be put in after the McDonald's is built. For two years, he has talked about getting a crosswalk from Possum Point Road across Route 1 to get to the Village Shopping Center or Harold and Kathy's. People cross in the middle of the intersection at Stagecoach Road, Route 1, and Route 234. For two years, he has heard that the Town cannot put a crosswalk light there because there are no sidewalks. He noted that the McDonald's is going in, the Town has admitted

it has a traffic problem, and he just heard that a crosswalk and light are going to be put in there to allow citizens to cross.

Mr. Tkac mentioned he did not say anything about a pedestrian signal.

Mayor Foreman asked why he could not get crosswalks where he has asked for them.

Mr. Tkac clarified that he intends to get crosswalks, with VDOT buy in, on both sides of the intersection, Fraley Boulevard and Curtis Drive. There is receiving sidewalks on the other side. If sidewalks are installed, he can put in a temporary asphalt path along the south side of the intersection. In order for a crosswalk to be put in, there has to be a path. In the areas that Mayor Foreman is talking about there is no way that he can build sidewalks along Route 1 with the budget he has been provided.

Mayor Foreman heard the same thing when the lot was put in on Route 234 until someone was killed and then a crosswalk, a stoplight, and a pedestrian light were put in after that. He is just saying that it has to be fixed down there. He does not know what to do. There are two killer intersections just waiting for an accident to happen. When it happens, it is not going to be on the Town. It is going to be VDOT who comes in and corrects it and they are going to say they did not know. Those two intersections need to be identified as hazardous and a letter sent to VDOT. He has a feeling that what is happening is that the Town knows there is a problem, the Council knows there is a problem, and he did not think that it has been identified with VDOT at the screen level. He felt that if the Town cannot get it done it needs to be documented. What he is watching appears to be a discrepancy and an injustice being done. He asked that PRTC be reminded that the glass at the Route 234 commuter lot has never been busted and no graffiti has occurred in the two years since it has been installed.

Mr. Tkac noted the conversation was that they were unwilling to work that way without having money available, which the Town now has.

Mayor Foreman was going to contact the Mayor in Vienna to see how she accomplished getting the bus stops put in and at a low cost.

Ms. Washington noticed that there appears to be many safety issues in the Town. She felt that Council needed a list of those issues and a procedure to lobby for some of these things to get done. Safety issues should be red flagged, come up often, and if necessary call VDOT, and press the matter. She felt these things were being overlooked and the squeaky wheel gets the grease.

Mr. Tkac advised that all of the primary walking paths have been identified, how many kids walk to the elementary school, how many kids walk to the middle school, all the bus stops, the ridership for the bus stops, and to adequately provide for those needs it would cost \$2.8 million. Money has been applied for every year to fund those needs, which the Town has received \$756,000. Staff continues to look for other programs/grants to fund those needs. It would be even more effective if the Town were

willing to put money in on the projects as well. When it comes to the State right-of-way and private property, the cost goes up real quick.

C. TOWN COUNCIL ANNUAL AGENDA FY13

Mayor Foreman reminded Council a discussion on the Annual Agenda concept was had at the July 10, 2012 Council Meeting. As discussed there would be a second discussion where each Councilmember would provide recommended priorities to be accomplished during FY13. These priorities will provide the Town Manager and staff direction. These items can be as few as three items but should not be too long as to be cumbersome that nothing is accomplished over the fiscal year. Once accepted by Council, the Annual Agenda should be published and posted for all citizens, business owners, and taxpayers to view. The Annual Agenda should be reviewed at the Mid-Year Budget Review to measure accomplishments against goals. The Annual Agenda should be established annually during the preparation for the next fiscal year's annual operating budget. It was suggested, in order to save time that each Council Member send an email of priorities to the Town Clerk to be compiled and provided back to Council prior to the next meeting for further discussion.

Mr. Toney wanted to see the continuation of the build out of Ginn Park.

Ms. Washington congratulated Mr. Taber because when compiling her list she looked back at the Town Manager's goals to see how they were fitting in with hers and it was amazing that she was able to format his goals under her goals. She thought everyone would have the same general ideas.

Mr. Brewer asked if the goals and objectives for Council would involve money or just general ideas.

Mayor Foreman explained that it could be both. If it were going to cost money, he would recommend identifying it.

Ms. Forrester asked if the matter was being discussed or if the Council was going to email their list to Ms. Hobgood to be compiled for discussion at another meeting.

Mayor Foreman intended to talk about some things tonight; however, since Mr. Tkac's report was so thorough, if Council could submit their list to the Town Manager and carbon copy Ms. Hobgood by Monday a listing will be compiled and sent back to Council to review prior to the next discussion.

Ms. Forrester asked for clarification on whether the list was to include larger projects or just ones that can be accomplished in the fiscal year.

Mayor Foreman indicated that it could include larger projects. He used the Route 1 widening as an example of a project that may be the number one item on the Annual Agenda knowing that it will take well over 20 years to complete. He noted that Council might want to stick with items that are measureable and can be accomplished in the next 24 months.

Ms. Forrester wanted to see the list be things that can be accomplished in 24 months.

Mr. Taber noted the Capital Improvement Plan might be a way to look further into the future with some of the more costly projects.

Mayor Foreman suggested that if a long-term project is on the list to put in parenthesis behind it exactly what you would like to see accomplished in the short-term.

IN RE: DISCUSSION ITEM(S)

A. RE-ADVERTISE FOR VACANT PLANNING COMMISSION SEAT – MORGAN BRIM

Mr. Brim reminded Council that at the last meeting Council appointed two new members to the Planning Commission (PC). Unfortunately, one of those members lives just outside of Town limits, so there is still a vacancy on the PC. He was before Council to get direction on how to proceed. He noted that Council could pull from the applicants already received or re-advertise the vacant seat to get a larger pool of applicants. He recommended posting vacancies on Facebook, LinkedIn, the Town's website, outside bulletin board, window of the front desk, the local library, and send an email blast to the Dumfries Business Association or other local distribution list.

It was the consensus of Council to re-advertise the vacant PC seat, verify the packets already received are complete, and then report back to Council at the second meeting next month.

B. GRANT WRITING SOFTWARE – DAN TABER

Mr. Taber would like to explore entering a contract, for approximately \$5,000, to have access to grant writing software that would provide staff with a listing of all of the available grants and a database of previous submissions that have been successful to help guide staff in constructing and applying for grants. This is not in the budget; however, since the budget was passed and approved by Council there has been a firmer figure provided on the unemployment insurance expense. Since the premiums have gone down there is enough funds to cover the cost. He was certain that there would be at least \$5,000 worth of successful grants to cover the expense. Although he did not need Council's approval, he was welcome to any suggestions.

Mr. Praino noted that the Town used the eCivis software about four Town Managers ago and were quite successful with it.

Ms. Reynolds asked if the \$5,000 was an annual fee.

Mr. Taber noted it is. He has negotiated getting two log-ons rather than one to allow more than one person to use it at the same time.

Mr. Toney was in agreement with moving forward.

Mr. Brewer recalled eCivis giving Council a brief presentation and agreed with moving forward. He pointed out that grant writing is a tedious task.

Mr. Taber has a goal that each department will apply for at least two grants.

Ms. Washington was in agreement with getting the software.

IN RE: COUNCIL MEMBER COMMENTS

Ms. Washington thanked Mr. Taber and Mr. Tkac for the tour they gave of the Town. She thanked Council for appointing her again to serve.

Mr. Brewer asked if there was a scheduled time for meeting with Supervisor Caddigan.

Mr. Taber explained it used to be quarterly. He noted one would be scheduled.

Mr. Brewer noted the original plans for Williams Ordinary was for a restaurant. He asked what Prince William County is doing.

Mr. Taber understood that it was going to be a colonial era type restaurant/tavern and because of the potential renovation costs, they were going to keep the building in use to keep it from deteriorating. They have moved the Prince William Historic Preservation Foundation in the building. He was going to check on what plans there may be for the future use of the building.

Ms. Reynolds also thanked Mr. Taber and Mr. Tkac for the tour.

Mr. Toney asked that when there are extremely hot days that a message go out to the citizens to check on the elderly.

Mr. Taber noted a threshold would be set and it would be done automatically.

IN RE: CLOSED SESSION (NONE SCHEDULED)

IN RE: ADJOURNMENT

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

Minutes submitted by

Approved by

Dawn Hobgood
Town Clerk

Gerald M. Foreman
Mayor