

**TOWN OF WEST POINT  
WORK SESSION  
MINUTES  
APRIL 28, 2008**

**I. CALL TO ORDER**

The Honorable James H. Hudson III called the Work Session to order at 6:30 p.m.

Members Present: Jim Hudson, Mayor; Deborah Ball, Vice Mayor; Charlie Gordon; Wayne Healy; Jack Lawson, Gail Nichols and Bub Shreaves.

Members Absent: Tina Gulley

Also Present: Trenton L. Funkhouser, Town Manager; Andrea Erard, Town Attorney, Karen Barrow, Town Clerk, Earl Wilson, School Board Chairman, Duddle Olsson and Johnny Ragsdale of the School Board and Dr. Jeffrey Smith, School Superintendent.

**II. Roof Repairs at Schools**

Mr. Funkhouser stated the Schools are still on the waiting list for a literary loan funding the roof repairs. Mr. Funkhouser advised the next step in the loan process is for Town Council to adopt a resolution authorizing the School Board to incur the debt.

Mr. Hudson asked if the replacement of the HVC systems would damage the roofs after the roofs have been replaced or repaired.

Mr. Funkhouser advised that regardless of the order the projects are performed, the HVC project would affect the roofs.

Mr. Wilson advised the current HVC system is located on the walls, the new systems will be on the roofs.

Dr. Smith advised that if the paperwork is not in place upon approval of the loan, the School Boards name is removed from the list. There is no way of knowing when the application will be approved, the loan process can start moving fast and approval can happen unexpectedly over night.

**III. School Budget FY 2008-09**

Mr. Funkhouser advised he was instructed by Town Council to work budget figures at a \$0.60 tax rate and presented Town Council with a revised budget based on the rate. The School Budgets remain the same as presented last month unless Town Council has any additional request or comments.

Mr. Hudson advised the reduction in revenue over the past few years and for next years budget is going to be hard, the Town and Schools will have to start the budget process next year at a zero balance and request what is needed and not what is wanted.

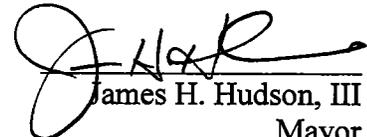
**IV. Budget Public Hearing Dates**

Mr. Funkhouser advised he is requesting authorization to advertise for a public hearing on Thursday, May 8<sup>th</sup> at 5 pm and for a public hearing on the Tax Rate increase for Monday, June 9<sup>th</sup> 2008 at 5 pm.

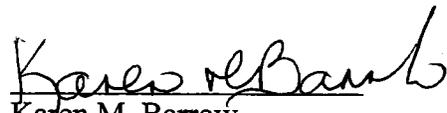
**V. Town Council Agenda**

Mr. Hudson asked the School Board members present if they have any comments on the budget. The School Board members present had no comments, Mr. Hudson advised there is a Citizens Address on the Town Council Agenda and the School Board are welcome to stay for the Council Meeting to address any concerns they might have.

There being no further business, Mr. Hudson adjourned the Work Session at 7:25 pm.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
April 28, 2008**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, April 28th, 2008. The Honorable James H. Hudson III called the meeting to order at 7:30 p.m. the Reverend Bill Palmer gave the Invocation followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Charlie Gordon; Wayne Healy; Jack Lawson; Gail Nichols and Bub Shreaves.

Members Absent: Tina Gulley.

Also Present: Trenton L. Funkhouser, Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Bill Hodges, Chief of Police; Neal Barber, Economic Development Coordinator and other members of the public.

**II. CITIZENS ADDRESS TO COUNCIL**

**A. EDA Update**

Mr. Hudson advised that Mr. Cawley has no report but is available for questions from Town Council.

**B. Citizens Address to Council**

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business.

1. Frances Thornton, 121 Kirby Street, West Point, Virginia asked why are town employee's cutting the grass at a lot owned by Mary King on 13<sup>th</sup> Street. Ms. Thornton also advised the construction company that built the Eltham Bridge damaged property on Kent Street during construction and have not put the property back to the same condition prior to construction.

Mr. Funkhouser advised he would have to check with the Director of Public Works regarding the grass cutting and he would have to call VDOT about the condition of the property on Kent Street from construction.

Mr. Hudson advised Mrs. Thornton if the Town Manager can research the two items and call her later this week.

2. Brian Hide, 241 1<sup>st</sup> Street, West Point, Virginia stated he was unable to attend the last Public Works Committee meeting regarding the flooding at 2<sup>nd</sup> Street and Kirby Street and asked the current status.

Mr. Funkhouser advised the Town Engineer needs to do a survey and a request has been made for VDOT to clean out the culverts. Once the survey has been done a site visit will be arranged with the Engineer, Public Works Committee and the residents in the area.

Mr. Hudson asked if there was any one else that would like to address Town Council. There being none, Mr. Hudson closed the Citizens Address.

**III. COUNCIL RESPONSE**

None were noted.

**IV. AGENDA CHANGES**

No changes were made to the agenda.

## V. ADOPTION OF CONSENT AGENDA

Mr. Shreaves made a motion to adopt the following consent agenda, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

- 1) Minutes of March 31, 2008 Town Council Meeting and Work Session  
Town Council Budget Work Session April 10, 2008.
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of March 31, 2008 - \$3,545,676.67
  - b) Water Fund  
Cash on hand as of March 31, 2008 - \$401,419.65
  - c) CIP  
Cash on hand as of March 31, 2008 - \$-299,015.13
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of March 31, 2008 - \$178,325.60
- 5) West Point Monthly Police Activity Report
- 6) Building Official Monthly Report
- 7) Public Works Monthly Permit Report
- 8) Community Development Monthly Permit Report
- 9) Treasurer Monthly Report

## VI. COMMITTEE REPORTS

### A. Public Safety

Mr. Healy made a motion to reduce the existing vehicle take home policy for the police department from twenty miles to a five mile radius outside the Town limits and to direct the Chief of Police to revise the general orders to reflect the mileage reduction. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

### B. Finance Committee – Mrs. Ball reported for the Committee

#### 1. Authorization to Advertise a Public Hearing on FY 2008-09 Budget

Mrs. Ball made a motion to authorize the Town Manager to advertise for a Public Hearing on the FY 2008-09 Budget for Thursday, May 8<sup>th</sup> 2008 at 5 pm and a Public Hearing on Monday, June 9<sup>th</sup> 2008 at 5 pm for the Tax Rate increase. Seconded by Mr. Shreaves, upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

### C. Education Committee – Mrs. Nichols reported for the Committee

Mrs. Nichols advised there was nothing to report.

### D. Public Works – Mr. Gordon reported for the Committee

#### 1. Kirby Street Neighborhood Revitalization Project [*See Attached Resolutions and policies*]

Mr. Barber advised adoption of the attached resolutions and policies are required as part of the approval process of the grant prior to receiving the funds.

Mr. Hudson asked Mr. Barber if all residents are in compliance with the Residential Anti-displacement and Relocation Plan.

Mr. Barber advised there is one resident that will be relocating to a residence south of 14<sup>th</sup> Street and as a result the property owner will demolish the residence once the tenant is relocated.

Mr. Gordon asked how much this will cost the Town.

Mr. Barber advised Town Council approved the funding with the grant application, some of the funding will be financed through the debt financing already approved by Council.

Mr. Gordon made a motion to approve the Residential Anti-Displacement and Relocation Plan, Local Business and Employment Plan, Grievance Procedures, Non-Discrimination Policy and Fair Housing Resolution. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

E. Economic and Community Development – Mr. Lawson reported for the Committee

1. MU-1 Zoning Text Amendment Referral to Planning Commission

Mr. Lawson made a motion to refer a Zoning Text Amendment in the MU-1 Zoning District allowing Funeral Homes as a permitted use and to authorize the Town Manager to advertise for a public hearing upon receipt of a recommendation by the Planning Commission. Seconded by Mr. Shreaves, upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

2. Industrial Park CDBG Waterline Fair Housing Resolution [*See Attached Resolution*]

Mr. Barber advised the CDBG grant requires the Fair Housing Resolution be adopted once a year for the life of the grant.

Mr. Lawson made a motion to adopt the attached Resolution. Seconded by Mr. Gordon, upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

3. Boating Infrastructure Grant for 7<sup>th</sup> Street [*See Attached Resolution*]

Mr. Barber advised the original Boating Infrastructure Grant was for 3<sup>rd</sup> Street, the project has not materialized and it is possible the grant can be transferred to the 7<sup>th</sup> Street Marina project. If the grant can not be transferred the Resolution allows submission of a new application for the same amount of funding as the original grant.

Mr. Lawson made a motion to adopt the attached resolution, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

**VII. TOWN MANAGER'S ITEMS**

A. Business Appreciation Day [*See Attached Resolution*]

Mr. Shreaves made a motion to adopt the Business Appreciation Day Resolution, seconded by Mr. Gordon. Upon roll call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

**VIII. OLD BUSINESS**

There was nothing available for discussion.

**IX. NEW BUSINESS**

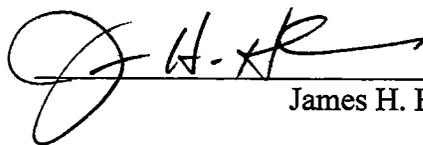
A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised that Planning Commission meet on April 2nd, 2008 to discuss the following agenda items: 1) Authorized advertisement for a public hearing to vacate land at Glass Island for C. F. Carter. 2) Holly McGowan presented the Planning Commission with a draft survey for the Comprehensive Plan. 3) On April 9, 2008, the Planning

Commission and the EDA conducted a joint meeting to discuss active projects and the current status of the 7<sup>th</sup> Street Marina.

**X. ADJOURNMENT**

There being no further business, Mr. Gordon made a motion to adjourn the meeting. Upon a unanimous vote the meeting was adjourned.



James H. Hudson, III  
Mayor

ATTEST:



Karen M. Barrow  
Town Clerk

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN  
KIRBY STREET NEIGHBORHOOD REVITALIZATION PROJECT  
FY 2008 COMMUNITY DEVELOPMENT BLOCK GRANT  
TOWN OF WEST POINT, VIRGINIA**

The Town of West Point will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

- (1) A description of the proposed assisted activity as detailed in the CIG application;
- (2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- (3) A time schedule for the commencement and completion of the demolition or conversion;
- (4) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- (5) The source of funding and a time schedule for the provision of replacement dwelling units;
- (6) The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
- (7) Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in Emporia.

The Town of West Point will provide relocation assistance to each low/moderate-income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The Town of West Point's FY 2008 project includes the following activities:

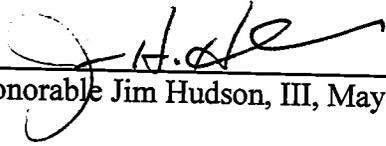
- Interim Assistance with a Neighborhood Cleanup
- Housing Rehabilitation of 23 single-family units (14 owner occupied, 8 renter occupied, 1 substantial reconstruction)
- Acquisition/Clearance of 2 vacant homes
- Acquisition/Clearance of 1 rental property
- 1,490 LF of 8' water lines
- 5 new fire hydrant
- Replacement of 5 flushing hydrants/hose bibs
- Installation of 11 new drop inlets, 520 Lf of 15" storm drain piping and 660 LF of 18" storm drain piping
- 160 LF of replacement curb and gutter
- 3,267 SY of milling and 7,890 SY of overlay on roads
- 2,890 SY of milling and overlay on alleys
- 15,645 SF of new sidewalks and 720 SF of replacement sidewalks
- 30 new historic street lights
- All materials for the construction of a new 51 space commuter and public events parking lot
- Top soil, grade and seed, 94 ornamental trees and, signage (1) and lighting, path, seating/bench.

The activities as planned will result in the displacement of 1 tenant household, which will be provided relocation assistance and moving expenses to mitigate any potential difficulties associated with their moving. The Town of West Point will work with the grant management

staff, engineers, project area residents, and the Department of Housing and Community Development to insure that any changes in project activities do not cause additional displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

TOWN OF WEST POINT



The Honorable Jim Hudson, III, Mayor

4/28/2008  
Date

ATTEST:

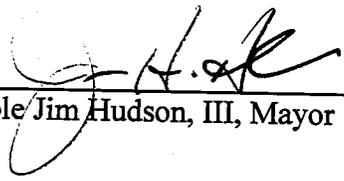


Karen Barrow, Town Clerk

**LOCAL BUSINESS AND EMPLOYMENT PLAN**  
**KIRBY STREET NEIGHBORHOOD REVITALIZATION PROJECT**  
**TOWN OF WEST POINT, VIRGINIA**

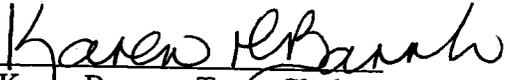
- (1) The Town of West Point designates as its Local Business and Employment Project Area the boundary of the Town of West Point, Virginia.
- (2) The Town of West Point, its contractors and designated third parties shall in utilizing Community Improvement Grant (CIG) funds utilize businesses and lower income residents of the Project Area in carrying out all activities, to the greatest extent feasible.
- (3) In awarding contracts for work and for procurement of materials, equipment or services for the Kirby Street Neighborhood Revitalization Project using Community Improvement Grant funds, the Town, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Project Area:
  - (a) The Town of West Point shall ascertain what work and procurements are likely to take place through the use of the CIG funds.
  - (b) The Town of West Point shall ascertain through various and appropriate sources including advertisement in the *Tidewater Review* the business concerns within the Project Area which are likely to provide materials, equipment and services which will be utilized in the activities funded through the CIG.
  - (c) The identified business concerns shall be apprised of opportunities to submit bids, quotes, or proposals for work or procurement contracts which utilize CIG funds.
  - (d) To the greatest extent feasible, the identified businesses and any other Project Area business concerns shall be utilized in activities which are funded with the CIG funds.
- (4) In the utilization of trainees or employees for activities funded through the CIG, the Town of West Point, its contractors and designated third parties shall take the following steps to utilize low income persons residing in the Project Area:
  - (a) The Town of West Point in consultation with its contractors, including design professionals, shall ascertain the types and number of positions for both trainees and employees who are likely to be utilized during the CIG funded project.
  - (b) The Town of West Point shall advertise through the following source: the *Tidewater Review*, the availability of such positions with information on how to apply.
  - (c) The Town of West Point, its contractors and designated third parties shall be required to maintain a record of inquiries and applications of Project Area residents who respond to the advertisements and shall maintain a record of the status of such inquiries and applications.
  - (d) To the greatest extent feasible, the Town of West Point, its contractors and designated third parties shall utilize lower income Project Area residents in filling training and employment positions necessary for implementing activities funded with CIG funds.
- (5) In order to ascertain substantial compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1968, the Town of West Point shall keep and require to be kept by contractors and designated third parties, listings of all persons employed and all procurements made through the implementation of activities funded by the CIG. Such listings shall be completed and shall be verified by site visits and interviews, cross-checking of payroll reports and invoices, and through audits if necessary.

TOWN OF WEST POINT

  
\_\_\_\_\_  
The Honorable Jim Hudson, III, Mayor

4/28/08  
Date

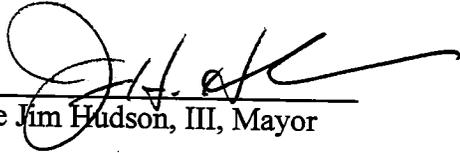
ATTEST:

  
\_\_\_\_\_  
Karen Barrow, Town Clerk

**NON-DISCRIMINATION POLICY**

The Town of West Point or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, handicap, creed, religion, color, sex, or national origin. Administrative and Personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

TOWN OF WEST POINT

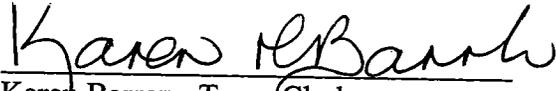


The Honorable Jim Hudson, III, Mayor

4/28/08

Date

ATTEST:



Karen Barrow, Town Clerk

# FAIR HOUSING CERTIFICATION

## *Compliance with Title VIII of the Civil Rights Act of 1968*

**WHEREAS**, the Town of West Point has been offered and intends to accept Federal funds authorized under the Housing and Community Development Act of 1974, as amended; and

**WHEREAS**, recipients of funding under the Act are required to take action to affirmatively further fair housing;

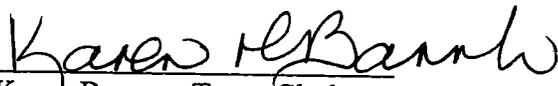
**NOW THEREFORE**, the Town of West Point agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

TOWN OF WEST POINT

  
\_\_\_\_\_  
The Honorable Jim Hudson, III, Mayor

4/28/08  
Date

ATTEST:

  
\_\_\_\_\_  
Karen Barrow, Town Clerk

**TOWN OF WEST POINT  
RESOLUTION**

WHEREAS, The Town of West Point submitted a request for \$600,00 from the Boating Infrastructure Grant (BIG) program in 2004 to support transient boating facilities at the proposed 3<sup>rd</sup> Street marina site on the Pamunkey River; and

WHEREAS, the Town received a \$600,000 BIG grant award in 2005; and

WHEREAS, the conditions of the grant award require that construction commence within 3 years of grant award; and

WHEREAS, the commencement of construction before the end of the allowed three year period, July of 2008, on the 3<sup>rd</sup> Street site is not possible; and

WHEREAS, the former marina site on the Mattaponi River at 7<sup>th</sup> Street has been purchased by "4 On the Shore" development group with the intent to re-establish a marina, including facilities for large transient vessels; and

WHEREAS, the Town supports the development of the 7<sup>th</sup> Street marina, and has developed a BIG funding application to cover a portion of the costs of the infrastructure related to facilities designed for large transient boats:

NOW, THEREFORE BE IT RESOLVED: That the West Point Town Council requests the Virginia Department of Health and the United States Fish and Wildlife Service to authorize the transfer of the previously awarded \$600,000 grant from the 3<sup>rd</sup> Street site to the 7<sup>th</sup> Street site:

NOW, BE IT FURTHER RESOLVED: That the Town Council requests the Virginia Department of Health and the United States Fish and Wildlife Service consider the application for BIG funding if a transfer of the of the previously awarded grant is not possible:

NOW BE IT FURTHER RESOLVED: That the Town Council authorizes the Town Manager to submit the necessary application and supporting materials to apply for the BIG funding.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held April 28, 2008, at which meeting a quorum was present and voted throughout.



**TOWN OF WEST POINT  
RESOLUTION  
BUSINESS APPRECIATION WEEK  
MAY 11 - 17, 2008**

WHEREAS, the Town of West Point is pleased to have a thriving base of business and industry to support the local economy; and

WHEREAS, these businesses provide essential employment opportunities for the citizens of the Town of West Point; and

WHEREAS, these businesses provide local revenues from which the entire local citizenry benefit; and

WHEREAS, these businesses also make significant contributions in our communities to promote educational opportunities for our children and promotes a variety of activities which increase the quality of life of the area; and

WHEREAS, we recognize and appreciate these businesses; and

NOW, THEREFORE, we the Council for the Town of West Point, hereby recognize our existing businesses, and by virtue of this proclamation give notice to our citizens that the businesses of the Town of West Point are exemplifying this year's theme of "," and

BE IT RESOLVED, that the week of May 11 – 17, 2008 is Business Appreciation week in the Town of West Point.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held April 28, 2008 at which meeting a quorum was present and voted throughout.

  
Karen M. Barrow  
Town Clerk



