

**WEST POINT TOWN COUNCIL  
WORK SESSION  
MINUTES  
July 23, 2007**

**I. Town Council – School Board Retreat**

Mr. Funkhouser advised the Town Council Retreat with the School Board is scheduled for tomorrow at the C & F Operation Center at Stone House Industrial Park. Mr. Funkhouser presented Town Council with a two page draft agenda showing topics for suggested discussions.

Mr. Hudson asked Mr. Funkhouser to condense the agenda to one page and to include, Communications, Budget Issues and the School Facilities Study.

**II. Debt Financing Bond Council**

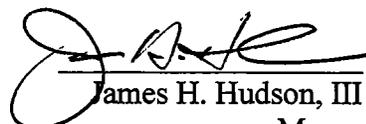
Mr. Funkhouser advised there is a resolution in the Town Council package to authorize advertisement for a public hearing for the Town to obtain a Bond Council to secure a loan to proceed with the following projects, the Industrial Park Waterline, the Relocation of Public Works and the Capital Improvement projects for the schools.

Andrea Erard, the Town Attorney, advised Town Council can adopted the resolution tonight, the amount can be decided on by the Finance Committee after the joint work session with the School Board.

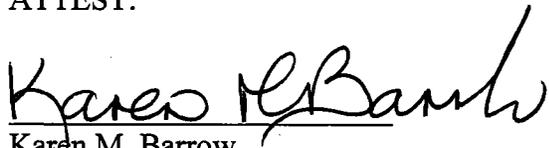
**III. Personal Property Tax**

Mr. Hudson advised he has received several phone calls regarding the increase in Personal Property Tax.

Mrs. Ball stated that King William is using the higher end of the blue book value for personal property tax, residents will see a significant increase in personal property tax.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
JULY 23, 2007**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, July 23, 2007. The Honorable James H. Hudson III called the meeting to order at 7:30 p.m. Charles Gordon gave the Invocation followed by the Pledge of Allegiance.

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

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 interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

Mr. Hudson thanked the citizens of the Town of West Point for their support given to the 237<sup>th</sup> Engineer Company for the National Guard on Sunday morning. Major General Robert Newman stated the residents of West Point have been consistent with the support given to troops.

**A. Crab Carnival Master Plan**

Teresa Pyne presented Town Council with the 25<sup>th</sup> Annual Crab Carnival Master plan, Ms. Pyne stated the only change for this year is a poster contest for children. The remainder of the activities will be the same as last year.

Mr. Healy made a motion to move the Crab Carnival Master Plan from Public Safety segment of the agenda to Citizens Address and to approve the Master Plan as presented. Seconded by Mr. Gordon, upon roll call, Mrs. Ball, Mr. Brake, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted "Aye".

**B. EDA Update**

Bill Cawley, EDA Chairman advised the EDA conducted a Strategic Planning and Business meeting on July 18, 2007 to discuss the following agenda items: 1) The marina development group has closed on the sale of the old restaurant property located on 7<sup>th</sup> Street. 2) "Jammin' on the Point" with the Winds of Grass was last Friday. The last of the Summer Concert Series will be on August 20<sup>th</sup>, 2007. 3) The Buildout of the Water Line at the Industrial Park has been approved by VDOT, advertisement for the bids will go out within the next 30 days. 4) The first draft of the Housing Marking analysis is available for review and will be presented to Planning Commission on August 1<sup>st</sup>, 2007, Neal Barber will provide Town Council with copies.

**C. Citizens Address to Council**

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

Tommy Callis, 1904 Lee Street, West Point, Virginia advised he has concerns with the Personal Property Tax bill he recently received. He just paid the decal fee in April and has just received another bill.

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

Mrs. Ball advised Mr. Callis the fee paid in April was for fiscal year 2007, the current bill is for the fiscal year 2008. You will no longer receive a bill in April, the bill will now be due in August.

### IV. AGENDA CHANGES

Mr. Hudson advised Council the Revised Agenda places Annual Organizational Meeting under Roman Numeral IX B and asked if there were any other agenda changes.

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

### V. ADOPTION OF CONSENT AGENDA

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

- 1) Minutes of June 25, 2007 Town Council Meeting and Work Session
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of June 30, 2007 - \$2,198,272.86
  - b) Water Fund  
Cash on hand as of June 30, 2007 - \$97,344.95
  - c) CIP  
Cash on hand as of June 30, 2007 - \$238,622.96
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of June 30, 2007 - \$169,341.87
- 5) West Point Monthly Police Activity Report
- 6) Zoning/Enforcement Monthly Permit Report
- 7) Public Works Monthly Permit Report
- 8) Building Official Monthly Report
- 9) Treasurer Monthly Report

### VI. COMMITTEE REPORTS

#### A. Public Safety

There was nothing to report.

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

##### 1) Debt Financing Bond Council

Mrs. Ball made a motion to authorize the Town Manager to engage Sandy McNinch for Bond Council and to authorize advertisement for a public hearing contingent upon an amount to be determined by the Finance Committee following a joint meeting with the School Board. Seconded by Mr. Lawson, upon roll call, Mrs. Ball, Mr. Brake, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted "Aye".

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

Mrs. Nichols advised there was nothing to report.

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

Mr. Lawson advised there was nothing to report.

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

Mr. Gordon advised there was nothing to report.

## **VII. TOWN MANAGER'S ITEMS**

Mr. Funkhouser advised an enforcement summary has been added to the Community Development Zoning report and the Town has received a Planning Grant for Kirby Street for approximately \$15,000.

## **VIII. OLD BUSINESS**

There was nothing to report.

## **IX. NEW BUSINESS**

### **A. Planning Commission Report - Mr. Hudson**

Mr. Hudson advised the Planning Commission did not conduct a meeting in July, therefore there was nothing to report.

### **B. Organizational Meeting**

#### **1) Annual Meeting Date Resolution [See Attached Resolution]**

Mr. Hudson advised pursuant to State Code 15.2-1416 the Town is required to conduct an organizational meeting once a year in July to establish a regular monthly meeting date. Mr. Hudson read the resolution.

Mr. Gordon made a motion to adopt the Annual Meeting Date Resolution, seconded by Mrs. Nichols. Upon roll call, Mrs. Ball, Mr. Brake, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted "Aye".

#### **2) Robert "Dick" Brake resignation**

Mr. Brake advised that it is with the deepest regret that due to medical conditions it is necessary for him to resign from West Point Town Council effective July 31, 2007. Mr. Brake thanked everyone for their support and wished everyone the very best for the future.

Mr. Gordon made a motion to accept the resignation of Richard Brake, effective July 31, 2007. Seconded by Mr. Lawson, upon roll call, Mrs. Ball, Mr. Brake, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted "Aye".

#### **3) Town Council Appointment**

Mr. Hudson asked if there was a motion to appoint Mr. Otto B. Shreaves, Jr. to Town Council to fill Richard Brake's unexpired term commencing August 1, 2007 through June 30, 2008.

Mr. Brake made a motion to appoint Otto B. Shreaves, Jr. to Town Council effective August 1, 2007 through June 30, 2008. Seconded by Mr. Lawson, upon roll call, Mrs. Ball, Mr. Brake, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted "Aye".

#### **4) Committee Assignments**

Mr. Hudson advised he is going to place Mr. Shreaves on the Finance Committee and Public Works Committee, Mrs. Gulley on the Education Committee.

## **X. RECESS**

There being no further business Mr. Brake made a motion to enter into recess until Tuesday, July 24, 2007 at 1 p.m. at the C & F Operations Center, 3600 La Grange Parkway, Stonehouse Industrial Park, New Kent.



**TOWN OF WEST POINT  
ANNUAL ORGANIZATIONAL MEETING  
RESOLUTION**

BE IT RESOLVED; pursuant to State Code 15.2-1416 the Town Council of the Town of West Point establishes the last Monday of each month at 7:30 p.m. with a Work Session at 6 p.m. in Town Hall located at 329 6<sup>th</sup> Street, West Point, Virginia for its regularly scheduled monthly meeting to conduct Town business except for the December meeting that will be on Monday, December 17, 2007 and the May meeting that will be on Monday, May 19, 2008.

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 July 23, 2007 at which meeting a quorum was present and voted throughout.

  
Karen M. Barrow  
Town Clerk

**West Point Town Council  
Continued Meeting  
Minutes  
July 24, 2007**

The Honorable James H. Hudson, III reconvened the West Point Town Council and School Board Retreat to order at 1 p.m. in the C & F Operations Center, 3600 La Grange Parkway, Stone House, New Kent, Virginia.

**Members Present:** Jim Hudson, Mayor; Deborah Ball, Dick Brake, Charlie Gordon, Jack Lawson, Gail Nichols and Bub Shreaves.

**Members Absent:** Tina Gulley and Wayne Healy

**Also Present:** Trent Funkhouser, Town Manager and Karen Barrow, Town Clerk.

**School Board:** Marlene Capps, Larry Dillon, Marvin Kerby, Dudley Olsson and Earl Wilson and Dr. Jane Massey-Redd, School Superintendent.

Mr. Hudson asked Mr. Funkhouser to present the agenda as requested by Town Council and asked Mr. Wilson as Chairman of the School Board if he would like to make an opening statement.

Mr. Wilson thanked Town Council for the opportunity to discuss the future of the West Point Schools and advised the Larry Dillon will be speaking on behalf of the School Board.

Mr. Hudson advised that Council has three primary issues they want to focus on: 1) Communications. 2) Budget Issues. 3) The School Facilities Study and where are we going with the study. Mr. Hudson also asked what the School Board thought their function is and what is the function of Town Council.

Mr. Dillon advised the School Board has discussed all these issues and agree that communications should be addressed and that the School Board does not understand the roll of Town Council and that Town Council does not understand the roll of the School Board.

Mr. Dillon opened the floor for brainstorming and asked each individual member of Town

Council and the School Board for their ideas on what that want to come out of this meeting today.

A discussion ensued regarding past issues on the school facilities study, the recently constructed Bleachers, a request by the School Board to borrow funds for roof repairs, the CTE program and the proposal for the Town to borrow the funds for repairs to the schools.

Mr. Lawson advised that meetings and discussions regarding the School Facility Study were ongoing when he was first elected to Council, Dr. Massey-Redd was at those meetings and was aware of the discussions. Mr. Lawson suggested that a School Board member attend the Education Committee meetings so that the School Board is aware of what is being discussed. Mr. Lawson further stated the he is concerned with the condition of the schools, the School Facility Study was done to provide a prioritized list of repairs and maintenance for the buildings.

Mr. Dillon advised he objects to Town Council spending \$15,000 a year on the CTE project.

Mr. Lawson advised the CTE was given \$5,000 the first year, \$10,000 the second year and the CTE program is needed to provide training in other trades the school system does not provide an education for.

Mr. Gordon asked what constitutes a good school. Mr. Gordon also stated our schools claim we prepare our children for college, the students go to college and have to take developmental classes to prepare for regular college classes. Mr. Gordon further stated that the question asked the most of Town Council is "why is 70% of the Town Budget spent on the schools".

Dr. Massey-Redd stated that not all students are at the same learning level.

Mrs. Ball advised that not all West Point students entering into college have the problems Mr. Gordon described, a number of students enter college with dual enrolment credits.

Mr. Wilson asked who drafts the agenda for the Education Committee.

Mr. Hudson advised the Education Committee meets the morning after the School Board meeting at 10:00 a.m., the Committee Chairperson works with the Town Manager to place items on the agenda that morning.

Mr. Lawson advised the Town Clerk takes minutes of the Education Committee meeting, they are normally available at the Town Council meeting.

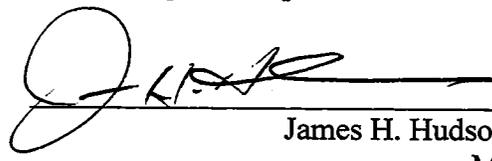
Mr. Wilson advised that \$169,341.87 was not used from the 2006-07 Budget and requested the re-appropriation of those funds be placed on the Education Committee agenda to be paid back to the School Board.

Mr. Hudson asked what is the earliest date Town Council can have a copy of the school board budget?

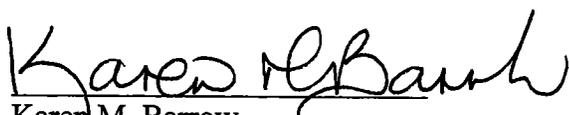
Dr. Massey-Wilson advised she starts to received budget request from staff in November, we might have the first draft budget available in January or February.

Mr. Dillon advised the School Board will have a work session to review today's meeting and bring the results back to Town Council's Education Committee.

There being no further business, Mr. Hudson adjourned the meeting at 3:45 p.m.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk