

**WEST POINT TOWN COUNCIL  
WORK SESSION MINUTES  
DECEMBER 20th, 2010**

**I. Property Acquisition**

Mr. Hudson advised that a Closed Session would be place on the Town Council agenda for property acquisition.

**II. Process for Selection of Town Manager**

Bill Whitley, former County Administrator for Gloucester County reviewed the process for the selection of Town Manager using a consultant for the process. The first stage of the process is for Town Council to create the criteria then prepare the announcement. Mr. Whitley also stated that a Consultant would review the applications then narrow the filed to qualified candidates.

Mr. Lawson asked how King William County reviewed the applications for the County Administrator vacancy.

Mr. Whitley advised seventy-five applications were received and that the Board of Supervisors reviewed all the applications.

Mr. Hudson advised that Town Council have not decided how to proceed with the selection process, they will review the possibility of retaining a consultant at a later date.

**TOWN COUNCIL MINUTES  
December 20th, 2010**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, December 20th, 2010 . The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. Cindy Hyde gave the Invocation followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Charlie Gordon Tina Gulley; Paul Kelley; Jack Lawson; Bub Shreaves and Chris Vincent.

Also Present: Trenton L. Funkhouser, Town Manager ; Andrea Erard , Town Attorney; Karen Barrow , Town Clerk; Chief Bill Hodges , WPPD; Holly McGowan , Community Development Coordinator; Shawn Hershberger and other interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

**A. Public Hearing – Comprehensive Plan Bike Trail Map**

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if any of the following requests were received: 1) A request to review the application. 2) A request for assistance to attend the meeting. 3) Comments submitted in writing.

The Town Clerk advised that Bob Kurfees obtained a copy of the map, no other request was received and no request was received for assistance to attend the meeting.

Mr. Hudson opened the floor for citizens to comment on the amendment to the Comprehensive Plan Bike Trail Map. There being none the Public hearing was closed.

1. Action on the Comprehensive Plan Bike Trail Map

Mr. Gordon made a motion to approve the Bike & Pedestrian Trail Map as an amendment to the Comprehensive Plan, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

B. Public Hearing – Ordinance 07-10, Bike & Pedestrian Trail Zoning Text Amendment

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if any of the following requests were received: 1) A request to review ordinance 07-10. 2) A request for assistance to attend the meeting. 3) Comments submitted in writing.

The Town Clerk advised that Bob Kurfees obtained a copy of ordinance 07-10 and that no other request were received.

Mr. Hudson opened the floor for citizens to comment on ordinance 07-10, there being none the public hearing was closed.

1. Action on Ordinance 07-10

Mrs. Ball made a motion to approve Ordinance 07-10, the Bike and Pedestrian Trail Zoning Text Amendment as presented, seconded by Mrs. Gulley. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

C. Citizens Address to Council

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

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 was noted.

### **IV. AGENDA CHANGES**

The following amendments were made to the agenda: 1) Mrs. Gulley asked for 15<sup>th</sup> Street Parking to be removed from the Public Safety agenda and placed on the January Public Safety Committee agenda. 2) Mrs. Ball asked for the FY 2010-11 budget amendments to be removed from the Finance Committee agenda. 3) Mr. Hudson placed a Closed Session for property acquisition under New Business and moved the Maddox Property acquisition from the Community Development agenda to the closed session.

Mr. Shreaves made a motion to adopt the agenda as amended, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

## **V. ADOPTION OF CONSENT AGENDA**

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

- 1) Minutes of November 29th, 2010 Town Council Meeting and Work Session
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of November 30, 2010 - \$4,898,561.83
  - b) Water Fund  
Cash on hand as of November 30, 2010 - \$564,280.45
  - c) CIP  
Cash on hand as of November 30, 2010 - \$432,009.84
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of November 30, 2010 - \$297,806.29
- 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
- 10) Economic Development Monthly Report

## **V. COMMITTEE REPORTS**

A. Public Finance – Mrs. Ball reported for the Committee.

### **1. Appointment to the Board of Zoning Appeals**

Mrs. Ball made a motion to appoint Kimberly Jennings to the Wetlands Board to fill the term left vacant by Stuart Daniel expiring September 30<sup>th</sup> 2015 , and for Judge Hoover to appoint Kimberly Jennings by order of appointment to the Board of Zoning Appeals for a term expiring September 30<sup>th</sup> 2015 . Seconded by Mr. Lawson, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

Mr. Hudson asked the Town Attorney to prepare the Order of Appointment for King William Circuit Court.

B. Finance Safety – Mrs. Gulley reported for the Committee

Chief Hodges introduced Nicole Anderson as the new patrol officer for the West Point Police Department.

Mrs. Gulley advised the January 20<sup>th</sup> 2011 Public Safety meeting will be at 4:30 pm instead of 5 PM .

C. Public Works – Mr. Gordon reported for the Committee

Mr. Gordon advised there is no report.

D. Education – Mr. Shreaves reported for the Committee

Mr. Shreaves advised there is no report.

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

1. Safe Routes to School – Award of Environmental Services

Mr. Lawson made a motion to award Williamsburg Environmental Group, Inc., to provide environmental services for the Safe Routes to Schools project and to authorize the Town Manager to execute a contract with Williamsburg Environmental Groups., not to exceed \$7,900.00. Seconded by Mr. Kelley, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

2. Riverwalk VDOT Enhancement Grant Resolution [*See Attached*]

Mr. Lawson made a motion to adopt the attached resolution as presented, seconded by Mr. Gordon. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

## **VII. TOWN MANAGER’S ITEMS**

Mr. Funkhouser advised there was nothing to report.

## **VIII. OLD BUSINESS**

There was nothing to report under Old Business.

## **IX. NEW BUSINESS**

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised the Planning Commission meet on December 1st, 2010 to discuss the following: 1) Conducted a public hearing and adopted amendments to the Comprehensive Plan Bike and Pedestrian Train. 2) Conducted a public hearing on Ordinance 07-10 / the Bike and Pedestrian Trail Zoning Text Amendment. 3) Tabled review of Ordinance 06-10 for the January 5<sup>th</sup> 2011 meeting.

B. Closed Session

Mrs. Ball made a motion for Town Council to enter into closed session pursuant to Virginia Code § 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for public purposes because discussion of that matter would adversely affect the Town’s bargaining position and negotiating strategy, seconded by Mr. Shreaves. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

Mrs. Gulley made a motion to reconvene into open meeting, seconded by Mr. Kelley. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

## CERTIFICATION

Mr. Lawson made a motion that Town Council certify in closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Seconded by Mr. Gordon, Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

### Acquisition of Property

Mr. Lawson made a motion that Town Council authorize the Interim Town Manager to proceed with negotiations for the purchase of Parcel 69A7-2-158B, and to enter into a Purchase Agreement that is reviewed and approved by the Town Attorney, on behalf of the Town Council at a price not to exceed \$ 35,000. Seconded by Mrs. Gulley, Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

## **X. ADJOURNMENT**

There being no further business Mr. Hudson adjourned the meeting at 7:10 PM .

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James H. Hudson, III  
Mayor

ATTEST:

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Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
RESOLUTION**

**VDOT ENHANCEMENT GRANT**

**Riverwalk II Improvement Project**

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the local governing body in order that a Virginia Department of Transportation (VDOT), Transportation Enhancement Program be undertaken in the Town of West Point .

Whereas, the Town has received VDOT authorization to bid for construction of enhancements to the 13<sup>th</sup> Street section of the existing West Point Riverwalk project, which will include the addition of amenities to improve public river access, and whereas, the Town of West Point is in need of supplemental funding to ensure the completion of this section of the Riverwalk project.

Now, Therefore, Be It Resolved, that the Town of West Point requests that Commonwealth Transportation Board establish a project entitled the Riverwalk II Improvement Project.

Be It Further Resolved, that the Town of West Point authorizes the submission of a grant application to the Virginia Department of Transportation for the Riverwalk II Improvement Project.

Be It Further Resolved, that the Town of West Point hereby agrees to pay twenty (20) percent of the total cost of the planning and design, right-of-way, and construction of this project, and that, if the Town of West Point subsequently elects to cancel this project the Town hereby agrees to reimburse the Virginia Department of Transportation for the total amount of the costs expended by the Department through the date the Department is notified of such cancellation

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010

West Point , Virginia

BY: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Town Clerk