

**WEST POINT TOWN COUNCIL
WORK SESSION MINUTES
AUGUST 30th, 2010**

I. CitySwitch

Andrea Erard presented Town Council with a revised agreement between the Town and CitySwitch and a revised Memorandum of Understanding. Ms. Erard stated that the tower would be painted a light blue after the Agreement had been recorded.

Mayor Hudson advised that the Town would receive an additional \$10,000 from CitySwitch if the Town develops a virtual web site for the Historical Society. Mr. Hudson asked if Town Council wanted to proceed with the original motion to give the Historical Society \$40,000 in matching funds.

The consensus of Town Council is proceed with the matching funds for a three year period commencing September 1, 2010 through August 31, 2013, not to exceed \$40,000 during the three year period.

II. Cat Control Program

Mr. Funkhouser advised there is a report on the Cat Control Program in the FYI section of the Town Council agenda. So far the program has been successful with a number of feral cats being removed from the community.

III. Boards and Commissions

Mr. Hudson advised the Finance Committee conducted interviews for the vacant positions for the EDA and Planning Commission. The Finance Committee does have a recommendation and the recommendation needs to be discussed by Town Council in Closed Session.

CLOSED SESSION

Mr. Shreaves made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A) (1) for the discussion or consideration of the appointment of two members to the Economic Development Authority and one member of the Planning Commission. Seconded by Mrs. Ball. Upon a unanimous vote, the motion was approved.

Mr. Kelley is a candidate for one of the EDA vacancies; therefore Mr. Kelley left the meeting during closed session.

RECONVENE

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

CERTIFICATION

Mrs. Gulley made a motion that Town Council certify that 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 Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Lawson, Shreaves and Mr. Vincent all voted "Aye".

Mr. Hudson advised the appointments to the EDA and Planning Commission will be placed on the Town Council agenda.

**TOWN OF WEST POINT
TOWN COUNCIL MINUTES
August 30th, 2010**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on Monday, August 30th, 2010. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. Reverend Betsy Basehore 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; Captain Robbie Cottrell, WPPD; Holly McGowan, Community Development Coordinator; Shawn Hershberger and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. Chiefs Award Presented by Dana Schrad

Dana Schrad presented the West Point Police Department with a second place award from the State of Virginia Chiefs of Police Association for maintaining a high level of leadership within the West Point community. Ms. Schrad also stated that West Point Police Department has one of the highest percentage ratings in the State of Virginia for seat belt safety amongst teenagers and the school system.

B. Crab Carnival Master Plan

Sandra Willis, President of the Chamber of Commerce presented Town Council with the Crab Carnival Master Plan and advised there are no changes to the Plan.

1. Adoption of Crab Carnival Master Plan

Mrs. Gulley made a motion for Town Council to adopt the Crab Carnival Master Plan as presented, 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".

C. Citizen Address

Mr. Hudson opened the floor for Citizens to Address Town Council on any Town

related business. There being none, the Citizens Address was closed.

III. COUNCIL RESPONSE

None were noted.

IV. AGENDA CHANGES

Mr. Gordon made a motion to amend the agenda with the following changes: 1) The EDA and Planning Commission appointments were placed under the Finance Committee. 2) CitySwitch was placed under Old Business. 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".

Mr. Shreaves made a motion to adopt the amended agenda, 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".

V. ADOPTION OF CONSENT AGENDA

Mr. Lawson 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 July 22nd, 2010 Town Council Meeting and Work Session
- 2) Cash Reports
 - a) General Fund
Cash on hand as of July, 2010 - \$2,801,297.20
 - b) Water Fund
Cash on hand as of July, 2010 - \$472,008.50
 - c) CIP
Cash on hand as of July, 2010 - \$531,319.20
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of July, 2010 - \$99,573.90
- 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. Finance Committee – Mrs. Ball reported for the Committee

1. EDA Appointments

Mrs. Ball advised the Town received five applications for two vacancies. All five applicants were interviewed by an interview panel consisting of members from the Finance Committee, the EDA and the Mayor.

Upon the recommendation of the Finance Committee Mrs. Ball made a motion to appoint Paul Kelley and William B. Lee to the EDA for a term commencing October 1st, 2010 through September 30, 2014. Seconded by Mr. Shreaves, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye” Mr. Kelley abstained from voting.

2. Planning Commission Appointment

Mrs. Ball made a motion to appoint Wayne Healy to the Planning Commission for a four year term commencing October 1, 2010 through September 30, 2014. 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”.

3. Town Council Representative to Planning Commission

Mrs. Ball made a motion to appoint James H. Hudson as the Town Council representative to Planning Commission for the same four year term as Mr. Hudson serves on Town Council commencing July 1, 2010 through June 30, 2014. 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”.

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

1. Ordinance 03-10 – Street Vendors

Mrs. Gulley made a motion to authorize the Town Manager to advertise Ordinance 03-10 for a public hearing at the regularly scheduled September 27, 2010 Town Council meeting. 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”.

2. Ordinance 04-10 – Roadside Solicitation

Mrs. Gulley made a motion to authorize the Town Manager to advertise Ordinance 04-10 for a public hearing at the regularly scheduled September 27, 2010 Town Council meeting. 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”.

3. Purchase of Replacement Vehicles for Police Department

Mrs. Gulley made a motion to authorize the Town Manager to purchase two 2010 Dodge Chargers at a cost not to exceed \$21,000 each from Crossroads Motors with a total cost not to exceed \$42,000 and to declare the following three vehicles surplus to be disposed of by the advertisement for bids or the direct solicitation of a minimum of three bids: 2000 Ford Crown Victoria (White), 2001 Ford Crown Victoria (White) and the 1998 Ford Crown Victoria (Gold). Seconded by Mr. Vincent, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

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

1. Well #3 Pump Motor Repairs

Mr. Gordon made a motion to authorize the Town Manager to pay, upon receipt of an invoice, all costs necessary to repair Well #3 with such costs not to exceed

\$20,000. 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”.

D. Education Committee – Mr. Shreaves reported for the Committee

Mr. Shreaves advised there was nothing to report.

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

1. Ordinance 06-10 – Funeral Homes

Mr. Lawson made a motion to refer Section 70-212, Permitted Uses and Structures of the Town Code to Planning Commission for review and for Planning Commission to submit a recommendation back to Town Council, and to authorize the Town Manager to advertise a public hearing upon receipt of a recommendation. Seconded by Mr. Gordon, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Shreaves all voted “Aye”, Mr. Vincent abstained from voting.

VII. TOWN MANAGER’S ITEMS

A. Replacement Plotter Purchase

Mr. Funkhouser advised that due to storm damage the plotter needs to be replaced and that the Town’s insurance would reimburse the Town for the purchase.

Mrs. Gulley made a motion to authorize the Town Manager to purchase the HP Design Jet T770 at a cost not to exceed \$5,300, 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”.

B. Replacement Vehicle Purchase

Mr. Funkhouser advised the Town “Pool” car is a 1998 Ford Taurus requiring over \$1,300 in repairs. Due to the age and condition of the vehicle, Mr. Funkhouser made a request for the vehicle to be replaced.

Mr. Gordon made a motion to authorize the Town Manager to purchase a 2011 Chevrolet Impala from the current Commonwealth of Virginia Vehicle Contracts at a cost not to exceed \$17,008.00 and to declare the 1998 Ford Taurus as surplus to be disposed of by the advertisement for bids or the direct solicitation of a minimum of three bids. 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”.

C. Riverwalk Authorization to Advertise RFP’s

Mr. Funkhouser advised that a portion of the Riverwalk project is ready to advertise a Request for Proposals. Mr. Funkhouser asked for authorization to advertise an invitation to bid.

Mr. Shreaves made a motion to authorize the Town Manager to advertise an invitation to bid for Riverwalk, 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”.

VIII. OLD BUSINESS

1. CitySwitch/Historical Society

Mrs. Gulley made a motion as a substitute motion to amend and modify the motion that was approved by Town Council on June 28, 2010 with respect to the West Point Historical Society as follows:

Upon the occurrence of the following conditions:

1. CitySwitch pays \$ 250,000 to the Town of West Point; and
2. The West Point Historical Society demonstrates that it currently maintains a valid 501(C)(3) status; and
3. The West Point Historical Society cooperates fully with the Town in terms of sharing research and resources and supports the Town in its development and maintenance of a virtual museum, then

the Town agrees to donate to the West Point Historical Society a sum of up to \$ 40,000 in funds to match new donations made to the West Point Historical Society between September 1, 2010 through August 31, 2013. Seconded by Mr. Vincent, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

2. CitySwitch Memorandum of Understanding / Agreement

Mr. Lawson made a motion to authorize the Mayor to execute and deliver the Agreement dated August 30, 2010 between the Town of West Point and CitySwitch, the deed conveying the previously abandoned alley to Norfolk Southern Railroad as well as the Memorandum of Understanding with the FCC, the Virginia Historic Preservation Office and CitySwitch. 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".

IX. NEW BUSINESS

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised at the Planning Commission regularly scheduled monthly meeting on August 1, 2010 the Planning Commission acted on the following items: 1) Continued the review of a proposed map of walking/bike lanes in West Point. 2) Reviewed the draft Alley Disposition policy.

X. ADJOURNMENT

There being no further business Mr. Hudson adjourned the meeting at 7:30 pm

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk