

**AT A WORK SESSION OF THE DUMFRIES TOWN COUNCIL, HELD ON SEPTEMBER 17, 2013, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:**

**THERE WERE PRESENT:** Mayor Gerald Foreman  
Charles Brewer  
Helen Reynolds  
Gwen Washington  
Daniel Taber, Town Manager

**THERE WERE ABSENT:** Vice-Mayor Willie Toney  
Kristin Forrester  
Derrick Wood

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

Mayor Foreman called the meeting to order session. 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, with a special moment for the Naval Sea Systems Command, the Armed Forces, and first responders for the previous day's incident at the Navy Yard, then all in attendance recited the Pledge of Allegiance to the Flag of the United States.

**IN RE: ADOPTION OF THE AGENDA**

Mr. Taber advised the Zoning Administrator was unable to attend the meeting due to a death in the family and asked that Items VII, E, Discuss and Review the Planning Commission's Proposed Changes to the B-1, B-2, and FB/O-1 Zoning Districts and VII, F, Discuss and Review the Proposed Yard Sale Ordinance be removed from the agenda and heard at a later date.

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

**IN RE: CITIZEN COMMENT PERIOD**

Albert Arrington was before Council to talk about issues with Piccard Homes. He sent a letter to the Mayor with four or five issues listed that he had with how completion of the subdivision was done. Most of it he believes is just miscommunication, but knowing that their bond was coming up, he requested that it be held until the issues were addressed. The issue residents have with streetlights is that they do not want them facing their homes. In 2011, trees were planted, some of them died prior to the year being up. He spoke to Mr. McKinnon of Piccard Homes and nothing was done about it. He has since talked to Mr. Ward who explained to him why they are waiting to do that. About the common areas of grass on Twist and Tweezer Court. When the homeowners' association (HOA) was being developed, it came to his

## **SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

attention that Twist and Tweezer Court are in the same subdivision. The HOA and Mr. McKinnon signed a letter. Mr. McKinnon came to an HOA meeting and proposed ivy be planted. The decision was made to plant weeping lovegrass that would grow and fall over and sit about six inches high; however, what was planted was a lovegrass, which is like a highway grass, that grows up like hay. He thinks a miscommunication occurred between Piccard and the landscaper. He works hard to keep it cut back. The next issue is the sidewalks. It was discussed that the sidewalks could come onto some of the front yards; however, the sidewalk could go along the other side. Most of the residents have already put in sprinkler systems and did not want to have to tear them out or relocate them. The final issue is a hole in an area that Mr. Ward has stated will be fixed.

**IN RE: PRESENTATIONS (NONE SCHEDULED)**

**IN RE: INFORMATION ITEMS**  
**A. TREASURER'S REPORT – RETTA LADD**

There were no questions.

**IN RE: DISCUSSION ITEM(S)**  
**A. UPDATE ON INFORMATION TECHNOLOGY – TERESA YOUNG**

Theresa Young reported the following items.

- ✓ The air cards for the Police Department have been upgraded for a better signal in the vehicles.
- ✓ The cell phones for the Police Department and Department Heads have been upgraded to accommodate the change from GoDaddy to Google Business Apps.
- ✓ The microphones have been upgraded because the old wiring was piecemealed.
- ✓ A voting board has been installed for votes taken at Council meetings. It will also serve as a way for Council Members to be recognized during discussions.
- ✓ Council meetings will now be available for viewing on the website using the Granicus system. This incorporates the meeting agendas with video, which will allow individuals to watch a specific agenda item or the entire meeting.
- ✓ A projector was installed in Council Chambers for PowerPoint presentations, which will allow broadcasting them live during Council meetings.
- ✓ The television in the Community Center was replaced and can now be used for webinar classes and presentations.
- ✓ The Mobile Data Information System (MDIS) was installed at the Police Department, which took the place of Police-Pak, at no cost to the Town.

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

- ✓ Internet service was upgraded for faster upload and download speeds, which will be less costly.

Ms. Reynolds asked about the Town paying for personal cell phones and where emails were stored.

Ms. Young explained the Town does not pay for personal cell phones, only Town owned cell phones that are issued to the Police Department and Department Heads. Emails are stored in a vault cloud for up to 10 years. Only the administrator will have access to them.

Ms. Washington was excited about the new upgrades and modernization.

Mayor Foreman asked if the Town has the capability to restore folders that were accidentally lost or corrupted.

Ms. Young noted that backups are done every night at 3:00 am and as long as you have a map drive to the server, it can be recovered.

Mayor Foreman asked the Town Manager to make sure the website contains up to date information. He suggested that once a month staff review the website and remove pages that are redundant and make sure information is accurate and up to date.

### **B. UPDATE ON PICCARD HOMES – RICHARD WEST**

Mr. West announced the developer and Mr. Ward from Piccard Homes are present this evening. He understood that Piccard Homes is waiting for a better growing season, with a plan to add and replace trees during the last week of September, with completion within 60 days. Streetlights need to go in and is presently in the hands of Dominion Virginia Power. Staff is staying in contact with the bonding company to hold Piccard's feet to the fire on this. Staff has done deed and regulation research on the owner of record for the stormwater management pond and the best management practices in that area and the owner of record is Piccard Homes.

Mayor Foreman asked if there were comments from the Town Manager.

Mr. Taber stated that perhaps a Piccard Homes representative would like to provide a brief overview.

Richard Ward of Piccard Homes explained that recently a punch list was provided from Mr. West and the Town Attorney, which included the landscaping, the streetlights, and the sidewalk. The landscaping was never put in because they were waiting on that final list. He stated the streets have been accepted and the Prince William County Service Authority has accepted the water and sewer. The Virginia Department of Transportation (VDOT) has not accepted the streets; however, he is assuming that the Town will do that once the landscaping and streetlights were done. Piccard is at the mercy of Dominion Power to finish the streetlights and barring any major issues it is expected to be done in the next 60 days.

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

They will proceed with the sidewalks along Possum Point, the length of the property per the site plan and the bonding. Originally, the plan was to have a shared driveway; however, John Shaw, the previous Town Manager, indicated it had to be a VDOT street. This required the road to be made wider which shrunk the front yards. All of the individuals who purchased a home signed a document stating they did not want a sidewalk that would take more of the front yard. He proposed providing the Town cash for the cost of the sidewalks to be used for the sidewalks inside or outside of the common area, which would fulfill his requirement. On the other hand, if the Council chose to have the sidewalks installed in the front yards, so be it. He is at the mercy of Council, who is holding the bond. He is proposing to put the money up and allowing the Town to choose what to do from there, which means that once the landscaping is done and Dominion Power installs the streetlights the requirements of the bond would be complete. He met with Mr. Arrington about grading on the side and the love-grass, which were the two remaining issues other than streetlights for Potomac Cove. He pointed out that he is still paying to mow the stormwater management pond on Overlook and has for the past nine years. He indicated it was his fault for not setting up a homeowners' association (HOA) in 2005. He noted that Piccard Homes has no other obligation.

Mayor Foreman suggested the Town host a meeting between Piccard Homes and the homeowners on Overlook Road, and Twist and Tweezer Court. In this way, the Town can make sure the homeowners know what services they no longer need to perform or what the agreement is for the common area once the bond is released and Piccard Homes is no longer involved.

Mr. Ward stated the grass that was chosen was to be self-maintaining in Sections II and III, so in theory no one should need to maintain the area. The grass in Section I around the stormwater management pond is fescue and does need to be maintained. He has not spoken with a landscaper to determine how to replace the love-grass that was not falling over.

Mayor Foreman noted the Council was familiar with the neighborhood and it would be good for Piccard to have a meeting with the homeowners.

Mr. Ward ideally would like to be done with the responsibility, because typically it would be turned over to the HOA.

Mayor Foreman explained that in this case, individual homeowners were maintaining common areas, but once the bond was released and the developer walks away if the common area is not maintained there are fines involved. The Town might end up with the responsibility for maintaining the common areas. When this comes up for a vote to release the bond he will be asking whether an HOA has been established, have all the commitments been made, and does the HOA know what its responsibilities are.

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

Mr. Ward felt he should be released of any responsibility, but since there is no HOA to take over that parcel, it is still on him, and he was not sure under that scenario who should be maintaining it.

Mayor Foreman has been asking staff to provide details on the stormwater management plan, who is the point of contact, when was it turned over to the Town, and who is supposed to maintain it. If that can be provided that would be great.

Mr. Ward stated that was a good question; however, the Council prior to the current one released the bond for the stormwater management facility and accepted the responsibility. The pond in that section is oversized to compensate for the area disturbed in Sections II and III since there is no stormwater facility in those sections. The plans for Sections II and III had the appropriate sized lot and street frontage to cut the appropriate sized lots with no common area and staff told him that access would not be permitted from Possum Point Road. This is the reason no HOA was ever brought up because initially there was no common area. At the last minute, John Shaw required the road be up to VDOT standards. The actual amount of property being talked about that is outside of the VDOT right of way, once VDOT accepts the roads into the system, is less than 1/10 of an acre on Possum Point, Twist and Tweezer Court. His goal was to have everything wrapped up in 60 days.

Mr. Brewer asked what the current site plan says about the sidewalks in the area.

Mr. West stated the current site plan shows sidewalks along Possum Point Road, each section of Twist and Tweezer Court along the house side.

Mr. Brewer asked if the sidewalks were installed per the site plan.

Mr. West explained that none of the sidewalks were put in. His understanding is that discussions are being had with the homeowners and the developer and they do not want sidewalks, at least on their side of Twist or Tweezer Court.

Mr. Ward noted the sidewalk is inside the homeowners' property and in the VDOT right of way.

Mr. West stated the Town would end up with the right of way if VDOT accepted the roads into the secondary road system.

Mr. Brewer asked again, why the sidewalks were not installed per the site plan.

Mr. Ward noted the sidewalks could still be installed per the site plan. Before putting in storm and sanitary often sidewalks are put off because other contractors who need to access the site can damage the sidewalks doing the other work. Numerous requests were made to the previous Town Manager and Greg Tkac for a final punch list.

Mr. Brewer asked Mr. Ward, being the developer, whether he knew what needed to be done.

## **SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

Mr. Ward responded that he has been asked by jurisdictions to go over and above what needs to be done, so he always gets it in writing when getting down to the last couple of items to keep from being asked to do more.

Mr. Brewer has been in the construction business for more than 40 years and typically, a developer would know what needed to be done. Whatever is on a site plan needs to be done.

Mr. Ward stated the 11 homeowners who bought homes asked him not to install sidewalks. He was asked to force the issue with Greg Tkac and John Shaw.

Ms. Reynolds clarified that no one from her area was notified the bond was going to be released. There are issues with not having an HOA. One of the homeowners takes care of the maintenance that is not covered. She was disturbed with hearing Mr. Ward was not going to do anything with Section I of Potomac Cove since the bond was released.

Mr. Ward was told by the current Council that his obligation to Section I was done and acknowledges that the HOA was not done properly and that is the reason he has paid to have the grass mowed for the last six years. He was not aware of other lingering issues. The roads were accepted. The stormwater facility was inspected and it was not his responsibility to provide a 30-year plan at the time.

Ms. Reynolds asked who would be responsible for the stormwater.

Mr. Ward explained he was still mowing it and did not know how long he would be. He wanted to see a HOA formed and the responsibility picked up by the HOA.

Mayor Foreman thanked Mr. Ward for everything he has done. He encouraged Mr. Ward to continue working with Mr. West and to hold a meeting with the homeowners.

Mr. West assured he would continue to work with Mr. Ward on maintenance and ownership issues.

### **C. SAFE ROUTES TO SCHOOL (SRTS) PROGRAM – RICHARD WEST**

Mr. West recently attended a workshop on the SRTS program. He learned that the program now comes under the transportation alternatives plan. There are some limits of what you want to do for a grant. VDOT recommends that localities apply for no more than \$150,000 and no less than \$100,000. This federally funded program has many requirements. What is being considered, and there is a plan for, is to put in a crosswalk with signs located across Cameron Street in front of Dumfries Elementary School, a similar system on Graham Park Road near Ginn Memorial Park, and on Old Triangle Road in the southern portion. He was trying to find a small grant to get both crosswalks in or see where the Town is at the mid-year budget review.

Mayor Foreman stumbled on the SRTS grant when he was reading some material from Prince William County (PWC) and the reason he brought it up. He wanted to emphasize this was for next fiscal

## **SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

year, not this one. He asked if this was pursued whether it would be a matching fund situation or if the Town would pay for it.

Mr. West has been unable to find any grants; however, he would like to find a matching grant or a grant to cover the entire cost. Keep in mind that it is a Town street so it would be a Town project.

Mayor Foreman wanted to make sure that anything the Town may pursue in the SRTS program would be coordinated with the schools. He talked to School Superintendent Mr. Waltz and Betty Covington, Potomac District School Board Member, about it, who were excited about the possible project and offered letters of endorsement.

Mr. West mentioned speaking with Melvina Michie, Principal at Dumfries Elementary School, about this who indicated there were less than ten students who walked to school. The middle school just did a formal survey and those results are not available yet.

### **D. RECYCLING PROGRAM – RICHARD WEST**

Mr. West reported that in the 2020 Vision Statement and the Comprehensive Plan there is an interest in recycling in the Town. His department was assigned with pursuing the matter further. American Disposal Systems (ADS) provided a proposal and the Town is going to schedule a meeting with them. He also asked ADS to provide a program for outreach, because it is very important to educate citizens as to how, what and when to recycle.

Mayor Foreman noted that he and the Town Manager met with Buff Mondale of ADS on February 15 and discussed the recycling program in the Town, the high-density areas, and their participation, the monetary gain and loss of recycling, that there is no money making in the program after 2008, and an education program that included reaching out to the HOAs. There were discussions about having Williamstown participate in a pilot program where a recycling container would be placed in an area, collected at no cost to the homeowners, the Town would install a cement pad and fence to house the container, with the HOA maintaining the facility. That fell through because Williamstown did not want to participate.

Mr. Taber explained a letter was received from ADS that staff never saw. The Public Works Department had been doing follow up over the last month when a copy of the letter was produced. Some things were formalized by ADS after meeting with them and at this time ADS is waiting for a response to the letter. The project has been rejuvenated and all the topics are still being discussed.

Mayor Foreman stated that recycling was only one part of their community beautification program as stipulated in the 2020 Vision Statement. Staff needs to come back with specifics on “being green” and programs that were certified, which are mentioned in the vision statement.

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

- E. DISCUSS AND REVIEW THE PLANNING COMMISSION’S PROPOSED CHANGES TO THE B-1, B-2, AND FB/O-1 ZONING DISTRICTS – LAURA O’DELL**
- F. DISCUSS AND REVIEW THE PROPOSED YARD SALE ORDINANCE – LAURA O’DELL**

Item E and F were removed from the agenda and will be discussed at a later date.

- G. RESOLUTION COMMENDING THE SERVICE OF JENNIFER STRINGFELLOW ON THE ARCHITECTURAL REVIEW BOARD (ARB) – LAURA O’DELL**

Mr. Taber noted a proposed resolution recognizing Jennifer Stringfellow of the ARB was drafted. The request is for Council to review and suggest any changes. If there are no changes it will be placed under the Consent Agenda for the first meeting in October.

- H. DISCUSSION CONCERNING THE SCHEDULING AND TOPICS FOR THE NEXT QUARTERLY MEETING WITH PWC SUPERVISOR MAUREEN CADDIGAN – MAYOR FOREMAN**

Mayor Foreman read the following.

“The Town of Dumfries tries to schedule a quarterly meeting with PWC Supervisor Maureen Caddigan to discuss topics of general interest and mutual concern. There is a need to set up such a meeting in the near future and the purpose of the agenda item is to have Town Council discuss particulars concerning the meeting.” A letter was received from Susan Roltsch, Deputy County Executive, asking that the meeting be held at Williams Ordinary and the items to discuss are as follows.

- Transportation-related topics of mutual interest
- Update on the preliminary plans for the widening of Route 1 within the Town
- Northern Virginia Transportation Authority (NVTA) funding; Tom Blaser, PWC Transportation Director will attend
- County/Town legislative programs
- Possible dates for the meeting are September 30, October 10, October 21, or October 28

He suggested the meeting be held at Town Hall or somewhere that it could be broadcast to the citizens. He asked Council for input on the location.

Ms. Washington agreed with holding the meeting at Town Hall in order to broadcast the meeting since the topics to be discussed are what Council gets many questions about.

Ms. Reynolds felt the location the last meeting was held was good; however, if the meeting were to be broadcast Town Hall would be the best location. She asked if the meeting would take the place of one of the regular meetings that Council has already scheduled.

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

Mayor Foreman advised that the dates would be covered next.

Mr. Brewer stated that the business owners were also concerned about the Route 1 widening, so it should definitely be held at Town Hall in order to have the meeting broadcast.

Mayor Foreman requested that if there are going to be any discussions about the NVTAs that Monica Backman, NVTAs Executive Director, attend. He wanted the following items discussed.

- Status of Dewey's Run Stream Restoration
- Ethanol facilities and transportation
- Quantico Creek Restoration
- Quantico Bay hydrilla eradication and dredging
- Zip Code change
- School Resource Officer for Dumfries Elementary School
- Potomac Shores (Potomac Parkway)
- Progress on Triangle Route-1 Economic Development
- PWC Potomac Communities Design Guidelines
- Economic Developer, Jeffrey Kaczmarek and Community Development Manager, Steven Hall attend
- False Alarm Fee with PWC
- Annual contribution of \$35,000 to Historic Dumfries for the museum
- Report on potential emergency response costs reviewed by PWC Fire & Rescue in response to the ethanol

Ms. Washington wanted to discuss the Route 234/Route 1 intersection and the impact the improvements will have on the Town. Citizens pay PWC taxes and the Town does not receive any money to assist with maintaining the Town's parks. She believed the maintaining of the parks might have already been covered; however, she would like the citizens to be able to hear those discussions.

Mr. Brewer asked if a representative from Potomac Shores could attend the meeting so that everyone is on the same page.

Ms. Washington felt the meeting with Potomac Shores might need to be held at another time since the last meeting was rather lengthy.

Mayor Foreman suggested inviting Potomac Shores to the meeting with Supervisor Caddigan. A work session is scheduled for Potomac Shores to speak with Council. He suggested that Tom Blaser attend as well. The discussion with Potomac Shores will be the first item on the agenda, so that if the discussion

**SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

takes a long time the meeting can be ended at an appropriate time and that will have been covered. He has a conflict with the October 10 date.

Ms. Washington has a conflict with the September 30 date.

It was discussed and Council determined the October 28 meeting date was best.

**I. DISCUSSION CONCERNING THE RECENT PARKS AND RECREATION CONCERT SERIES – COUNCILMAN BREWER**

Mr. Brewer asked that this item be placed on the agenda to see what the taxpayers were spending their money on. The last summer concert series cost \$5,486.50. Out of that, \$2,500.00 was spent for a band. Spending \$9,000.00 for two concerts was too much money. The concert was supposed to be geared toward a fundraiser for Action in Community Through Service (ACTS). The \$9,000.00 could have been given to ACTS to provide food for the needy. Considering the number of people who attended, it cost approximately \$200.00 to \$250.00 per person who attended. When the budget was discussed, he had asked Council to look at what the Town needs versus what the Council wants. The Town needs infrastructure, sidewalks, and lighting. He noted that five streetlights could have been installed for the \$9,000.00. This is a huge waste of money considering most of the individuals who attended were Council, staff, people with the band, and people with the vendors, not Town residents. He did not attend the last meeting; however, there were all these great accolades for the concerts, but it did not seem very successful. The \$25,000.00 has already been allocated to the Parks and Recreation Commission with no idea what it was going to be used for. The reason he was so against Ginn Memorial Park was that it was not planned properly. Normally when the Town takes on a project, the first thing to do is to come up with a concept, then gather a plan, costs are factored, implementation begins, and then completion. The Park is an ongoing thing that is still taking money from the taxpayers. He went over the following breakdown of what was spent on the concert.

✓ Port a Johns	\$245.00
✓ Public Works Staff	\$202.80
✓ Stage	\$654.30
✓ Banner	\$157.20
✓ Advertisements	\$180.50
✓ Bounce Slide	\$300.00
✓ Supplies	\$141.70
✓ ABC Permit	\$55.00
✓ Band	\$2,500.00
✓ D.J.	\$350.00

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

- ✓ Sound System                      \$700.00

He pointed out that Council really needs to watch where money is being spent. There are so many other things that the Town needs to do. He understood Council's desire to have events, but Council really needs to watch the spending.

Ms. Reynolds attended and enjoyed the concert series. Citizens she spoke with had also enjoyed it. The Town has held other programs that were not always well attended. She explained that with anything you do, you have to get the word out. The appropriate process would have been to approach the Chair of the Parks and Recreation Commission about concerns. She emphasized that they had these programs to benefit the people of the Town. If programs are going to be cut then it needs to be done with all of the programs.

Ms. Washington agreed it takes time to get programs going. The advertising was not the best; however, the concerts were scheduled in a short timeframe. She stated that when Fredericksburg started their concert series, they were sparsely attended, but now they are packed. If the desire is to attract people to the Town, it will require some investment into the activities. The people who elected them entrusted them not to put these types of things above core needs.

Mayor Foreman attended the concert series and enjoyed it. He sent an email on September 9 to the Chair of the Parks and Recreation Commission requesting several items be placed on a Parks and Recreation meeting agenda. The following items were some of the things he asked about.

- ✓ When will Council be provided with the results of the surveys?
- ✓ Provide a copy of the email correspondence dated August 15 from Jeremy Frazier.
- ✓ Asked why concerts were held on Fridays and suggested Saturdays to allow for more family attendance; however, at a minimum alternate between Fridays and Saturdays.
- ✓ Band selection and genre should cover a wide variety from Soul, Jazz, Blues, Country, Contemporary, Rock, etc. If concerts were held on Saturdays local bands could play for half hour increments with a DJ in between to allow for set up. Local bands would also bring their families and friends to the events. Why are bands being paid?
- ✓ The concerts were billed as volunteer supported and there has been considerable staff involvement in preparing, during the event and after. There is Police Department support as well.

He acknowledged the concert series was professionally done. He voted "no" to the \$25,000.00 allocation to the Commission because there were not enough specifics about how the money would be used. He voted "yes" for the \$11,000.00 concert allocation because specifics were provided. He has

## **SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

learned a lot from the first concert series and it will improve in the future. He encouraged citizens to provide input to the Parks and Recreation Commission and to look at the Town's website.

Mr. Brewer stated that not every event has gotten better. The Farmers' Market had gotten worse. Other localities have events, but they are not sponsored by the locality. They are sponsored by a business. He noted streetlights were a matter of public safety. The neighbor across the street from him has had his car stolen twice because there are no streetlights. He emphasized that Council needs to focus on what is needed, not what they want. He spoke with Mayor Seeman of the Town of Vienna, who informed him that their events include a lot of business input and sponsorships. He voted against the summer concert series, as well as funding the Commission, and is still not in favor of it, given the Town's other obligations and needs.

Ms. Reynolds said the Council spent weeks on the budget and each member was asked for a wish list. She felt Mr. Brewer should have brought up streetlights at that time. One of her wishes was sidewalks. Other Council Members had different items. The Parks and Recreation Commission was voted on as part of that budget. She noted the Commission's work would be reevaluated, but there needs to be a starting point and this is keeping with the 2020 Vision Statement to change the image of Dumfries.

### **J. DISCUSSION ON THE COMMUNITY CENTER USE POLICY – DAN TABER**

Mr. Taber reminded Council that in several meetings the community center use policy was discussed. During the last discussion, there was only housekeeping and terminology issues to resolve. He noted that if Council approves the policy, the effective date would be January 1, 2014, with existing users being informed of the change in a letter from him. If there were no further changes the policy could be placed under the Consent Agenda at the first meeting in October.

Ms. Washington reminded Council that during the last discussion a request was made that existing users of the facility be grandfathered use at no cost. She asked staff to check on whether any County facility could be used by a citizen organization once a month free of charge. She is a member of several organizations that have used these facilities previously. She indicated that if this was correct that it should be reflected in the policy.

It was clarified that it would be organizations that have a resident of the Town.

Mr. Taber was not aware of this, but he would check into it. He stated that if the County's policy is such, he would incorporate it into the policy, and that the policy can still move forward for a vote.

Mayor Foreman noted the grandfathering clause was not in the policy as discussed, so it would need to come back before Council.

## SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES

Ms. Washington asked how groups using the center for classes would be dealt with under the new policy.

Mr. Taber responded that the one group he was aware of charges for the class, so the instructor is making money. It seemed counterproductive to allow one citizen use of the facility to make a profit because that opened the door for others to do it.

Cydney Neville, Director Community Services, stated the individual makes a donation from time to time and held small classes there. She was aware of the County's policy that allowed nonprofits to use facilities at no charge. The easiest way to address this would be to mirror the County's policy, rather than grandfathering. She noted the groups using the community center are all nonprofit with the exception of the one individual who teaches a class.

Mayor Foreman felt the entire Council should be present for the vote. He recommended clarifying some of the Town's history under DUMFRIES, VIRGINIA'S OLDEST CHARTERED TOWN by adding, "The Town of Dumfries was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the Town after his birthplace, Dumfries, Scotland." Additional changes recommended are as follows. On page 6, under Damages add the word "the" at the beginning of the paragraph. On page 7, under Clean-up remove the words "groups/organizations" replace with "user." On page 7, under Other Regulations remove the words "all individuals" replace with "Users."

Mr. Brewer asked how much the maintenance ran for the community center. He asked if the electrical was on a separate grid or was it combined with Town Hall.

Mr. Taber noted the power bills are broken by meters. He would have to look into the matter and get back to Council with an answer.

Ms. Washington stated the name on the front of the policy is "The Jefferson Simpson Community and Cultural Arts Center" and she felt the name needed to be on the building outside if it was going to be rented out.

Mr. Taber would have staff find out the cost and come back to Council for further discussion.

### **K. DISCUSSION CONCERNING QUESTIONNAIRE AND BACKGROUND CHECKS FOR APPLICANTS FOR APPOINTMENT TO TOWN BOARDS AND COMMISSIONS – DAN TABER**

Mr. Taber stated that in a previous discussion it was brought up that some citizens were concerned with qualifications of individuals who serve on a committee, commission, or board. During that discussion, Council had agreed that the Town Manager should create a form to capture information that would allow the Town to do a background check to ensure that individuals applying to serve on a board, committee, or commission do not have felony convictions or other questionable history. The information

## **SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

obtained would be used strictly in confidence by Council to make a decision on whether to appoint an individual or not.

Mr. Brewer asked that the clause, "If any false information is provided here, your name will not be considered" be included on the form.

Ms. Washington mentioned the topic came up at the Events Committee meeting and it was mentioned that this should be done with any of the volunteers that are providing services to the Town.

Mr. Taber noted the Town does a background check for individuals working with juveniles, for ethical and liability reasons.

Mayor Foreman asked if that meant all volunteers were required to have a background check.

Ms. Neville explained the form that was discussed at the Events Committee meeting was a volunteer form. In addition to the form being used, if there is an adult working one on one, or two to one with children, they are required to have a background check.

Mayor Foreman noted the application could be placed under the Consent Agenda for the first meeting in October. He suggested adding that the applicant would reimburse the Town for their background check if the applicant made a false statement.

### **L. DISCUSSION CONCERNING VACANCIES TO VARIOUS TOWN BOARDS AND COMMISSIONS – DAN TABER**

Mr. Taber pointed out that despite advertising vacancies on the Architectural Review Board (ARB); there have been no responses from citizens. He mentioned there are also two vacancies on the Parks and Recreation Commission, with those terms expiring June 30, 2015. He asked Council members to encourage participation among residents.

Mayor Foreman asked Mr. Wood for clarification as to the Parks and Recreation Commission membership. It was confirmed there needed to be five members. The Town has committees, commissions, and boards and there needs to be consistency. Committees, commissions, or boards that do not have sufficient membership need to establish a plan. Committees, commissions, and the boards need to review its charter, bylaws, etc. The vacancies have been advertised in numerous ways. The Town has done everything it can to promote citizen involvement in the Town.

Ms. Reynolds moved, seconded by Mr. Foreman, to amend the agenda to add an announcement about the Potomac Local Job Fair tomorrow. The motion carried by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, absent; Ms. Reynolds, yes; Mr. Toney, absent; Ms. Washington, yes; Mr. Wood, absent.

## **SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

Ms. Reynolds reported that tomorrow, September 18, at the General Heiser Boys & Girls Club, 17656 Old Stage Coach Road, a job fair will be held from 11 am – 4 pm. Vendors will be accepting applications.

### **IN RE: CLOSED SESSION**

Mayor Foreman moved, seconded by Ms. Reynolds, 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, absent; Ms. Washington, yes; Mr. Wood, absent.

**WHEREAS, the Dumfries Town Council desires to discuss a particular subject in Closed Session during the course of its meeting of September 17, 2013; and**

**WHEREAS, the nature of the subject is the discussion of acquisition of land for a public purpose. The discussion of same in Closed Session is expressly permitted by Section 2.2-3711(A)(3) 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.**

Mayor Foreman moved, seconded by Ms. Reynolds, 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, absent; Ms. Washington, yes; Mr. Wood, absent.

**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 September 17, 2013 and certifies the matters set forth in Section 2.2-3712(D) of the Code of Virginia, 1950, as amended.**

### **IN RE: ADJOURNMENT**

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

**SEPTEMBER 17, 2013 COUNCIL MEETING MINUTES**

Minutes submitted by

Approved by

---

Dawn Hobgood  
Town Clerk

---

Gerald M. Foreman  
Mayor