

**TOWN OF WEST POINT
WORK SESSION
MINUTES
JUNE 30, 2008**

I. Request for Public Land

Mr. Hudson advised the zoning Administrator meet with Mr. Carter and Jim Vadas at Glass Island on Friday and apparently there is a misunderstanding on the request. The request is just for the Alley's listed in the application, the road to the property is not involved in the request. Mr. Carter has signed a BMP agreement that has been recorded at the Court House and submitted a Joint Permit Application to VMRC for the construction of a pier. Mr. Carter is asking Town Council to vacate the alley's to combine the lots.

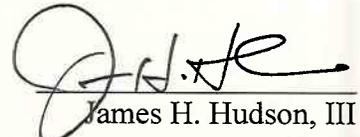
II. Mattaponi Avenue Drainage

Mr. Funkhouser stated the Town has not been able to secure an easement between William Acree's home and Pat Waldon's home. Both families feel they should be compensated for the easement. I advised both families that the Town would not pay for the easement and regardless of the easement situation the project can move forward in Phases.

Ms. Erard, the Town Attorney asked if the RFQ was advertised as one project or in Phases.

Mr. Funkhouser advised the RFQ was advertised as one project.

Ms. Erard advised in order to offer equal opportunity to all bidders, the advertisement should state the project will be in Phases and due to the easements, Town Council should not take action tonight on the Mattaponi Avenue Drainage project.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
June 30, 2008**

I. CALL TO ORDER

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

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

Also Present: Trenton L. Funkhouser, Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Captain Robbie Cottrell, WPPD; Neal Barber, Economic Development Coordinator; Holly McGowan, Director of Community Development and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. A Resolution to Honor Dr. Marlene Capps [*See Attached Resolution*]

Mr. Hudson presented Dr. Marlene Capps with a resolution thanking her for serving on the West Point School Board. Mrs. Ball made a motion to adopt the attached resolution, second by Mr. Gordon. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves.

B. Audit Report for Fiscal Year 2006-07

Aaron Hawkins, representative from Farmer, Robinson, Cox & Associates presented Town Council with the Audit report for Fiscal Year 2006-07. Mr. Hawkins advised the audit shows an increase in the fund balance and that the Town has complied with the audit standards and new audit standards will be in place for the up coming year.

Mrs. Ball asked how the training for the new standards will be implemented.

Mr. Hawkins advised training will be provided in various ways through our web site with links that provide specific instructions.

C. Public Hearing – Request for Public Land by C. F. Carter

Mr. Hudson read the advertisement for the public hearing and asked Ms. McGowan to show a map of the area with the alleys being requested.

Mr. Hudson opened the floor for citizens to comment on the request for public land by Mr. C. F. Carter.

1) Jenny Carter, 400 Glass Island Road, West Point, Virginia advised that adjoining property owners have purchased alley's in the past, we would like to purchase the alley's to combine our lots to construct a pier.

Mr. Lawson made a motion for Town Council to abandon one North/South alley located East of "L" Street between 16th and 17th Streets and a portion of an East/West alley located North of 16th Street as described in the application. Seconded by Mr. Healy, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

D. Public Hearing – Ordinance 03-08/Funeral Homes

Mr. Hudson read the advertisement for the public hearing and opened the floor for citizens to comment on the public hearing. There being none Mr. Hudson closed the public hearing.

E. EDA Update

Mr. Hudson advised that Bill Cawley is on vacation, the EDA has no report. However, Neal Barber is available if any one has a question.

F. Citizens Address to Council

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business. There being none, Mr. Hudson closed the Citizens Address.

III. COUNCIL RESPONSE

None were noted.

IV. AGENDA CHANGES

Mr. Gordon made a motion to remove the Mattaponi Avenue Drainage Award of Contract from the Public Works agenda and place the Award of Contract for the Fiber Optic Conduit under public works and to move the Request for Public Land from New Business to the Public Hearing with item "C" of the agenda. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

V. ADOPTION OF CONSENT AGENDA

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

- 1) Minutes of May 19, 2008 Town Council Meeting and Work Session
Town Council Riverwalk Site Visit on June 3, 2008
Town Council Special Called Meeting on June 9, 2008
- 2) Cash Reports
 - a) General Fund
Cash on hand as of May 31, 2008 - \$2,584,454.16
 - b) Water Fund
Cash on hand as of May 31, 2008 - \$479,902.11
 - c) CIP
Cash on hand as of May 31, 2008 - \$-440,186.31
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of May 31, 2008 - \$463,391.84
- 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

V. COMMITTEE REPORTS

A. Public Safety – Mrs. Gulley reported for the Committee.

Mrs. Gulley advised there was nothing to report.

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

Mrs. Ball advised there was nothing to report.

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) VDOT Secondary Road Dedication Resolution [*See Attached Resolution*]

Mr. Gordon made a motion to adopt the attached VDOT resolution to enter one quarter mile of road into VDOT's Secondary Road system. Seconded by Mr. Healy,

2) Water Utility GIS Purchase

Mr. Gordon made a motion to approve Purchase Order 0705 in the amount of \$15,361 to purchase GIS Software for the Water Utility Department and to authorize the Town Manager to proceed with the purchase of the software as listed in the purchase order. Seconded by Mr. Lawson, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

3) Award of Contract to Install the Fiber Optic Conduit

Mr. Gordon made a motion to award the contract to install the Fiber Optic Conduit from the School Complex to the Industrial Park to Wayjo, Inc. Seconded by Mrs. Nichols, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

Mr. Hudson advised the Public Works Committee conducted a Site Visit at 2nd Street to review the drainage issues with the Town Engineer. Public Works and Town Manager will proceed with an aggressive cleanup of the area.

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

1) Stage Canopy [*See Attached Rendering*]

Mr. Lawson made a motion to authorize the Town Staff to proceed with the solicitation of proposals for the construction of the tensile structure as shown in attached rendering. Seconded by Mr. Shreaves, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

VII. TOWN MANAGER'S ITEMS

A. Jammin' on the Point

Mr. Funkhouser advised that Jammin' on the Point is very successful and the next event will be on August 22nd with the Henry Johnson Band.

Mrs. Nichols advised she has received comments regarding the safety of the children on the playground with its location next to the road.

Mr. Lawson advised that Jammin' on the Point is growing in attendance with adults and children and suggested the Town consider closing 8th Street during the event.

Mr. Funkhouser advised that he has also received comments on the safety of the children on the playground and will review safety options for improvements.

B. Property located next to Dr. Bristow's Office

Mr. Funkhouser advised the owner of the parking area located between Pyne Accounting and Dr. Bristow's building on Main Street has asked if the Town is interested in renting the parking area for public parking.

The consensus of Town Council is for the Town Manager to review a lease agreement and insurance on the property for public use.

VIII. OLD BUSINESS

There was nothing to report.

IX. NEW BUSINESS

A. Riverwalk

Mr. Barber advised he sent an email to Council with the date of July 22nd to conduct a Public Information Meeting with the Chris DeWitt and VHB on the proposed Riverwalk and current status on the project.

B. Planning Commission Report - Mr. Hudson

Mr. Hudson advised that Planning Commission meet on June 4th, 2008 to discuss the following agenda items: 1) Conducted a public hearing and approved Ordinance 03-08, Funeral Homes in the MU-1 Zoning District. 2) Planning Commission received the preliminary plans for Uppy's gas station. 3) Received an update on the Comprehensive Plan Survey. 4) Town Staff presented a Text Amendment to the M-1 Zoning District on the Height Limit.

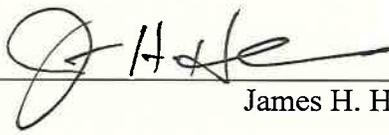
C. Ordinance 03-08 – Funeral Homes in the MU-1 Zoning District [*See Attached Ordinance*]

Mr. Lawson made a motion for Town Council to approve Ordinance 03-08 attached. Seconded by Mrs. Gulley, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mrs. Nichols and Mr. Shreaves all voted "Aye".

X. ADJOURNMENT

Mr. Hudson advised the next Town Council meeting will be on July 21, 2008 at 6:30 pm.

There being no further business, Mr. Gordon made a motion to adjourn the meeting.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk



***A RESOLUTION TO HONOR
Dr. Marlene Capps***

WHEREAS: Dr. Marlene Capps started her dedication to public service when the West Point School Board appointed her to the School Board on October 10, 2005 through June 30, 2006; and

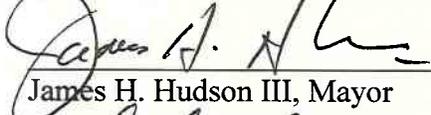
WHEREAS: Dr. Marlene Capps was elected by the Citizens of West Point to continue to serve on the School Board in May 2006 for a four year term commencing on July 1, 2006; and

WHEREAS: Dr. Marlene Capps recognizes the fact that our children are the future of West Point and has worked relentlessly to improve the education standards to offer equal education opportunities for all children; and

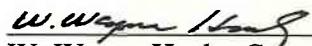
WHEREAS: Dr. Marlene Capps has given freely of her time, knowledge and experience to the community as an advocate to maintain a level of excellence in education for the children of West Point.

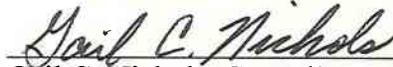
NOW, THEREFORE BE IT RESOLVED, the Town Council for the Town of West Point on behalf of all its citizens expresses sincere appreciation to Dr. Marlene Capps for her dedication to Public Service and the children of West Point.

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 June 30th, 2008 at which meeting a quorum was present and voted throughout.


James H. Hudson III, Mayor

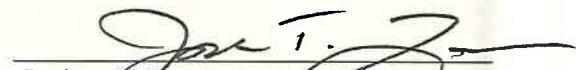

Charles D. Gordon, Council Member


W. Wayne Healy, Council Member


Gail C. Nichols, Council Member


Deborah Thorne-Ball, Vice Mayor


Tina S. Gulley, Council Member


Joshua T. Lawson, Council Member


O. B. Shreaves, Council Member



TOWN OF WEST POINT

RESOLUTION

Additions to Secondary System

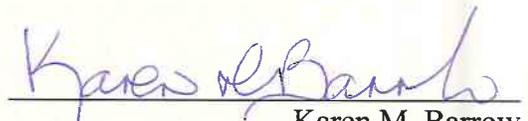
WHEREAS, the Town of West Point, has authority pursuant to Section 33.1-79, Code of Virginia, to add mileage to the Secondary System as long as all proposed mileage conforms to specific requirements established by the **Guide For Secondary System Additions, Abandonments and Discontinuances** of the Virginia Department of Transportation addressing widths of right-of-way and the annual 0.25 mile limitation of maximum allowable mileage.

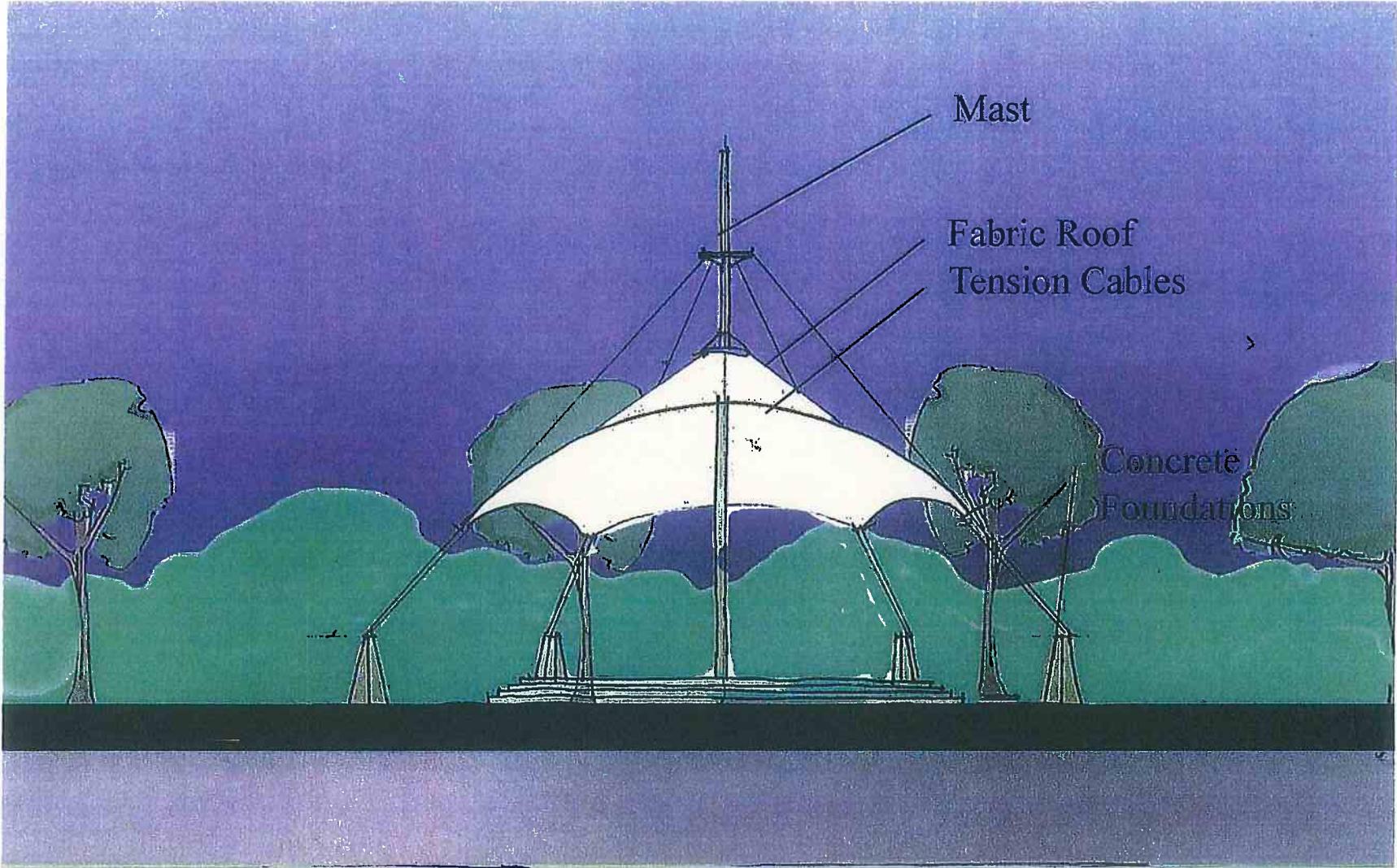
WHEREAS, the Town Council of the Town of West Point does guarantee and dedicate to the Commonwealth of Virginia a clear and unrestricted right-of-way, as referenced in the Additions Form AM-4.3, of a minimum of 50 feet for the referenced portions of ODI Street North from its intersection with Magnolia Avenue (T-1002) a distance of 0.25 miles as required by the **Guide for Secondary Systems Additions, Abandonments and Discontinuances** and any necessary easements for cuts, fills and drainage.

NOW, THEREFORE, BE IT RESOLVED, the Town Council of the Town of West Point, requests the Virginia Department of Transportation to add ODI street described on the attached Additions Form AM-4.3 to the Secondary System of State Highways, pursuant to Section 33.1-79, Code of Virginia, and the Department's **Guide For Secondary System Additions, Abandonments and Discontinuances**.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Residency Administrator of the Virginia Department of Transportation.

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 June 30, 2008 at which meeting a quorum was present and voted throughout.


Karen M. Barrow
Town Clerk



Mast

Fabric Roof
Tension Cables

Concrete
Foundations

ORDINANCE 03-08

Sec. 70-454. Permitted uses and structures.

The grouping of uses permitted in this section to create developments of compatible and mutually supportive activities is encouraged. The uses permitted in the MU-1 District shall be as provided in the following schedule:

- Y = Yes, permitted use
- N = No, prohibited use
- S = Permitted with a special use permit

TABLE INSET:

Use Categories and Specific Uses	Permitted	Permitted with Special Use Permit	Prohibited
RESIDENTIAL AND RELATED USES			
Dwelling units	Y		
Multiple-family dwellings	Y		
Single-family attached dwellings	Y		
Two-family dwellings	Y		
COMMERCIAL AND GENERAL BUSINESS USES			
Bakeries	Y		
Barber and beauty shops	Y		
Book stores	Y		
Bed and breakfast establishments	Y		
Food and beverage stores and specialty stores	Y		
Funeral Homes	Y		
Furniture stores	Y		
Gasoline dispensing facilities		S	
General merchandise	Y		
Grocery stores	Y		
Hardware stores	Y		
Home occupations	Y		
Office supply and printing establishments	Y		
Restaurants and food service and catering establishments 1	Y		
Retail food stores	Y		
Retail stores other than retail food stores with greater than 10,000 square feet of floor area		S	

Wearing apparel stores	Y		
PERSONAL SERVICES			
Auto electronics and home appliance service businesses	Y		
Child care centers		S	
Drug stores and pharmacies	Y		
Dry cleaners and laundries	Y		
Personal service businesses 2	Y		
Service businesses 3	Y		
OFFICE USES			
Banks	Y		
Business offices	Y		
Medical and dental offices and clinics	Y		
PUBLIC USES			
Fire stations and rescue squad facilities		S	
Government offices	Y		
Hospitals		S	
Parks and recreational facilities	Y		
Post offices and pick-up stations for package mailing services	Y		
Schools		S	
RECREATIONAL AND CULTURAL USES			
Adult education centers 4		S	
Art galleries	Y		
Billiard parlors and poolrooms		S	
Bowling alleys		S	
Child development centers 4	Y		
Churches	Y		
Clubs and lodges	Y		
Community centers 4	Y		
Dance halls	Y		
Libraries 4	Y		
Museums 4	Y		
Parks and recreational facilities	Y		

4			
Schools 4		S	
Theatres and assembly halls	Y		
ACCESSORY AND OTHER USES			
Accessory buildings and structures	Y		
Easements	Y		
Fences and walls	Y		
Parking areas	Y		
Parking garages and structures	Y		
Public and private utilities	Y		
Rights-of-way	Y		
Signs	Y		
Transportation facilities	Y		
PROHIBITED USES			
Adult oriented businesses			N
Animal hospitals or clinics			N
Automobile sales and service businesses			N
Automobile service stations			N
Billboards			N
Building supply establishments			N
Distribution and warehousing businesses 5			N
Drive-through facilities and establishments 6			N
Equipment storage yards and establishments which rent contractors' equipment			N
Flea markets			N
Funeral homes			N
Machinery sales and service businesses			N
Nursing homes			N
Plumbing and electrical supply establishments			N
Processing and wholesale businesses			N
Shopping centers			N
Storage rental businesses			N
1 Includes coffee shops, delicatessens, and ice cream parlors with indoor and/or			

outdoor seating.
2 Includes barber shops, beauty shops, health spas, fitness centers, dance studios, photography studios, shoe repair shops, tailor and dress-making shops, watch and jewelry repair shops, travel agencies, and similar uses.
3 Includes establishments which rent, service or repair radios, televisions, video equipment and movies, home or business electronic equipment, home appliances, furniture, yard and garden equipment.
4 Tools, bicycles, locks, office machines and similar household or business items.
5 Includes those owned and/or operated by a governmental agency or non-profit organization.
6 Pertains only to those businesses devoted entirely to distribution and/or warehousing operations.
7 Includes establishments where food or beverages are intended to be consumed in vehicles on the premises or establishments where food, beverages, or services are available by drive-up window.

(Ord. No. 02-06, 6-26-06)

VOTE:

Mrs. Ball	“Aye”
Mr. Gordon	“Aye”
Mrs. Gulley	“Aye”
Mr. Healy	“Aye”
Mr. Lawson	“Aye”
Mrs. Nichols	“Aye”
Mr. Shreaves	“Aye”