

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

July 11, 2011 - 7:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN T. HOWARD

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of June 6, 2011 (Page 2 of 49)
 - Regular Council Meeting of June 16, 2011 (Page 14 of 49)
2. Joint Public Hearing on Sign Ordinance Amendment (Mr. Neville) (Page 37 of 49)
3. Accomack County Board of Supervisors Update (Honorable Wanda Thornton)
4. Construction Update on the Alignment of Chicken City Road (Page 46 of 49)
5. Recreation and Community Enhancement Com. Report of June 14, 2011 (Councilman Jester) (Page 47 of 49)
6. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

MINUTES OF THE JUNE 6, 2011
CHINCOTEAGUE REGULAR TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
Ellen W. Richardson, Vice Mayor
Nancy B. Conklin, Councilwoman
John N. Jester, Jr., Councilman
Tripp Muth, Councilman
Terry Howard, Councilman

Council Members Absent:

John H. Howard, Councilman

CALL TO ORDER

Mayor Tarr called the meeting to order.

INVOCATION

Councilman T. Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

- Ms. Laurie Walton addressed Council regarding the Marsh Island spur. She stated that vehicles are turning onto the new spur not realizing that this is only access to Marsh Island. She requested the “No Outlet” sign be moved to the corner of the spur so that motorists see it before they turn.

- Mr. Jim White stated that he asked Mr. Papadopoulos about the fines for the propane tank anchor violations.

Mayor Tarr stated that there were changes to the ordinance. Discussion continued that the ordinance was specific as to who is responsible.

- Mr. John Wilson Smith stated he sent a request to Council some time ago and has not received a response.

Mayor Tarr stated that Town Manager Ritter should have sent that response and asked if it was sent.

Town Manager Ritter advised that he was still waiting for Mr. J. Howard’s signature.

Mayor Tarr advised that it will be mailed tomorrow.

STAFF UPDATE:

General Government

Town Manager Ritter reported:

Delmarva Power will be removing the dolphin pilings at Black Narrows and should be completed within 30-60 days. The mass mail-out for water compliance, emergency preparedness and flood protection program information went out in May. The Comprehensive Plan Zoning Changes mass mail-out also went out in May. The 2nd notices for Business Licenses also went out in May. The Safe Routes to School grant application has been sent. The fuel system for the Curtis Merritt Harbor has been installed but having some problems.

Town Manager Ritter mentioned the Port Authority draw downs and is hoping the Town receives the grant money before the end of this fiscal year. He would like to work on a joint permit application to have the downtown boat slips dredged. He also reported on the Broadband Project. They are hoping to complete the loop throughout the Town by September. They will be using the old jail for the electrical equipment hut. The USFWS is milling and working on the shoulders along Maddox Boulevard extended (beyond the traffic circle). This project should be complete within a couple of weeks.

	<u>Year to Date</u>	<u>Prior Year</u>		<u>Difference</u>
Real Estate Tax	\$619,481	\$612,446	(up)	\$ 6,735
Tangible Property Tax	\$175,564	\$172,326	(up)	\$ 3,238
Meals Tax	\$551,453	\$436,438	(up)	\$115,015
Sales Tax	\$ 91,538	\$ 87,724	(up)	\$ 3,814
Transient Occupancy	\$606,034	\$558,872	(up)	\$ 47,162
Water Rent	\$915,500	\$817,530	(up)	\$ 97,970

Public Works Department

Public Works Director Spurlock reported there was significant effort in cleaning up and preparing for Memorial Day. They have conducted routine maintenance for the parks and other facilities. They are waiting for final verification from VDOT for the Town to take over the maintenance at the foot of the new bridge. They have completed the spring cleanup and bulk collection. The Master Gardeners have done a beautiful job with the Watson Park. The Donald Leonard Park also looks good. The SCADA system is fully operational. The water department is transitioning from gas chlorine to liquid chlorine. The Town is still working with the U. S. Army Corps of Engineers and hoping to begin the Ocean Boulevard extended project in the fall. They have also completed repairs to the old jail.

Public Works Director Spurlock also stated that they are planning to resurface the tennis courts.

Councilman T. Howard asked if the Town was still having issues at Veterans Memorial Park.

Public Works Director Spurlock advised they were still having vandalism issues and planning to install video surveillance. He also reported that the Town is waiting on A & N for installation of lights on the new bridge

Police Department

Sgt. Mills gave Council a copy of the report for May.

There were no questions or comments.

Planning Department

Town Planner Neville reported that there has been interest in the new Zoning Maps and process for adopting the new districts. The public hearing will be June 14th at 7:00 p.m. He stated that an error in the draft Ordinance regarding the campground uses in the C4 district had been fixed. He also mentioned the public concern about the R4 district that will be addressed on the 14th and the excess Commercial uses will be addressed by the Planning Commission. The Beach Access Committee met a couple of weeks ago. Congressman Scott Rigell met with Senior Officials of the FWS and was providing assistance to the Town. Mr. Neville has also been working on the Refuge economic impact study.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Mayor Tarr requested to add item 1(a) to the agenda for fireworks display permit.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the agenda adding item 1(a) Fireworks Display Permit. Unanimously approved.

1. Consider Adoption of the Minutes

- **Regular Council Meeting of May 2, 2011**
- **Special Council Budget Workshops of May 19, 2011**

Councilman Jester motioned, seconded by Councilman Muth to adopt the minutes as presented. Unanimously approved.

1a. Fireworks Display Permit

Mayor Tarr advised that he received a request from the Chincoteague Volunteer Fire Company regarding a Fireworks Display Permit. He advised that the State Fire Marshall has created new codes regarding fireworks displays and permits, which went into effect March 31, 2011. He stated that for the Fire Company to receive a temporary permit they would have to have 6 shots and training classes which start in September. Chief Lappin spoke with the Fire Marshall's office and was advised that if the Town adopted an ordinance allowing the local government to approve and provide the permit they would allow them to continue. Mayor Tarr stated that this will be considered their 1st shot. Members of the Fire Company are scheduled to attend an upcoming class.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to approve the permit for the Chincoteague Volunteer Fire Company allowing a fireworks display on July 4th, 2011. Unanimously approved.

2. Public Hearing for the Fiscal year “2012” Budget, Consisting of:

- Revenues for all Divisions
- General Government Fund Expenses
- Water Division Expenses
- Total Main Street Fund Expenses
- Trolley Division Expenses
- Harbor Division Expenses
- Harbor, Water & Gen. Gov. Rate Sheet

Mayor Tarr opened the public hearing for the FY 2012 Budget.

Finance Director Hipple reviewed each line item. She began by reviewing the funds. She advised that the total budget is \$6,380,515. She explained the grant funded projects and other funds along with expenditures and revenues. She also explained the project funds and reserves.

Mayor Tarr stated that there is an increase in the retirement fund. He added that there are no increases in the fees and there is no money going into long-term savings for the Harbor or Water.

- Mrs. Wanda Thornton came before Council as a citizen and taxpayer. She asked about the agenda and the Transient Occupancy Tax Ordinance change.

Mrs. Thornton commented on the budget. She stated that there are things in the budget that are lumped together and shouldn't be. She would like to see the LGIP savings information listed in the monthly reports. She stated that the GFOA recommends that 5-15% is what should be in the reserves. Mrs. Thornton also expressed her disapproval of the decal increase of \$6 last year. She would like Council to consider that \$11,000 was not worth it. She feels that the Town designates a considerable amount for donations.

Mrs. Thornton also commented on the Transient Occupancy Tax rate increase proposal. She feels it is unnecessary with the current economy. She stated that the Business License increase did not generate more revenue. She also added that she has received many complaints on the tax increase. She mentioned the increase in occupancy tax revenue from last June. She suggested designating the excess of revenue funds to be put into a Beach Storm Event fund, not in the general fund. She also suggested another category titled Beach Recreation & Tourism. Mrs. Thornton feels that the Town should be prepared to help with the parking situation on Assateague in case there is a storm. She expressed that she does not want Council to approve the increase in the Transient Occupancy Tax.

Councilwoman Conklin asked about the 3% increase from the County's Transient Occupancy Tax increase.

Mrs. Thornton advised that it increase is strictly for tourism, forever.

Councilman Jester is concerned that originally the money from the County's Transient Occupancy Tax was supposed to go toward tourism and it ended up in the general fund.

Mrs. Thornton agreed and reassured him this would not go into the general fund.

Discussion continued.

Mrs. Thornton stated that it hasn't been that long since the last increase. She feels that because of the struggling businesses and economy it should be left alone.

Finance Director Hipple added that one of the things in the fax from last year was about the vehicle decal increase. She stated that in that fax it states that the other incorporated towns are not proposing to increase their decal fees. However, some of them did raise the real estate tax rate. She reiterated that other townships in the County raised real estate tax rates but, the Town chose to only raise vehicle decal fees.

- Mrs. Donna Mason complimented Finance Director Hipple on her presentation. She addressed the Transient Occupancy Tax increase. She stated that other areas are offering incentives for visitors to come. She feels that the Town is not reaching out to tourism. She also read a couple of articles from 1978 regarding Beach Issues.
- Mr. Tommy Daisey expressed his concern for the economy. He feels that people are trying to cut back and can't afford any increases. He asked how many people on the Island benefit from tourism. He is for the Town employees, raises and benefits but, is concerned that there won't be enough money coming in to keep employing them. He fears that people will lose jobs because of this.
- Mr. Richard Conklin, Mrs. Susie Cole, Ms. Nancy Lane, Mr. Richard Vesley, and Mr. Jim Frese, Island residents and business owners, all agreed and expressed their disapproval of the 1% Transient Occupancy Tax increase due to the current economy.

Mr. John Smith, a Hallwood property owner, inquired about the bond for the School Board Property. He asked if the Town owned the schools on the Island.

Finance Director Hipple advised that the Town owns the land between the High School and the Elementary School along with the land across the street from the High school. She stated that the bond was for the loan to purchase those properties.

Mr. Smith directed Council to reduce the debt.

Mayor Tarr closed the public hearing.

Councilman Jester stated that for the last couple of years the Town has been concerned about the beach. He agreed with Mrs. Thornton that there should be a plan if a storm wipes out a portion of the parking. He suggested thinking ahead and prepare financially.

Mayor Tarr stated that he and Town Attorney Poulson have spent a lot of time on this. He stated that they were trying to be proactive by having a plan and money.

Councilman Muth agrees that the Town should be proactive. However, he is against raising a tourism tax. He suggested possibly raising another tax rate in the next couple of years so that everyone will contribute instead of a few single businesses.

Vice Mayor Richardson agrees that this is a bad time financially and there should be a plan.

Councilman T. Howard feels it is a good idea to be proactive to be prepared. He stated that the question is how to fund this or how to find resources to fund this. He agrees with Mrs. Thornton's idea to use the access revenue for this purpose.

3. Public Hearing on the Transient Occupancy Tax Rate

Mayor Tarr stated that it is clear that the general consensus of Council is to do away with the 1% increase. He advised that on page 21 of the agenda to remove from the budget the expenditure item "Transfer to Beach/Recreation/Tourism Reserve" in the amount of \$40,936.

Town Manager Ritter mentioned proposing a flat budget for the Community Center. He advised this amount is based on meals tax and explained that currently they receive a percentage. He recommended that there be a set amount instead of a percentage. He read the changes to the ordinance.

Sec. 54-306 Disposition of Revenue.

~~(a) A minimum of ten percent of the tax levied under this article shall be used to promote tourism. The first year's ten percent will be spent to repair the town dock and Veterans Memorial Park. In May of 1990, the mayor will create a committee composed of island residents, one each from the Restaurant Association, Chamber of Commerce and town council to recommend expenditures to the town council of revenues collected after January 1, 1991.~~

An amount established by council each year, shall be distributed evenly to the Town's Chamber of Commerce and the Chincoteague Recreation and Convention Center Authority for tourism.

Councilwoman Conklin explained the monthly expenses along with some of the maintenance problems at the Center. She also talked about the different pro bono events. She added that they would like to continue to service the community. However, they need the money to fund it.

Mayor Tarr explained that as the Town's Transient Occupancy Tax revenue goes up, so does the Center's and the Chamber's budget. He stated that out of their budget of \$174,000 last year \$133,000 came from the Town's Transient Occupancy and Meals Tax money.

Councilwoman Conklin stated that she reported how much revenue they're bringing into Chincoteague.

Mayor Tarr stated that there is a proposal to allocate \$30,000 for each the Chamber and the Center.

Councilman T. Howard asked for the dollar amount difference for the Center.

Town Manager Ritter explained the percentage of the Meals Tax for the Center and Chamber is actually \$63,000 which leaves a difference of \$3,000 plus that the difference of the percentage from the Transient Tax for the Center and Chamber is \$4,100 totaling \$7,100 under “other” of the line item for Tourism.

Finance Director Hipple also explained the ordinance pertaining to Transient Occupancy and Teals Tax and the funds. She added that the 5% tourism budgeted was \$60,000 for FY11 and year to date, at the end of May, the Town has collected \$56,174.90. She reported that the Transient Occupancy Tax budgeted was \$102,000 and year to date, at the end of May the Town has collected \$105,247.31.

Mayor Tarr stated that the \$7,100 is Meals Tax money and what’s left from the Transient Occupancy Tax money. He stated that this does not mean they are stuck in that specific amount and added that it would be reviewed by Council every year.

Vice Mayor Richardson asked if this is flat-lined would it give any incentive to increase programs and use or would it be less.

Mayor Tarr stated that the Center is doing an excellent job. He stated that with agencies and departments they should be able to present their budget. They don’t do that now, they assume they will get 17% and if there was a storm they may wish we had flat lined it. He asked what the Pleasure of Council was.

Councilwoman Conklin motioned, seconded by Vice Mayor Richardson to leave the Transient Occupancy Tax the same. Motion Carried.

Ayes: Richardson, Conklin, T. Howard

Nays: Muth, Jester

Mayor Tarr stated that the changes in the budget will be made and voted on June 16th.

~~4. Possible Change in Chapter 54 Taxation, Article VI Excise Tax (Transient Occupancy), Section 54-262. Allocation of Funds.~~

~~5. Possible Change in Chapter 54 Taxation, Article V Excise Tax (Meals), Section, 54-306(A), Disposition of Revenue.~~

6. Consider Adoption of the State Motor Vehicle Code

Town Manager Ritter advised that this is a yearly adoption for the state vehicle code to make it affective July 1, 2011.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the State Motor Vehicle Code. Unanimously approved.

Sec. 58-2. Adoption of state law; former provisions.

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, title 46.2 and in Code of Virginia, § 18.2-266 et seq. in effect July 1, ~~2010~~ **2011**, except those provisions which are contained elsewhere in this chapter and except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the town, are adopted and incorporated in this chapter by reference and made applicable within the town. References to "highways of the state" contained in such provisions and requirements adopted in this subsection shall be deemed to refer to the streets, highways and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this chapter as fully as though set forth at length in this chapter, and it shall be unlawful for any person within the town to violate or fail, neglect or refuse to comply with any provision of Code of Virginia, title 46.2 or of Code of Virginia, § 18.2-266 et seq., which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Code of Virginia, title 46.2 or under Code of Virginia, § 18.2-266 et seq.

(b) The provisions of this section, as readopted, shall be effective as 12:01am July 1, ~~2010~~ **2011**. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by prior law, which is continued in effect for that purpose.
(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, **6-17-10**)

7. Possible Change in Chapter 62 Utilities, Article, II, Water, Sec. 62-59., Water Bill Adjustment

Public Works Director Spurlock reported that this is to consider a motion to designate the Public Works Director as the Town Official responsible for deciding whether a water bill adjustment request satisfies the established criteria.

Councilman T. Howard asked if it would still come before the Public Works Committee.

Public Works Director Spurlock advised it would if appealed.

Mayor Tarr stated that there have been numerous adjustment requests that meet the requirements. This causes staff to come before the Committee.

Sec. 62-59. Water bill adjustments.

(b) *Adjustments for water leaks.* Adjustments for water leaks may be made in accordance with the following:

(1) In some cases, adjustments to a water bill may be granted for leaks in a property owner's water lines. The following minimum requirements shall be met to qualify for consideration of adjustment:

- a. Underground pipe shall be buried a minimum of 18 inches in suitable material. Plastic pipe materials shall not be buried in shells, aggregate, or debris which may be abrasive to the pipe.
- b. Generally, adjustments shall be granted for all plumbing systems and material types. Leaks which occur in plastic threaded fittings or in insert type fittings shall not qualify for adjustment.
- c. Water bills must be paid in full, prior to being considered for an adjustment.

(2) To qualify for adjustment, the property owner shall contact the town upon discovery of the leak and request an inspection of the leak and subsequent repair work by water department personnel. In lieu of such inspection, the property owner shall submit a repair bill from a qualified plumber with a notarized statement describing the repair.

(3) The property owner's request and supporting documentation shall be provided to the public works ~~committee of the town council~~ **Director or their its designee** for a decision.

(4) The property owner will be notified in writing of the committee's decision. If the committee decides to grant an adjustment, the owner will be given a refund or credit on the next bill. The committee's pending decision in no way relieves the owner of full payment of the current bill.

(5) Adjustments are made through the date that the repairs are made and inspected by the town to that of the corresponding quarter of the previous year.

(6) Once an adjustment has been made, no further adjustment shall be considered for the same system for a period of five years. A system is defined as one meter or account number.

(Code 1977, § 15-3; Ord. of 4-5-1999, § 15-3) (*Amended 02/01/10*)

Vice Mayor Richardson motioned, seconded by Councilman Muth to approve the change to Sec. 62-59. Water bill adjustments allowing the Public Works Director to make adjustment decisions. Unanimously approved.

8. Possible Adoption of a Resolution for the FY 2012 Litter Grant Program
Mayor Tarr advised this was a yearly housekeeping item to receive the Litter Grant.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the Resolution for the FY 2012 Litter Grant Program. Unanimously approved.



RESOLUTION

WHEREAS, The Town Council of the Town of Chincoteague, Incorporated desires to submit an application for an allocation of funds of up to \$5,000 through the Virginia Department of Transportation Fiscal Year 2012, Revenue Sharing Program; and,

WHEREAS, \$5,000 of these funds are requested to fund recycling collection fees along with the Spring and Fall Cleanup Projects;

NOW, THEREFORE, The Town Council of the Town of Chincoteague, Incorporated hereby supports this application for an allocation of up to \$5,000 through the Virginia Department of Transportation Revenue Sharing Program.

BE IT FURTHER RESOLVED the Town Council of the Town of Chincoteague, Incorporated hereby grants authority for the Town Manager to execute project administration agreements for any approved revenue sharing project.

ADOPTED by unanimous vote of the Town Council on June 6, 2011.

John H. Tarr, Mayor

Attest:

Robert G. Ritter, Jr., Town Manager

9. Possible Adoption of an amendment to the Hazard Mitigation Plan

Town Planner Neville advised that the Town received a request through the ANPDC. He advised that there was one severe repetitive loss property, which was Michelle Mardis' home. The ANPDC is helping process the application. He stated that the adoption of a specific strategy for 'mitigation reconstruction' is necessary with in current Hazard Mitigation plan to qualify for funding.

- Mitigation of flood prone properties (to include, but not limited to acquisition, elevation, relocation, dry and wet flood proofing of flood prone structures, mitigation reconstruction

for NFIP defined Severe Repetitive Loss (SRL) properties only), and drainage infrastructure improvements.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the amendment to the Hazard Mitigation Plan. Unanimously approved.

10 Public Safety Committee Report of May 3, 2011

Mayor Tarr reviewed the report.

Councilman T. Howard stated that this Committee is very proactive.

Councilman Jester advised that Mr. Rush mailed a letter to Congressman Rigell regarding a tide gauge for the Harbor.

Mayor Tarr suggested sending a letter to Rob Catron.

There was discussion about a tide gauge at the Harbor and the associated cost.

11. Budget and Personnel Committee Report of May 10, 2011

Councilwoman Conklin reviewed the report. She advised that they received helpful comments on the Draft Personnel Policy Handbook. She asked where they stood at this time.

Town Manager Ritter advised that he and Mayor Tarr would review the responses and make those changes before bringing it back to the Committee.

12. Mayor & Council Announcements or Comments

Councilman T. Howard expressed his concern regarding the property on the corner of Lekites and Bunting Road. He stated that it doesn't make sense to have to live next door to a place with overgrowth of weeds. He feels it is a health matter and there has to be an answer to this type of situation.

Town Manager Ritter stated that according to Building and Zoning Administrator Lewis, this Ordinance was removed from the Statewide Building Code. He advised that the only way to eliminate the overgrowth of weeds would be to have the State add the Town of Chincoteague to a part of the State Code that would give us permission to enforce.

Town Attorney Poulson offered that the problem is whether it applies to developed, occupied or unoccupied property. He added that the Code wasn't doing what they wanted it to do and he isn't sure that it would apply. He believes that if it is occupied nothing can be done about it.

Town Manager Ritter stated that if they wanted to write to legislature they could address it at the workshop meeting.

Mayor Tarr stated that the specific property in question may be covered under the State Code. He also added that with legislature it could take some time. He feels the Town should go both routes.

Discussion continued. Town Attorney Poulson will review this further.

Councilman Muth stated that there was talk about how hard it is. He feels they could keep their head up and keep trying to do something to change things.

Councilman Jester suggested a letter to the Master Gardeners about the great job they did at the Watson Park. He also suggested possibly planting a tree or putting in mulch. He thanked the Public Works staff for their hard work also.

Vice Mayor Richardson thanked Public Works Director Spurlock for putting the plaque on the bench at the Watson Park.

Mayor Tarr announced the Public Works Committee meeting has been cancelled. He also added that the Planning Commission will be meeting Tuesday the 14th at 7:00 p.m.

Adjourn.

Vice Mayor Richardson motioned, seconded by Councilman Jester to adjourn the meeting. Unanimously approved.

Mayor

Attest: Town Manager

MINUTES OF THE JUNE 6, 2011
CHINCOTEAGUE REGULAR TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
Ellen W. Richardson, Vice Mayor
John H. Howard, Councilman
Nancy B. Conklin, Councilwoman
John N. Jester, Jr., Councilman
Tripp Muth, Councilman
Terry Howard, Councilman

Council Members Absent:

None

CALL TO ORDER

Mayor Tarr called the meeting to order.

INVOCATION

Councilman T. Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

- Mr. Spiro Papadopoulos asked Council to reconsider reducing the decal fee by the increased amount of \$6 that was approved in last year's budget. He also suggested that Council review the percentage of staff payroll over the entire budget. He then asked Council to consider a plan to have the budget reviewed in a 5-year and more report.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Mayor Tarr requested to add item #1a for a Proclamation Operation Dry Water June 24th-26th, 2011.

Councilwoman Conklin motioned, seconded by Councilman T. Howard to adopt the agenda adding item 1a for a Proclamation Operation Dry Water June 24th-26th, 2011. Unanimously approved.

1. Possible Adoption of the Fiscal year "2012" Budget, Consisting of:

- Revenues for all Divisions
- General Government Fund Expenses
- Water Division Expenses
- Total Main Street Fund Expenses
- Trolley Division Expenses
- Harbor Division Expenses
- Harbor, Water & Gen. Gov. Rate Sheet

Town Manager Ritter advised that the requested changes have been completed: The 1st on page 1 of 9 (or 5 of 18) of the agenda, changing the flat lined amount for Transient Occupancy Tax back to the original percentages. There was discussion about the agreement for the donation of 17% of Transient Occupancy Tax to the Community Center. They also discussed the origination of Occupancy Tax.

Town Manager Ritter explained that the amount is based on the projected Transient Occupancy Tax income.

Councilman T. Howard feels that the Town should help the Community Center because it's an asset to the Community and brings revenue to the Island.

Town Manager Ritter explained another change on page 2 of 9 (or 6 of 18) (above Capital Improvements) the item titled "Transfer to Beach/Recreation/Tourism Reserve". He advised that he has taken the amount away because there will be no increase in the Transient Occupancy Tax. He recapped the budget and stated that there are no increases.

Councilman T. Howard commented on the increase from last year's budget in the decal fee. He feels it is a small amount compared to the budget.

Councilman Jester asked about the tower rent.

Town Manager Ritter advised it's a fixed fee. He advised they have offered to purchase the property also.

Mayor Tarr disagreed and advised he believes there is supposed to be a percent increase every 5 years.

Town Manager Ritter also added that if they purchased the property and did away with the tower at a later date it would revert back to the Town. He asked if Council agrees to reduce the decal fee would they want him to increase the budgeted expenditure "TRF from General Fund Savings" on page 1 of 2 (or 3 of 18) to reflect the difference. This would be taking \$17,000 more from savings.

There was further discussion as to reducing the decal fee and what the offset would be.

Councilman J. Howard feels that the increase was necessary and all the citizens on the Island would like to live here for free.

Councilman T. Howard stated that this couldn't happen because the Town has to pay the bills.

Councilwoman Conklin advised that taxes haven't been raised in the last 6 years. She would rather pay a small amount up front for a decal than raise taxes.

Councilman T. Howard asked when the taxpayers ever get a break.

Councilman Jester suggested that with the economy and the tourism questionable this may not be the time to reduce it as opposed to maybe next year. He stated that he is opposed to taking money from savings. He suggested that one storm could cut the Town's revenues tremendously.

Councilman T. Howard stated that revenues have been good according to the monthly revenue report.

Mayor Tarr interjected that the increase in revenue was because of the increase in the rates last fiscal year.

There was further discussion regarding the circumstances surrounding the vote on the increase in decal fees.

Councilman Muth feels this appears to be a good budget. He stated that in a time of stability there are some savings and minimal risks. He reminded Council that this is a time where even though costs are increasing they don't have to raise taxes.

Councilman J. Howard reminded that there are no increases to taxes or fees and he is thankful that they don't have to do this.

Councilman T. Howard feels this is a good opportunity to show good faith and they have a good budget without that money, regarding the decal fee increase from last year

Councilman J. Howard asked how the Town has a savings with a high debt in the water department.

Mayor Tarr suggested going back to the budget and voting on it. He also suggested reviewing the budget in 6 months and a budget amendment could be made to take the decal increase out. He asked why they don't have a 5-year budget for review. He directed Town Manager Ritter to have a 5-year budget with capital improvements ready for review in January. He feels that something has to happen before the budget multiplies.

Councilwoman Conklin motioned, seconded by Councilman Jester to adopt the budget for the fiscal year 2012 including the real estate tax rate of \$0.06/100 of assessed value, tangible property tax rate of \$0.85/100, tangible property tax relief of \$0.63/100, excise tax (meals) at 5%, excise tax (transient occupancy) at 3%, including the General Government, Harbor & Water fee schedules and appropriate the funds for disbursement. Motion carried.

Ayes: Conklin, Jester, Muth, Richardson, J. Howard

Nays: T. Howard

<u>Revenue Name</u>	<u>Number</u>	<u>FY'12 Budget Revenues</u> <u>Budgeted</u>
Fund 10 - General Government		
Real Estate Tax Levy	4001-0100	\$609,965
Tangible Property Tax Levy	4001-0125	\$185,000
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$40,000
Meals Tax	4001-0500	\$630,000
Bank Franchise Tax	4001-0600	\$45,000
Sales Tax	4010-0100	\$110,000

Business License	4010-0200	\$125,000
Motor Vehicle License	4010-0300	\$95,000
Utilities Tax	4010-0500	\$135,000
Transient Occupancy Tax	4010-0600	\$630,000
Fines	4015-0100	\$45,000
Interest on Savings	4020-0100	\$ 47,000
Banner Donations	4041-0100	\$ 3,000
Cemetery Cleanup Donations	4041-0150	\$1,000
User Fees	4041-0200	\$ 25,000
Building Permits	4041-0500	\$42,000
Zoning Advertisements	4041-0600	\$2,000
Grants/Litter	4045-0100	\$2,585
Sale of Capital Assets	4049-0100	\$ 500
Health Insurance-Retirees Spouse	4051-0200	\$ 20,796
VA Fire Programs	4051-0300	\$ 11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$ 4,200
Harbor Administration	4061-0105	\$ 7,000
Rental Income - Trolley	4061-0106	\$ 12,000
Tower Rent	4061.0107	\$ 4,800
Communications Tax	4071-0100	\$ 212,855
Personal Property Relief Act	4071-0200	\$ 150,250
Mobile Home Sales Tax	4071-0300	\$ 6,700
Recovered Cost from Water	4101-0200	\$ 123,720
Public Works Miscellaneous	4201-0100	\$ 10,000
Miscellaneous Income	4303-0100	\$ 15,000
Solid Waste Collection Fee	4303-0400	\$ 290,498
Law Enforcement Funds	4401-0100	\$ 97,587
Police Miscellaneous	4401-0125	\$ 1,000
Police Donations	4401-0150	\$ 20,000
Police Grants	4401-0160	\$ 5,000
911 Dispatch Revenue	4401-0200	\$ 29,000
911 Local Tax (Wireless)	4401-0300	\$ 30,345
VDOT Maintenance Funds	4501-0100	\$ 547,798
Road Permit Fees	4501-0101	\$ 800
VA Commission for the Arts - Grant	4545-0140	\$ 5,000
TRF. From Ramp Repair Reserve	4701-0400	\$ 17,000
TRF. From Drainage Savings	4701-0600	\$ 35,600
TRF From General Fund Savings	4701-1000	\$ 14,484
Total Fund 10		\$ 4,446,393

Fund 20 - Main Street Project

Program Income	4501-0100	\$ 1,000.00
TEA-21 Grant	4501-0115	\$ 197,558.00
Loan Repayment	4501-0200	\$ 3,920.00
Transfer from General Fund	4501-8900	\$ 34,094.00
Total Fund 20		\$ 236,572.00

Fund 25 - Broadband Project

Broadband Proj.-CDBG Grant	4501-0110	\$ 462,695
Total Fund 25		\$ 462,695

Fund 30 - Curtis Merritt Harbor

Interest on Harbor Savings	4031-0100	\$ 1,500
Harbor Rent	4031-1000	\$ 59,258
Subleases	4031-1002	\$ 17,560
Dry/Winter Storage	4031-1003	\$ 750
Loading Dock	4031-1004	\$ 2,520
Fuel Revenue	4031-1058	\$ 64,501
Total Fund 30		\$ 146,089

Fund 70 - Trolley

Trolley Grants	4501-0100	\$ 45,200
Program Income	4501-0110	\$ 7,000
Transfer from General Fund	4501-8900	\$ 23,200
Total Fund 70		\$ 75,400

Fund 80 - Water

Water Rent	4101-0100	\$ 922,395
Water Adjustments	4101-2200	\$ (2,500)
Waterline Extensions	4131-0100	\$ 10,000
Service Connections	4131-0200	\$ 18,760
Interest on Water Savings	4131-0300	\$ 360
Miscellaneous	4131-0400	\$ 500
Availability Fees	4131-0500	\$ 22,915
Total Fund 80		\$ 972,430

TOTAL ALL FUNDS **\$ 6,339,579**

<u>Expenditure Name</u>	<u>Number</u>	FY'12 Expenditures
FUND 10 - General Fund		

Fund 10 - General Fund/Department 50 - General Government

Salaries

Mayor	5010-0101	\$4,800
Council	5010-0102	\$ 23,040
Town Office Staff	5010-1001	\$ 373,200
Emergency Medical Staff	5010-1002	\$ 234,976
Overtime	5010-1003	\$ 28,000
<i>Subtotal</i>		\$ 664,016

Benefits

Social Security	5020-2001	\$ 49,895
Hospitalization	5020-2101	\$ 60,764
Blood Bank	5020-2102	\$ 75
Unemployment - All Employees	5020-2103	\$ 4,000
Retirement	5020-2201	\$ 78,154
Life Insurance	5020-2202	\$ 2,695
Line of Duty Trust	5030-2300	\$ 18,076
<i>Subtotal</i>		\$ 213,659

Expenses

Bank Charges	5030-3100	\$ 3,300
Building Administrator Expense	5030-3101	\$ 100
Cleaning	5030-3102	\$ 13,000
Planning Commission	5030-3103	\$ 40
Board of Zoning Appeals	5030-3104	\$ 40
Building Permit Surcharge	5030-3105	\$ 1,000
Board of Building Code Appeal	5030-3106	\$ 25
Emergency Medical Clothing	5030-3107	\$ 2,200
EMS Cell Allowance	5030-3108	\$ 1,500
Insurance	5030-3401	\$ 105,500
Auditing	5030-3501	\$ 22,000
Donations	5030-3601	\$ 6,600
Fire Department Donation	5030-3602	\$ 19,650
Civic Center (TOTAX 17%)	5030-3701	\$ 107,100
Tourism - 5% Chamber & 5% Civic Center	5030-3705	\$ 63,000
ANPDC Membership	5030-4030	\$ 7,000
Scholarship	5030-4301	\$ 1,000
Office Supplies/Publications	5030-4401	\$ 10,000
Office Equipment/Software Maintenance	5030-4402	\$ 21,000
Postage	5030-4403	\$ 10,500
Tax Bills & Conversion	5030-4404	\$ 1,750
Motor Vehicle License	5030-4501	\$ 2,100

Travel & Training	5030-4801	\$ 3,500
Mayor's Expense	5030-4901	\$ 300
Council's Expense	5030-4902	\$ 500
Town Manager's Expense	5030-4903	\$ 250
Attorney/Legal Consultants	5030-5101	\$ 50,600
Drug/Alcohol Testing	5030-5201	\$ 2,000
Christmas Dinner	5030-5501	\$ 2,000
Dues	5030-6101	\$ 4,400
VML Conference	5030-6102	\$ 900
Advertising & Website	5030-7101	\$ 11,500
Building Maintenance	5030-7301	\$ 5,500
Electricity	5030-7401	\$ 14,500
Heating Oil	5030-7402	\$ 3,500
VA Fire Programs/CVFC	5030-7601	\$ 10,500
EOC Operations/Training	5030-7602	\$ 1,500
Special Projects	5030-7701	\$ 7,000
Pony Penning Expense	5030-7702	\$ 5,000
Deer D-Pop Program	5030-7703	\$ 1,000
Leonard Asst Fund	5030-8001	\$ -
Telephone Bills	5030-8202	\$ 19,000
Health Insurance - Retirees	5030-8401	\$ 20,000
Transfer to Medicare (Doughnut Hole)	5030-8403	\$ 20,000
Insurance-Retiree, Spouses & Others	5030-8402	\$ 20,796
Miscellaneous	5030-8501	\$ 5,000
Cemetery Cleanup	5030-8600	\$ 1,500
Va Commission for the Arts	5030-8700	\$ 10,000
Transfer to Main Street Project	5030-8800	\$ 34,094
Transfer to Trolley Fund	5030-8900	\$ 23,200
VOLSAP For Volunteer Firemen	5030-8912	\$ 2,640
Transfer to Beach/Recreation/Tourism Reserve	5030-8913	\$ -
	Subtotal	\$ 679,085
<u>Capital Improvements</u>		
Office Equipment	5090-9709	\$ 6,000
Bond - School Board Property	5090-9740	\$ 72,174
Interest on Bond	5090-9741	\$ 10,782
	Subtotal	\$ 88,956
Subtotal Fund 10 Dept 50		\$ 1,645,716

Fund 10 - General Fund/Department 60 - Public Works Administration

Salaries

Salaries	6010-1001	\$ 113,805
Overtime	6010-1003	\$ 500
	<i>Subtotal</i>	\$ 114,305

Benefits

Social Security	6020-2001	\$ 8,744
Hospitalization	6020-2101	\$ 18,000
Retirement	6020-2201	\$ 15,363
Life Insurance	6020-2202	\$ 319
	<i>Subtotal</i>	\$ 42,426

Expenses

Office Supplies & Equipment	6030-4401	\$ 500
Street Maintenance	6030-4501	\$ 1,000
Street Signs / 911	6030-4502	\$ 3,000
Street Lights	6030-4503	\$ 21,000
Gasoline/Diesel	6030-4701	\$ 26,306
Oil/Grease	6030-4703	\$ 2,500
Tools Shop	6030-4704	\$ 2,500
Travel/Training	6030-4801	\$ 1,250
Clothing / Uniforms	6030-5202	\$ 3,900
Building Maintenance	6030-7301	\$ 1,500
Equipment Repairs	6030-7302	\$ 12,500
Safety	6030-7303	\$ 1,250
Vehicle PMs	6030-7304	\$ 1,250
Tires	6030-7305	\$ 2,000
Garage Supplies	6030-7306	\$ 2,500
Vehicle Repairs	6030-7307	\$ 8,000
Electricity	6030-7401	\$ 7,200
LP Gas	6030-7402	\$ 2,000
Tipping Fees	6030-7501	\$ 1,200
Sanitation Contract	6030-7501	\$ 384,677
Miscellaneous	6030-8501	\$ 1,500
	<i>Subtotal</i>	\$ 487,533

Capital Improvements

Church/Ridge/Chicken City	6030-9200	\$ 12,000
Vehicle	6090-9101	\$ 25,000
Consultant	6030-9531	\$ 48,857
	<i>Subtotal</i>	\$ 73,857

Subtotal Fund 10 Dept 60 **\$ 718,121**

Fund 10 - General Fund/Department 61 - Mosquito Control

Salaries

Salaries	6110-1001	\$ 32,685
Overtime	6110-1003	\$ 10,000
	<i>Subtotal</i>	\$ 42,685

Benefits

Social Security	6120-2001	\$ 765
Hospitalization	6120-2101	\$ -
Retirement	6120-2201	\$ -
Life Insurance	6120-2202	\$ -
	<i>Subtotal</i>	\$ 765

Expenses

Insurance	6130-3401	\$ 8,100
Office Supplies	6130-4401	\$ 200
Gasoline	6130-4701	\$ 4,000
Tools & Small Equipment	6130-4704	\$ 1,000
Chemicals	6130-4705	\$ 44,805
Contract Spraying	6130-4706	\$ 23,700
Travel/Training/Conference	6130-4801	\$ 300
Uniforms	6130-5202	\$ 750
Equipment Repairs/Maintenance	6130-7302	\$ 1,500
Safety Equipment	6130-7303	\$ 400
Vehicle Maintenance	6130-7304	\$ 1,250
Sundry	6130-6101	\$ 200
	<i>Subtotal</i>	\$ 86,205

Capital Improvements

Equipment	6190-9124	\$ 10,000
Drainage	6190-9125	\$ 38,278
	<i>Subtotal</i>	\$ 48,278

Subtotal Fund 10 Dept 61 **\$ 177,933**

*Fund 10 - General Fund/Department 63 - Public Works
Facilities*

Salaries

Salaries	6310-1001	\$ 181,627
Overtime	6310-1003	\$ 1,000
	<i>Subtotal</i>	\$ 182,627

Benefits

Social Security	6320-2001	\$ 13,971
Hospitalization	6320-2101	\$ 39,000
Retirement	6320-2201	\$ 24,545
Life Insurance	6320-2202	\$ 509
<i>Subtotal</i>		\$ 78,025

Expenses

Seasonal Decorations & Banners	6330-4100	\$ 8,000
Tools	6330-4704	\$ 750
Uniforms	6330-5202	\$ 3,000
Public Restroom Supplies	6330-6260	\$ 10,500
Electricity	6330-7401	\$ 3,500
Sundry	6330-8501	\$ 200
Park & Recreation Expense	6330-8590	\$ 12,375
Vandalism Repairs	6330-8600	\$ 2,000
Boat Ramp Expense	6330-8700	\$ 42,000
Donald J Leonard Park	6330-8800	\$ 750
Island Nature Trail	6330-8900	\$ 1,000
Old Elementary School Gym	6330-8950	\$ 5,000
<i>Subtotal</i>		\$ 89,075

Capital Improvements

Ocean Blvd Trail	6390-9400	\$ 5,000
<i>Subtotal</i>		\$ 5,000

Subtotal Fund 10 Dept 63 **\$ 354,727**

Fund 10 - General Fund/Department 65 - Public Works Roads

Salaries

Salaries	6510-1001	\$ 55,844
Overtime	6510-1003	\$ 2,000
<i>Subtotal</i>		\$ 57,844

Benefits

Social Security	6520-2001	\$ 4,425
Hospitalization	6520-2101	\$ 10,500
Retirement	6520-2201	\$ 7,505
VSRS/Life Insurance	6520-2202	\$ 162
<i>Subtotal</i>		\$ 22,592

Expenses

Snow Removal	6530-4102	\$ 1,000
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Pavement Maintenance	6530-4150	\$ 267,862
Sidewalks	6530-4201	\$ 50,000
Roadside Services	6530-4250	\$ 3,000
Drainage Maintenance	6530-6250	\$ 50,000
Traffic Control Devices	6530-7201	\$ 20,000
Traffic Control Operations	6530-7201	\$ 1,500
Electricity	6530-7450	\$ 49,000
Engineering	6530-8600	\$ 25,000
	Subtotal	\$ 467,362

Subtotal Fund 10 Dept 65 **\$ 547,798**

Fund 10 - General Fund/Department 70 - Police Department

Salaries

Salaries	7010-1001	\$ 453,684
Overtime	7010-1003	\$ 8,500
	Subtotal	\$ 462,184

Benefits

Social Security	7020-2001	\$ 35,057
Hospitalization	7020-2101	\$ 36,000
Retirement	7020-2201	\$ 58,600
Life Insurance	7020-2202	\$ 1,975
	Subtotal	\$ 131,632

Expenses

Gasoline	7030-4701	\$ 19,500
Travel/Training	7030-4801	\$ 11,000
Uniform Allowance (Officers)	7030-5201	\$ 6,000
Uniforms - Town	7030-5202	\$ 2,000
Office Supplies/Equipment Maintenance	7030-7300	\$ 7,000
Equipment Repairs & Supplies	7030-7302	\$ 3,500
Vehicle Maintenance	7030-7304	\$ 5,000
Drug Enforcement	7030-7901	\$ 5,000
Academy Dues	7030-7903	\$ 3,800
Bicycle Patrol	7030-7904	\$ 300
Community/Youth Programs	7030-7905	\$ 20,000
Grant Funded Expenditures	7030-7906	\$ 5,000
Ammunition	7030-7907	\$ 2,500
Cell Phone Allowance	7030-8203	\$ 3,600
Sundry	7030-8501	\$ 1,500
	Subtotal	\$ 95,700

Capital Improvements

Patrol Vehicle	7090-9650	\$ 27,800
Storage Building	7090-9690	\$ 25,000
	<i>Subtotal</i>	\$ 52,800

Subtotal Fund 10 Dept 70 **\$ 742,316**

Fund 10 - General Fund/Department 75 - Emergency Dispatch

Salaries

Salaries	7510-1001	\$ 178,067
Overtime	7510-1003	\$ 2,500
	<i>Subtotal</i>	\$ 180,567

Benefits

Social Security	7520-2001	\$ 13,699
Hospitalization	7520-2101	\$ 18,000
Retirement	7520-2201	\$ 12,846
Life Insurance	7520-2202	\$ 470
	<i>Subtotal</i>	\$ 45,015

Expenses

Travel/Training	7530-4801	\$ 2,000
Uniform Allowance - Dispatchers	7530-5201	\$ 1,400
Uniforms (Town for Dispatchers)	7530-5202	\$ 500
Office Supplies/Equipment Maintenance	7530-7300	\$ 24,000
E911 Line Fees	7530-8202	\$ 5,600
911 Addressing	7530-8203	\$ 600
Sundry	7530-8501	\$ 100
	<i>Subtotal</i>	\$ 34,200

Subtotal Fund 10 Dept 75 **\$ 259,782**

Total
Fund 10 **\$ 4,446,393**

Fund 20 - Main Street Project

Expenses

Maintenance	2030-7101	\$ 2,920
Electricity	2030-7401	\$ 2,000
	<i>Subtotal</i>	\$ 4,920

Capital Improvements

Main Street Project	2090-9711	\$ 231,652
	<i>Subtotal</i>	\$ 231,652

Total
Fund 20 **\$ 236,572**

Fund 25 - Broadband Project

Expenses

Legal Matters (Easements)	5255-5101	\$ 3,000
Administration - ANPDC	5255-5200	\$ 47,745
Business Technology Training	5255-5300	\$ 6,000
	<i>Subtotal</i>	\$ 56,745

Capital Improvements

Construction	5259-9000	\$ 274,500
Electronics	5259-9010	\$ 105,000
Inspection/Construction Management	5259-9020	\$ 19,000
Architect/Engineer/Design	5259-9030	\$ 7,450
	<i>Subtotal</i>	\$ 405,950

Total
Fund 25 **\$ 462,695**

Fund 30 - Curtis Merritt Harbor

Salaries

Salaries	8010-1001	\$ 23,655
Overtime	8010-1003	\$ 200
	<i>Subtotal</i>	\$ 23,855

Benefits

Social Security	8030-2001	\$ 1,810
Retirement	8020-2201	\$ 2,585
Life Insurance	8030-2202	\$ 105
	<i>Subtotal</i>	\$ 4,500

Expenses

Administrative Expense - Town	8030-3100	\$ 7,000
Operation/Maintenance/Etc.	8030-7300	\$ 21,734
Driveway Stones	8030-7305	\$ 4,000
Fuel Purchase	8030-7315	\$ 60,000
Sundry	8030-8501	\$ 4,000
	<i>Subtotal</i>	\$ 96,734

Capital Improvements

Electrical Meter Station	8090-9128	\$ 21,000
	<i>Subtotal</i>	\$ 21,000
	<i>Total</i>	
	<i>Fund 30</i>	\$ 146,089

Fund 70 - Trolley

Salaries

Salaries	3010-0100	\$ 31,000
	<i>Subtotal</i>	\$ 31,000

Benefits

Social Security	3020-2001	\$ 2,400
	<i>Subtotal</i>	\$ 2,400

Expenses

Insurance & Bonding	3030-3401	\$ 3,200
Communication Service	3030-4400	\$ 750
Printing & Reproduction	3030-4401	\$ 3,500
Advertising & Promotion	3030-4402	\$ 900
Education & Training	3030-4403	\$ 625
Cleaning Supplies	3030-4404	\$ 250
Supplies & Materials (Other)	3030-4406	\$ 550
Travel & Meals	3030-4408	\$ 350
Fuel and Lubricants	3030-4701	\$ 8,400
Tires & Tubes	3030.4702	\$ 500
Parts	3030-4704	\$ 750
Drug and Alcohol Testing	3030-5201	\$ 1,225
Equipment Repairs/Maintenance	3030-7302	\$ 9,000
Rent	3030-8505	\$ 12,000
	<i>Subtotal</i>	\$ 42,000

Total
Fund 70 **\$ 75,400**

Fund 80 - Water

Salaries

Salaries	6210-1001	\$ 204,426
Overtime	6210-1003	\$ 3,000
Pump Duty	6210-1004	\$ 13,500

	<i>Subtotal</i>	\$ 220,926
<u>Benefits</u>		
Social Security	6220-2001	\$ 15,639
Hospitalization	6220-2101	\$ 36,960
Retirement	6220-2201	\$ 27,475
Life Insurance	6220-2202	\$ 572
	<i>Subtotal</i>	\$ 80,646
<u>Expenses</u>		
Office Supplies/Equipment Maintenance	6230-4401	\$ 2,500
Postage	6230-4403	\$ 3,300
Gasoline & Diesel	6230-4701	\$ 3,000
Tools	6230-4704	\$ 1,000
Chemicals	6230-4705	\$ 12,000
Travel & Training	6230-4801	\$ 2,500
Uniforms	6230-5202	\$ 1,500
Dues/Licenses	6230-6101	\$ 1,200
Building Maintenance/Rehab	6230-7301	\$ 5,000
Safety	6230-7303	\$ 500
Vehicle Maintenance	6230-7304	\$ 1,000
Raw Water Purchase (NASA)	6230-7400	\$ 500
Electricity	6230-7401	\$ 45,364
LP Gas	6230-7402	\$ 500
Distribution & Repairs	6230-8101	\$ 37,500
Supply Repairs	6230-8103	\$ 15,000
Pager/Well Monitoring	6230-8202	\$ 500
Miss Utility	6230-8204	\$ 500
Sundry	6230-8501	\$ 200
Reimbursement to Fund 10	6230-8601	\$ 63,750
Loan Reimbursement to Fund 10 last year	6230-8602	\$ 60,000
Regulation Compliance	6230-8750	\$ 3,500
State Groundwater Permits	6230-8770	\$ 10,000
	<i>Subtotal</i>	\$ 270,814
<u>Capital Improvements</u>		
Water Main Extensions	6290-9101	\$ 10,000
Interest on Water Bond Supply Line	6290-9504	\$ 25,278
Water Bond - Supply Line Main Street	6290-9505	\$ 98,594
Water Bonds	6290-9506	\$ 172,160
Interest on Water Bond	6290-9507	\$ 69,512
Waterline Line Replacement	6290-9600	\$ 12,000
6 Wheel Heavy Duty Truck	6290-9850	\$ 12,500

Subtotal \$ 400,044

Total
Fund 80 \$ 972,430

TOTAL ALL FUNDS \$ 6,339,579

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "11"	DRAFT FY "12"
Res. New Construction: per sq ft	\$0.18	\$0.18
Res. New Const.: minimum fee	\$80.00	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00	\$60.00
Comm. New Construction: per sq ft	\$0.23	\$0.23
[plus \$5 per plumbing fixture (Chinco)]		
Comm. New Constr.: minimum fee	\$110.00	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00	\$90.00
Mobile Homes: per sq ft	\$0.18	\$0.18
Demolition of Structure: Residential	\$30.00	\$30.00
Demolition of Structure: Commercial	\$30.00	\$30.00
Removal/Installation fule tanks:		
1000-3000 gallon capacity	\$115.00	\$115.00
Each additional 1000 gallon capacity	\$25.00	\$25.00
Installation of radio or communication tower:		
Up to 100 feet	\$115.00	\$115.00
Each additional 100 feet	\$45.00	\$45.00
Each Additional Attachement		
Piers or Bulkheads:		
Up to 300 linear feet	\$90.00	\$90.00
Each additional 100 linear feet	\$11.00	\$11.00
New Docks: per sq ft	\$0.18	\$0.18
Boat ramps & groins	\$115.00	\$115.00
Swimming Pools:		
Above-ground	\$60.00	\$60.00
In-ground	\$80.00	\$80.00
Commercial	\$80.00	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00	\$45.00
Installing New Sheathing-Residential while re-roofing		
Installing New Sheathing-Commercial while re-roofing		
Re-siding	\$45.00	\$45.00
Moved Buildings	\$80.00	\$80.00
For other work not listed:		
Residential	\$60.00	\$60.00
Commercial	\$90.00	\$90.00
Certificate of Occupancy (except when issued in		

conjunction w/a building permit):	n/a	n/a
No inspection required	\$30.00	\$30.00
Inspection required:		
Per sq ft	\$0.13	\$0.13
Minimum fee	\$60.00	\$60.00
Appeals to the Board of Appeals	\$450.00	\$450.00
Administrative Fees:		
Lost permit (reissue)	\$30.00	\$30.00
Permit amendment (reissue)	\$30.00	\$30.00
Change of use	\$50.00	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00	\$30.00
For beginning constr. prior to obtaining BP:		
First offense	\$50.00	\$50.00
Each offense thereafter	\$200.00	\$200.00
Re-inspection fee	\$40.00	\$40.00
State Code Academy Surcharge	1.75%	1.75%
Refunds: (% of amount paid)		
Permit issued, no inspections	75%	75%
Foundation inspection completed	75%	75%
Framing & foundation inspection completed	25%	25%
Subdivision Review Fees (per each submitted plat):		
Up to 10 lots:		
Base fee	\$200.00	\$200.00
Each lot (in addition to base fee)	\$10.00	\$10.00
Over 10 lots or required new road construction:		
Base fee	\$500.00	\$500.00
Each lot (in addition to base fee)	\$20.00	\$20.00
Zoning Fees:		
Zoning inspections	\$0.00	\$0.00
Special use permit	\$450.00	\$450.00
Conditional use permit	\$1,500.00	\$1,500.00
Conditional use permit for Wind Mills	\$450.00	\$450.00
Variance application	\$450.00	\$450.00
Special use permit & variance application processed & presented at same time	\$540.00	\$540.00
Appeal decision of Zoning Administrator	\$450.00	\$450.00
Proposed rezoning change	\$730.00	\$730.00
Amendment to the zoning ordinance	\$330.00	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00	\$30.00
Site evaluation (subdivision)	\$100.00	\$100.00
Travel Trailer Park Fees:		
Up to 25 trailers	\$500.00	\$500.00
26-49 trailers	\$1,000.00	\$1,000.00
50 or more trailers	\$2,000.00	\$2,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Sign Permit Fees:		

Less than or equal to 25 square feet	\$45.00	\$45.00
Each sq ft in excess of 25 sq ft	\$1.00	\$1.00
Mobile Home Park Fees:		
4-25 mobile homes	\$1,000.00	\$1,000.00
26-40 mobile homes	\$2,000.00	\$2,000.00
41 or more mobile homes	\$5,000.00	\$5,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Transcript Fees (per page)	\$12.00	\$12.00
Document Fees:		
Comprehensive Plan	\$20.00	\$20.00
Zoning Ordinance	n/a	n/a
Subdivision Ordinance	n/a	n/a
Complete ordinances, incl zoning & subdivision	\$35.00	\$35.00
Excerpts from Ordinances & Other Town Documents:		
per page and/or double sided per page	\$0.10	\$0.10
Maps 36" x 44"	\$55.00	\$55.00
Contractors List (Class A & B)	\$0.00	\$0.00
New Address Fee	\$25.00	\$25.00
New Road Fee (at cost per MSAG)	cost	cost
Elevators/Escalators/Lifts	\$60.00	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00	\$80.00
Carport or Garage: per sq ft	\$0.18	\$0.18
Accessory building/structure (<150 sq ft)	\$45.00	\$45.00
Deck: per sq ft	\$0.18	\$0.18
Fence (> 8 linear ft. Total)	\$45.00	\$45.00
Fireplace	\$0.00	\$0.00
Foundation	\$60.00	\$60.00
<u>General Government Taxes and Fees</u>		
Real Estate Tax (\$.06/100)	\$0.06	\$0.06
Tangible Property Tax (\$/100)	\$0.85	\$0.85
Tangible Property Tax Relief (percent)	63%	63%
Excise Tax; Meals (percent)	5%	5%
Excise Tax; Transient Occupancy (percent)	3%	4%
Vehicle Decals (annual)	\$33.00	\$33.00
Road Suidivision Review Fee	\$250.00	\$250.00
Side Walk Administrative Fee Maximum of \$200 or 25%	25%	25%
Solid Waste Collection Fee (Residential per week)	\$1.50	\$1.50
Solid Waste Collection Fee (Commercial/Business per week)	\$1.50	\$1.50
Drainage Administrative Fee	25%	25%
Robert Reed Park, Fishing Vessels (per Day mon - fri)	\$15.00	\$15.00
Robert Reed Park, Fishing Vessels (per Day sat & sun)	\$30.00	\$30.00
Robert Reed Park, Recreational Vessels (\$ per ft. per Day)	\$1.00	\$1.00
Business License Minimum/Maximum	\$50/\$500	\$50/\$500
Retail, Repair, Personal, Business, Construction (\$0.13/\$100)	\$0.13	\$0.13
Wholesale (\$0.05/\$100)	\$0.05	\$0.05

WATER RATES, CHARGES AND BILLING FOR FY 12

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance
5/8 & 3/4	\$28 residential	6,000	\$4.23
	\$45 commercial	6,000	\$5.01
1	\$111	15,000	\$5.01
1.5	\$221	30,000	\$5.01
2	\$354	48,000	\$5.01
3	\$705	96,000	\$5.01
4*	\$1,102	150,000	\$5.01
6	\$2,205	300,000	\$5.01
8	\$3,528	480,000	\$5.01

*One meter currently in the system is to be charged \$6.33 per 1000 gallons over the allowed usage.

Connection Fees

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

\$670 for a 5/8" or 3/4" Meter connecting pipe

\$1,176 for a 1" connecting pipe

\$1,570 for a 2" connecting pipe

Availability Fee Schedule

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270
1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,819 per living unit but supplied by a master meter with the minimum billing based on the size of the meter. **Billing and other charges**

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge of \$50.00.
- Any person having service disconnected by the Town for purposes other than plumbing repairs, shall be charged a fee of \$75.00.
- A change of ownership fee of \$50.00
- A twenty-five percent administrative fee will be applied to all Water main extensions, by the Town

Water bill adjustments

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.

**FISCAL YEAR 2012
Rate Schedule
Curtis Merritt Harbor
(July 1, 2011 – June 30, 2012)**

25 ft Slip \$	407.00
30 ft Slip \$	459.00
40 ft Slip \$	691.00
50 ft Slip	\$1,006.00
Slip at head of Collector Pier \$1,105.00	

Loading Dock fees are \$7.00 per day after 4 hours for commercial vessels and \$10.00 a day for recreational vessels with a \$25.00 minimum.

Sublease rate for Commercial Vessels: \$3.50 per day or any portion of a day.

Sublease rate for recreational vessels: \$10.00 per day or any portion of a Day with a \$25.00 minimum or \$50.00 a Week (7 days) or \$200.00 a Month (30 days) any size slip.

Nets or other items left on dockside for storage over 3 days will be charged a \$10.00 fee per day.

Boat repair area for Harbor lessee is \$10.00 per day after 7 days per season haul out.

For Non Harbor Lessee there will be \$10.00 a day charge after the first 8 hours.

Fees or Penalties for leaving the work area not cleaned \$50.00 one time penalty per haul out. If payment is not received all Harbor and Town Property privileges will be prohibited.

Trailer parking with Harbormasters permission, short term (less than Two weeks) \$5.00 per day. Trailer must have a tag and a user fee sticker.

1a. Possible Adoption of a Proclamation Operation Dry Water, June 24- 26, 2011

Mayor Tarr explained the fact sheet regarding the proclamation.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the Proclamation Operation Dry Water, June 24-26, 2011. Unanimously approved.



**PROCLAMATION
OPERATION DRY WATER
JUNE 24-26, 2011**

Whereas, alcohol use is the leading contributing factor in fatal boating accidents; and

Whereas, alcohol use is one of the leading contributing factors in all boating accidents; and

Whereas, alcohol affects judgment, vision, balance and coordination for both boat operators and passengers; and

Whereas, a boater is likely to become impaired more quickly than the driver of an automobile, because the motion, vibration, engine noise, sun, wind and spray common in the marine environment intensify the effects of alcohol; and

Whereas, “Operation Dry Water” was created by the National Association of State Boating Law Administrators and its partners to address this public health, safety and law enforcement issue; and

Whereas, “Operation Dry Water” is a coordinated national weekend of ‘boating under the influence’ detection and enforcement to detect, deter and educate all boaters, aimed at reducing injuries and fatalities resulting from ‘boating under the influence’; and

Whereas, the Town of Chincoteague considers it a duty of the highest importance to protect all citizens from death or injury as a result of recreational boating accidents caused by alcohol use.

Now, Therefore, I, John H. Tarr, Mayor of the Town of Chincoteague, Inc., do hereby proclaim June 24-26,2011 as “*Operation Dry Water*” in the Town of Chincoteague and do hereby call upon the citizens, government agencies and public and private institutions in the Town of Chincoteague to promote awareness of the dangers of boating while under the influence of alcohol and/or drugs, to support programs and policies to reduce the incidence of impaired boating, to promote safer and healthier behavior regarding the use of alcohol and other drugs and to provide opportunities for all to participate in safe and enjoyable recreational boating this season.

DATED this 16th, day of June, 2011

John H. Tarr, Mayor of the Town of Chincoteague, Inc.

2. Mayor and Council Announcements or Comments

Councilman Jester stated that the Recreation and Community Enhancement Committee has been discussing the future plans for an overlook at the Curtis Merritt Harbor. He advised that Mr. Conklin suggested naming this “Mariners’ Point”. He presented photos and spoke of the trash pile there. He feels that this should be cleaned up to keep others from dumping there also. Councilman Jester added that Mr. Barry Abell has been suggesting for years a Mariners’ Memorial monument. He suggested making this area more presentable to the public.

Councilman J. Howard made the point that if the Town doesn’t use this facility as a hauling point to burn brush and to store concrete it would be hauled to the landfill. He advised that this would be costly for the Town.

There was lengthy discussion about the use and cleanliness at the Harbor.

Councilman T. Howard asked if the Town has heard from Town Attorney Poulson regarding the abandoned homes. He referred to the homes on Mumford Street and Bunting Road. He requested to be notified so that they could address it at the Committee level.

Councilwoman Conklin feels that the Mumford Street house is a health hazard.

Councilman Muth asked Council to review the Staff Report regarding the Sign Ordinance. He mentioned the joint public hearing on the proposed changes.

Town Manager Ritter advised that the next Council meeting should be July 11th because of the holiday on the 4th and the rain date on the 5th. He added that they would include the joint public hearing for the Sign Ordinance changes on the July 11th agenda.

Councilman J. Howard would like the Town to send Mr. Mason Karafa, a recent Chincoteague High School graduate, a letter congratulating him for taking 1st place in the state for welding.

Vice Mayor Richardson announced that the cemeteries have been cleaned and look very nice. She stated that without donations they could not afford to maintain the cemeteries.

Mayor Tarr mentioned that staff was going to create a map of all the cemeteries on the Island and note who was taking care of each to have a plan for cleanup.

Town Manager Ritter thanked Supervisor Thornton for revisiting the Supervisor's stipulations for the old Elementary School gym. He advised that the Board of Supervisors voted to withdraw all stipulations and turn the property over to the Town.

Mayor Tarr announced that the Supervisor/Mayor quarterly meeting is scheduled for Monday, June 20th at 7:00 p.m. in the Council Chambers.

Adjourn.

Councilman J. Howard motioned, seconded by Councilman T. Howard to adjourn the meeting. Unanimously approved.

Mayor

Attest: Town Manager



STAFF REPORT

To: Chincoteague Town Council and Planning Commission

Through: Robert G. Ritter, Town Manager

From: Bill Neville, Director of Planning

Date: July 11, 2011

Subject: Sign Ordinance Revision - Maximum height for building mounted 'wall signs'

- ❖ Joint Public Hearing to consider a proposed amendment to the Sign Ordinance that would permit wall signs to exceed the maximum 12 height limit
-

The Planning Commission has included a review of the Sign Ordinance (as adopted on 6/19/08 and 4/6/09) in its current Work Plan as a result of concerns expressed by business owners and residents. Following discussion at Planning Commission meetings over the last 6 months, a strategy for reviewing the Sign Ordinance was proposed.

Minor corrections to the Sign Ordinance may be necessary based on a review of violations and community requests from the last 3 years. A comprehensive review may create as many problems as it would solve, so it was determined to narrow the current review to only Banners, Flags and Pennants as requested by Town Council, and to consider a list of compliance issues provided by the Zoning Administrator.

Zoning Administrator Kenny Lewis was consulted about the code compliance issues that he has repeatedly encountered as well as several applications for wall signs that have been recently submitted to the Town for approval. His recommendations for Planning Commission review included the following issue:

- Increase the maximum allowable height of commercial wall signs from 12 feet, to a height not to exceed the primary structure, and mounted on the wall

beneath the eaves of the roof. This would address an ongoing issue that is currently being decided by the BZA on a case by case basis.

Planning Commissioners reviewed this report at the March 8th and May 10th meeting and requested additional information for the next meeting. Commissioners have taken time to observe building mounted signs around Town and discussed the following ideas:

- application for variance to the BZA would provide a means to address individual situations
- definition of 'roofline'
- consideration of roof mounted signs to either eliminate that option or confirm whether it also meets a criteria of 'below the roofline'
- questions about mansard roof signs, hanging signs, awning signs, or other building mounted signs were raised to see if the height limits would also apply to them
- setting sign height based on a pedestrian scale rather than a vehicle scale of visibility
- standards that encourage moderation to keep the Town visitor friendly and not trend toward over commercialization
- new regulations that require first floor elevations above flood level, plus 8' ceiling height can cause a problem with the 12' height limit above surrounding grade
- zoning decision should be made based on the building architecture
- increased height in building mounted signs should be the exception applied specific building types such as 3 story hotels rather than allowed in all cases and on all buildings.
- the vista of buildings from the new bridge entry into Town is a particular concern since the image and character of Chincoteague is a public value
- the adoption of a specific height limit, whether 12 feet or any other, does not address the relationship between a building mounted sign and the unique architecture of the building
- flexibility should be provided for business owners to make good decisions regarding signage and its location

The following proposed ordinance revisions have been shown as 'redline' corrections as suggested by Staff and amended by the Planning Commission during their regular meeting on June 14, 2011:

Zoning Ordinance

Article VII

Signs

SECTION B. STANDARDS AND CRITERIA

Sec. 7.11. Generally.

The regulations in this section specify the number, types, sizes, heights and locations of signs which are permitted within the jurisdictional boundaries of the Town of Chincoteague and which require a permit. Any sign regulations incorporated into a development plan approved by council may supersede all or part of this section. Unless otherwise provided in this chapter, all signs shall be set back a minimum of ten feet from the right-of-way, unless attached to a building without any ground supports, in which case it shall conform with the required size restrictions and not protrude into any right-of-way unless a land use permit is obtained from the Town of Chincoteague. All permitted signs in this chapter shall only advertise those uses being conducted on the premises on which they are displayed.

7.11.1. Determination of sign area. In measuring the area of signs permitted under these regulations, the entire face of the sign (one side only) and any wall work incidental to its decoration shall be included. Where both sides of a sign contain lettering or other allowable display, one side only shall be used to compute the allowable size of the sign. Where the sign consists of individual raised letters or a sign face of irregular shape, the sign area shall include the area of the smallest rectangle that can encompass the letters or sign face.

7.11.2. Determination of sign height generally. The height of a sign shall not exceed 12 feet in height. The height of all signs shall be the distance from the grade level where the sign is erected to the top of the sign ~~or, whichever is greater~~. No sign shall be erected that will obstruct the sight distance triangle at any street intersection. Roof signs shall be excluded from Section 7.11.2.

7.11.2.1 Determination of sign height for wall signs. The height of a wall sign may exceed 12 feet in height if it remains completely below the eaves of the roof and does not exceed the building height.

7.11.~~34~~. Installation of wall signs. All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 18 inches.

7.11.~~43~~. Sign Illumination.

(1) Externally lit signs shall be illuminated only with steady, stationary, fully shielded light sources directed solely onto the sign without causing glare.

- (2) External illumination for signs and outdoor advertising structures in which electrical wiring and connections are to be used shall require a permit and shall comply with the Virginia Uniform Statewide Building Code and approved by the building inspector.
- (3) The fixtures and source(s) of illumination used to illuminate signs shall not be directed toward nearby residential properties.
- (4) Illumination of a grandfathered off premise sign is prohibited.

7.11.5. Other uses. In cases where the regulations within this section do not specifically address a sign requested in conjunction with a permissible use, the zoning administrator shall make a written interpretation of the ordinance, which shall be kept in the permanent record for that application. (Ord. of 4-4-1994)

Planning Commission Recommendation

The Planning Commission voted to advertise the proposed redline revision to Zoning Ordinance Section 7.11 for public hearing at a joint meeting with the Town Council on July 11, 2011. The motion was approved by the majority vote of those present. (For: Muth, Katsetos, Taylor, Potts, Against: Cherrix, Papadopoulos, Abstain: Rosenberger, Absent: none)

Staff Recommendation

Public comment should be received and considered by the Town Council and Planning Commission. A public hearing has been advertised as required by State Code Section 15.2-2204.

Sample Motion

I move to approve the proposed amendment of Zoning Ordinance Article 7 –Signs by adding the following section and other minor corrections included in the Staff Report:

7.11.2.1 Determination of sign height for wall signs. The height of a wall sign may exceed 12 feet in height if it remains completely below the eaves of the roof and does not exceed the building height.

Example Building Mounted Signs

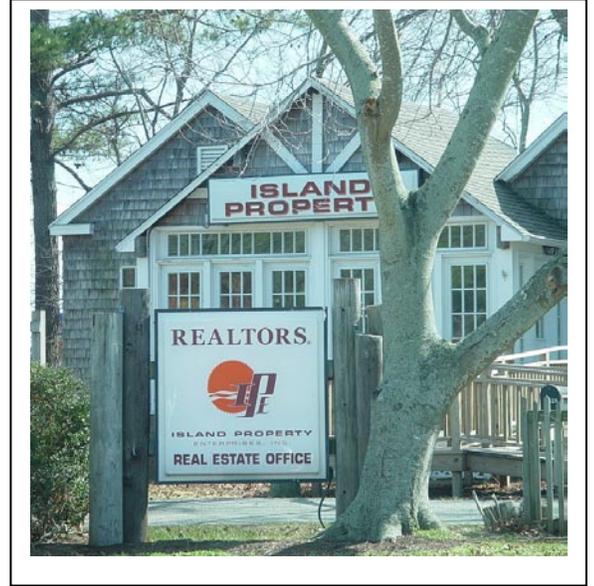






Photo Simulation

Wall Mounted Sign – Approximate Height 28'



Photo Simulation

Wall Mounted Sign – Approximate Height 25 Feet



Photo Simulation

Wall Mounted Sign – Approximate Height 25 Feet

Chicken City Road Realignment

Project Update

Chincoteague Town Council Meeting
July 11, 2011

Project Description:

This project will improve the operation of the Chicken City Road / Church Street intersection by realigning Ridge Road so that it will be in line with Chicken City Road. Basically, the offset between Ridge Road and Chicken City Road will be eliminated to produce a smooth, continuous roadway alignment across Church Street.

Project Status:

- The ROW acquisition phase was completed in January 2011.
- Final design has been completed and plans are ready for construction.
- Final plans, specifications and other contract documents are being assembled into the bid package in preparation for construction advertisement.

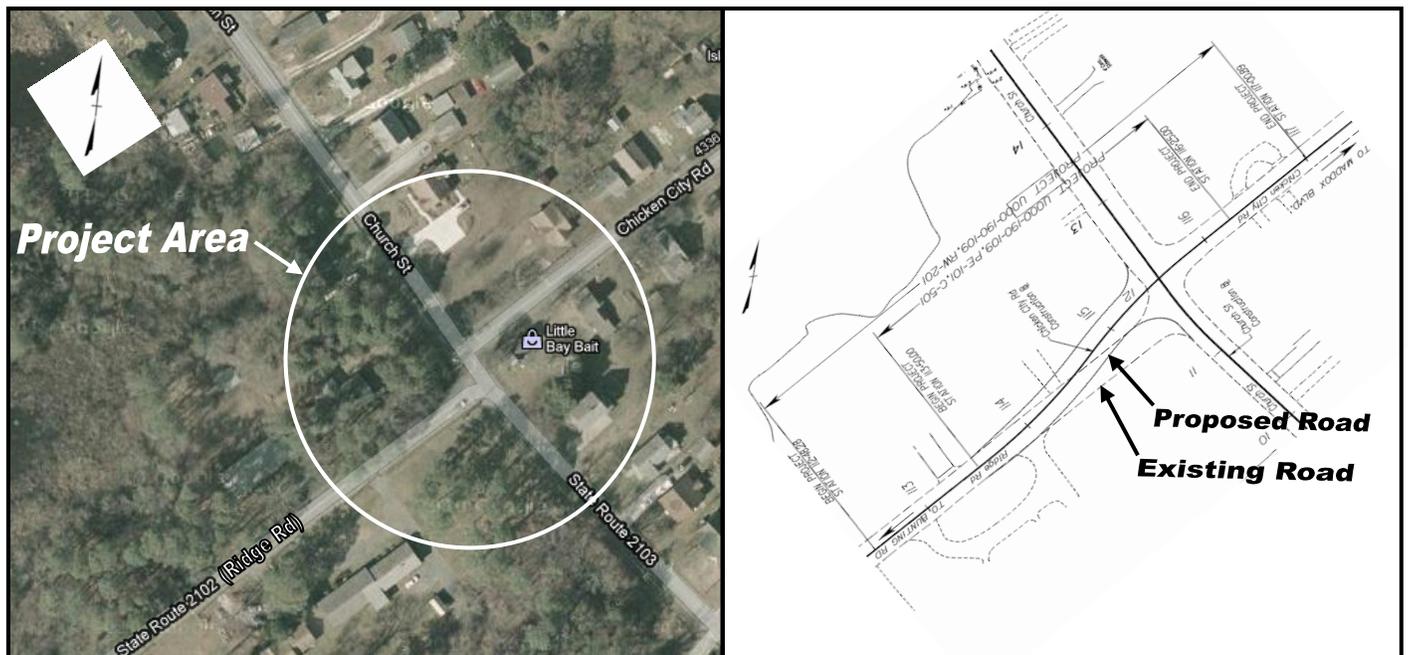
Construction Schedule:

- Advertise for Construction Aug. 9, 2011
- Receive Contractor Bids Sep. 28, 2011
- Start Construction Nov. 9, 2011
- Complete Construction May 25, 2012

Note: The 6.5 month construction duration shown above is the total amount of time that the contractor has to complete the project. The duration of the closure of the intersection for construction will be less than the 6.5 months total duration.

Maintenance of Traffic:

- The intersection of Chicken City Road and Church Street will be closed to traffic during construction.
- Detours will be set up by the contractor with signs that indicate the alternate routes.
- The contractor will provide access for all residents within the work area during construction.
- The Chicken City Road / Church Street intersection shall be open to traffic during the eastern Shore Seafood Festival in May 2012.



**Recreation and Community Enhancement
Committee Meeting Minutes
June 14, 2011**

Committee Members Present:

John Jester, Chairman
Tripp Muth, Councilman
Bob Conklin
Cathy Plant
Jack Van Dame
Gene W. Taylor, Planning Commissioner

Committee Members Not Present:

John H. Howard, Councilman

Others Present:

William Neville, Planning Director
Robert Ritter, Town Manager

Call to Order

Chairman John Jester called the meeting to order at 5:05 PM

Agenda Adoption

Mr. Van Dame motioned, seconded by Councilman Muth to adopt the agenda. Unanimously approved.

- 1. Robert N. Reed Downtown Waterfront Park**
 - **Revised Master Plan**
 - **Application for Park Use**

Town Manager Ritter provided an update to the Committee on the Downtown Main Street Revitalization Project stated they're waiting on VDOT to approve the plans. He stated they were hoping to use half of the grant money for Bridge Street and possibly the other side of the street. He stated that once they get the signature on the right of way easements they will be able to move forward. He explained the plans and drawings from the agenda packet. He is working on a joint permit application for maintenance dredging. He asked for suggestions from the Committee.

Town Manager Ritter would like to get the dredging completed first and then brainstorm possible improvements on the new property additions to Robert Reed Park..

Town Planner Neville addressed the application for Park Use form that was included in the staff report. He stated that this came about because Public Works Director Spurlock advised that one of the tent posts from a recent event damaged an irrigation line. He suggested adding on the application front "*and agree to pay the cost of any damage caused by your use of the Facility*". He also suggested adding on the Rules & Regulations: "*#10. Installation of tents or other equipment that may require anchoring must avoid damage to existing underground irrigation lines, grass turf, brick sidewalks, boardwalk or other park structures. The person scheduling the event is responsible for the actions of vendors, including the cost of repairs if necessary.*"

There was discussion regarding a cap on the costs of repairs along with enforcement. Mr. Van Dame suggested including a diagram of the irrigation lines. The Committee agreed with the proposed changes.

2. Chincoteague Veterans Memorial Park

• Interpretive Sign

Town Planner Neville summarized the previous recommendation of the Committee that the Chincoteague Veterans Memorial Park should not be renamed. He presented several ideas for an interpretive sign to tell the story of the people who donated land for the Park. He asked for the Committee's preference on how to proceed.

Mr. Van Dame stated that he thought there should be something possibly giving the name and the dates of Town Veterans at the Park but not an in-depth history of one individual.

Chairman Jester suggested a simple sign honoring all of those who donated the land for the Park.

Town Planner Neville likes the concept as a visitor to hear the local stories. He also stated that there could be a rotating story board in the Museum as an alternate to the Park.

3. Park Improvements

• Schedule of Maintenance/Checklist

Town Planner Neville stated that there was a checklist created earlier in the year for inspection of playground equipment and park improvements at Veterans Memorial Park. He advised that they have updated the list to include all of the items from 3 different communities that refer back to the Consumer Product Safety Handbook on Playground Safety. He assured the Committee that the checklist includes all the items. He recommended that the Committee adopt the checklist and begin to use it and Public Works Director Spurlock will oversee the list. Town Planner Neville feels that they should begin to use the checklist and review the progress in a couple of months.

There was further discussion as to the thoroughness of the checklist. Mr. Van Dame volunteered to visit the site to determine additional criteria that should be adopted.

4. Project Report Updates

Town Planner Neville reported that the joint permit for the Ocean Boulevard Extended project has been filed with the state. He also advised that Mr. Hank Badger with the Army Corps of Engineers has no objection with the crossing of Fowling Gut. He reported that the bike trail at the Refuge is underway. He stated that if they have money left over from the grant they will begin the elevated trail over the marsh.

Chairman Jester explained the cost associated with the elevated trail.

Town Planner Neville reported that the Watson Park improvements are complete. He added that there may be some mulch or trimming left. He stated that he would like to see someone adopt the Park and possibly put tables out there with the possibility of having Bill's Restaurant serve lunch one day a week. He advised that the Garden Club has been watering the plants. He

reported that the Public Works Department has completed weeding and mulching at the new bridge gateway landscape areas. The Town is still waiting for the Landscaping Maintenance Agreement from VDOT. There was discussion as to what needed to be done there.

Town Planner Neville stated that the Donald Leonard Park landscaping is complete. He was unsure if there would be paving at the entrance.

Chairman Jester stated that he, Mr. Conklin and Public Works Director Spurlock met at the Curtis Merritt Harbor in the area where the Town temporarily dumps bulk items to discuss the possibility of a Mariners' Memorial. He advised that Mr. Conklin suggested naming it Mariner's Point. He also wants this area cleaned and filled in to keep others from dumping trash there.

Mr. Barry Abell explained his idea for the Mariners' Memorial and how he has been raising the funds. He suggested a large white cross with brass on it.

Chairman Jester feels anything would be better than the garbage. He asked the consensus of the Committee so he can present it to Council.

Planning Commissioner Taylor made suggestions for cleanup.

Chairman Jester will discuss this matter with the Harbor Committee prior to going to Council.

There was further discussion about extending the video surveillance.

Town Planner Neville will name the project "Harbor Area Master Plan – Mariner's Point". He asked if they want him to follow the same format for a Master Plan so that a document may be officially endorsed.

The Committee agreed.

5. Committee Member Comments

There was discussion about the Downtown Revitalization and construction beginning in the Fall.

Chairman Jester stated the next meeting will be August 9, 2011.

Adjourn.

Mr. Conklin motioned, seconded by Mrs. Plant to adjourn. Unanimously approved.