



**Minutes of the Colonial Beach Town Council**  
**Regular Meeting held on**  
**Wednesday, January 21, 2026, at 6:00 p.m.**  
Colonial Beach Town Center  
22 Washington Avenue

**Call to Order**

Mayor Schick called the meeting to order at 6:03 PM.

**Council Members Present**

Robin M. Schick, Mayor  
Kenneth Allison, Council Member  
Richard Wood, Council Member  
David Williams, Council Member  
Lisa Grandstaff, Council Member  
Tom Larson, Council Member  
Maggie Sanford, Council Member

**Staff Present**

Natasha Tucker, Town Manager  
Kyler Brower, Assistant Town Manager  
Powell Duggan, Town Attorney  
Heather Oliver, Town Clerk  
Les Parsons, Chief of Police  
Lisa Okes, Director of Finance/Chief Financial Officer  
Chris Ruchty, Director of Public Works  
Darla Odom, Interim Zoning Administrator (*via zoom*)  
Angela Lawrence, Director of Community Development and Zoning  
Jamie Silveus, Project Manager, Inboden Environmental Services, Inc.

**Moment of Silence/Pledge of Allegiance**

Mayor Schick led the meeting in a Moment of Silence and the Pledge of Allegiance.

**Approval of the Agenda**

Mr. Wood made a motion to approve the agenda as presented. Mr. Williams seconded the motion. Mayor Schick called for a vote. All members of council present voted “aye.” **Motion passed.**

**Consent Agenda**

Mr. Wood made a motion to approve the consent agenda. Mr. Larson seconded the motion. Mayor Schick called for a vote. All members of council present voted “aye.” **Motion passed.**

Items approved under the consent agenda:

- *Minutes from November 19, 2025, and December 17, 2025*

## **Council Member Announcements**

Mr. Larson, Mr. Williams, Ms. Grandstaff, Ms. Sanford, Mr. Allison, and Mayor Schick provided reports on their liaison assignments. Mr. Wood deferred his report to Chief Parsons and Ms. Lawrence.

## **Town Manager Update**

Ms. Okes provided the second quarter financial report. *(see attached)*

Chief Parsons provided the fourth quarter public safety report. *(see attached)*

Mr. Silveus provided the October report for the Wastewater Treatment Plant. *(see attached)*

Ms. Tucker provided the November Town Manager Update. *(see attached)*

## **Presentations**

### **Tim Trivett, District V Westmoreland County Board of Supervisors**

Mr. Trivett provided an update from the county Board of Supervisors.

### **Colonial Beach Schools**

Dr. Addo provided his report for the Colonial Beach Schools.

## **Public Comment**

### **Robert Christiansen, 18 Washington Avenue**

Mr. Christiansen provided his statement regarding Resolution #08-26. *(see attached)*

### **Paige Williams, 1535 Irving Avenue**

Ms. Williams stated she would like to see the agendas dispersed earlier than the Friday before the meeting. She noted that the release of the agenda on the Friday before does not give the Town Council or the residents ample time to review the agenda.

Ms. Williams further stated the Town Council needs to return to reading the public comments aloud.

Ms. Williams further noted that she was not in favor of the beach replenishment because it just washed away from a storm not long after it was spread across the beach.

### **Sandy Rodeheaver, 704 Potomac River Avenue**

Ms. Rodeheaver shared her frustration with the long process of fixing the boardwalk in the North Beach area. She asked for any information to be passed on to the residents in that area.

### **Marcia Feldman, 1605 Beach Avenue**

Ms. Feldman noted her dissatisfaction with taking on new projects and debt before the town is even finished with the current projects or stagnant projects. She emphasized that the water meters need to be completed before any more projects are started.

Ms. Feldman asked if the town plows the alley ways. She further noted she did not agree with Mr. Christiansen's comment and believed the sidewalks are town's responsibility and not the property owners.

Will Nuckols, 204 Monroe Bay Avenue

Mr. Nuckols shared his concerns about the North Beach project. He asked if the RFP selection committee had anyone that had the proper credentials to make a well-informed decision. He noted he was still uninformed of the outcome to the question of who owned the North Beach parcels. He asked if the outcome was, they were all private, all public or was it a mix of ownership. He further noted he would like to see follow up from that question.

Mr. Nuckols shared his frustration about the Beach Replenishment and Rip Rap efforts. He stated there needed to be an engineered plan and inspection because it was such a large chunk of funds that would be used. He stated based on his expertise that the type of sand from the last purchase was the wrong sand.

Mr. Nuckols further shared his dissatisfaction with finance process and liaison concept.

**New Business**

**Election of Vice Mayor**

Mr. Wood nominated Mr. Kenneth Allison for Vice Mayor.

Ms. Grandstaff and Ms. Sanford nominated Mr. David Williams for Vice Mayor.

Mayor Schick called for a vote on the nominations. The council members voted as follows:

For David Williams – Ms. Grandstaff, Ms. Sanford, and Mr. Williams

For Kenneth Allison – Mr. Wood, Mr. Larson, Mr. Allison, and Mayor Schick

*Mr. Allison was elected Vice Mayor for 2026.*

**Liaison Assignments**

Mayor Schick made the following liaison assignments per the Town Council Bylaws and Rules of Procedures:

<b>Organization/Department</b>	<b>Council Member</b>
Public Safety – related entities	David Williams
Economic Development – related entities	Lisa Grandstaff
Finance	Tom Larson
Parks and Recreation	Rick Wood
Administration	Mayor Schick
Public Works	Kenneth Allison
School Board	Tom Larson
Alliance of Colonial Beach Community Organization and other local non-governmental organizations	Maggie Sanford
Planning, Zoning, and Housing – related entities	Rick Wood

**Resolution #01-26, Establishes Town Council Meeting Schedule**

Mr. Wood made a motion to approve Resolution #01-26. Mr. Larson seconded the motion.

Mayor Schick motioned to amend the schedule and strike out the July 1<sup>st</sup> and September 2<sup>nd</sup> meetings from the schedule.

Mr. Wood accepted the amendment.

Mayor Schick called for a vote on the amendment. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**

Mayor Schick called for a vote on Resolution #01-26, as amended. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**

*(see attached Resolution)*

### **Resolution #02-26, Adoption of 2025 Bylaws and Rules of Procedure**

Mr. Wood made a motion to approve Resolution #02-26, as presented. Mr. Allison seconded the motion.

Mr. Larson mentioned that he would like to see the language for agenda preparation and disbursement timeline tightened up by making the date no later than Wednesday, which would be a week ahead of the meeting. He also noted the language for the deadline for completed minutes should be adjusted to having regular meeting minutes due at next regular meeting and the work session minutes due at the next work session.

*Discussions on whether the proposed timeline would be feasible. Consensus was to discuss further at the January 22<sup>nd</sup> meeting.*

Mr. Allison mentioned there was still language under liaison assignments that listed the Colonial Beach Volunteer Rescue Squad. He asked if the language could be removed since the rescue squad was no longer active.

Mr. Wood accepted the recommendation as a motion to amend.

Mayor Schick called for a vote on the amendment. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**

Mayor Schick called for a vote on Resolution #02-26, as amended. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**

*(see attached)*

### **Resolution #03-26, Appointments to the Parks and Recreation Advisory Commission**

Mr. Wood made a motion to approve Resolution #03-26, as presented. Ms. Sanford seconded the motion.

Mayor Schick called for a vote on Resolution #03-26, as presented. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**

*(see attached)*

**Authorize Advertisement of Public Hearings: Zoning Text Amendment (ZTA 25-04) Amendment to Article 14 (Site Plan) and Zoning Text Amendment (ZTA 25-05) Amendment to the Subdivision Ordinance**

Ms. Odom provided a brief presentation that summarized the background of the items.  
(see attached)

Mr. Wood made a motion to authorize advertisement for a public hearing for both items on February 18, 2026. Ms. Sanford seconded the motion.

Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**

***Public Hearings scheduled for February 18, 2026.***

**Resolution #04-26, Fiscal Year 2027 Budget Calendar**

Mr. Wood made a motion to approve Resolution #04-26. Mr. Larson seconded the motion.

*Discussion in reference to including a budget work session. Consensus to have a placeholder for March 4<sup>th</sup> and discuss at the January 22<sup>nd</sup> meeting.*

Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**  
(see attached)

**Resolution #05-26, Amends and Appropriates FY26 Budget, General Fund for the Refuse Litter Grant**

Mr. Wood made a motion to approve Resolution #05-26, as presented. Mr. Allison seconded the motion.

Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**  
(see attached)

**Resolution #06-26, Amends and Appropriates FY25-26 Budget, General Fund for Town Pier Refurbishment**

Mr. Wood made a motion to approve Resolution FY25-26, as presented. Mr. Larson seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Mr. Williams voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**  
(see attached)

**Resolution #07-26, Amends and Appropriates FY25-26 Budget, General Fund for Beach Nourishment & Rip Rap**

Mr. Wood made a motion to approve Resolution #07-26, as presented. Mr. Allison seconded the motion.

Mr. Williams asked Mr. Ruchty if there were inspections performed after the installation of the new sand and rip rap.

Mr. Ruchty stated there were no inspections by an outside source. He continues to monitor the beach area and break water. Placement of installation follows design plans and sand approved by the US Army Corps of Engineers.

Mr. Williams stated he does not support and he has been advised that the town needs to hire an engineer to inspect and develop a plan. He noted he will not support the allocation of the funds.

Ms. Grandstaff asked when the last time the US Army Corps of Engineers looked at the beach.

Mr. Ruchty stated he did not have an exact date, but the original plan was developed in the 1990's. He added the US Army Corp of Engineers evaluated the beach in the early 2020's and there was discussion about federal funding.

Mayor Schick called for a roll call vote. Mr. Wood voted "aye," Mr. Larson voted "aye," Mr. Williams voted "nay," Ms. Grandstaff voted "nay," Ms. Sanford voted "nay," Mr. Allison voted "aye," and Mayor Schick voted "aye." **Motion passed.**

*(see attached)*

**Resolution #08-26, Amends and Appropriates FY25-26 Budget, General Fund for Sidewalk Repairs**

Mr. Allison made a motion to approve Resolution #08-26, as presented. Mr. Wood seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted "aye," Mr. Larson voted "aye," Mr. Williams voted "aye," Ms. Grandstaff voted "aye," Ms. Sanford voted "aye," Mr. Allison voted "aye," and Mayor Schick voted "aye." **Motion passed.**

*(see attached)*

Mr. Williams stated that he wanted to make sure there would be further discussion at the January 22<sup>nd</sup> meeting on sidewalk repairs.

**Resolution #09-26, Amends and Appropriates FY25-26 Budget, General Fund for Two Police Vehicles**

Mr. Allison made a motion to approve Resolution #09-26, as presented. Mr. Wood seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted "aye," Mr. Larson voted "aye," Mr. Williams voted "aye," Ms. Grandstaff voted "aye," Ms. Sanford voted "aye," Mr. Allison voted "aye," and Mayor Schick voted "aye." **Motion passed.**

*(see attached)*

**PUBLIC HEARING, Consideration of Financing Utility Vehicles and Equipment**

Mr. Cole presented the responses from the RFP for a Direct Bank Loan and reviewed the Financing Options Comparison. *(see attached)*

**Public Hearing**

Mayor Schick opened the public hearing at 8:58 p.m.

Paige Williams, 1535 Irving Avenue

Ms. Williams expressed opposition to the Town incurring debt, stating that she does not believe borrowing is a sound financial practice. She referenced prior discussions regarding a trash tax and the creation of an enterprise fund intended to finance the purchase of a trash truck, noting her concern that those funds were not established or used as originally described.

Ms. Williams stated that while she supports funding priorities such as trash collection and a rescue squad building, she does not agree that these needs justify taking on debt, and she emphasized that all expenditures are taxpayer funds. She encouraged the Council to work toward greater consensus and civility in decision-making.

Nigel Long, 115 Lynnhaven Court

Mr. Long stated that, based on his personal experience, financing larger purchases can provide greater financial flexibility than paying in cash. He advised that although the Town has sufficient funds available, financing would allow reserves to remain intact for emergencies or other unforeseen priorities, such as hurricane response or future capital needs.

Mr. Long encouraged the Town to accept the financing option to support long-term financial stability over the next ten years.

Will Nuckols, 204 Monroe Bay Avenue

Mr. Nuckols stated that while he understands the value of having financing options available, he questioned whether it is necessary to pursue borrowing at this time. He expressed concern that the proposed expenditure does not appear to be a critical financial need warranting a shift from a pay-as-you-go approach to increasing public debt, noting that financing would result in additional long-term costs, including interest.

Mr. Nuckols commented that the analysis presented focused only on financing options and did not sufficiently evaluate the no-action alternative or opportunity costs, and he cautioned against relying on uncertain future investment returns to justify borrowing. He encouraged the Council to proceed more cautiously, allow additional financial planning information to be completed, and revisit the decision holistically rather than as a standalone item.

Mayor Schick closed the public hearing at 9:09 p.m.

**Council Action**

*Consensus was reached to defer Council Action to next meeting.*

**Closed Meeting**

**Motion to move into Closed Meeting**

Mr. Wood made a motion to enter into a closed meeting for pursuant to Virginia Code § 2.2-3711 (A,1) for discussion on performance of specific public appointees of the Town Council. Mr. Williams seconded the motion.

Mayor Schick called for a vote. All members present voted “aye.” **Motion passed.**

***At 9:14 p.m. the Town Council moved into closed meeting.***

**Reconvene Open Meeting**

Mr. Allison made a motion to reconvene into an open meeting. Mr. Williams seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted “aye,” Mr. Larson voted “aye,” Ms. Grandstaff voted “aye,” Ms. Sanford voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.” **Motion passed.**

*At 10:35 p.m. the Town Council reconvened into an open meeting.*

**Certify**

Mr. Wood made a motion to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Ms. Sanford seconded the motion.

Mr. Wood, Mr. Larson, Mr. Williams, Ms. Grandstaff, Ms. Sanford, Mr. Allison, and Mayor Schick all so certified.

**Adjournment/Recess**

Seeing no further business to discuss, Mayor Schick adjourned the meeting at 10:36 p.m.



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Heather Oliver, Town Clerk

APPROVED 02.04.2026

## **Attachments**

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1. 2<sup>nd</sup> Quarter Financial Report
2. 4<sup>th</sup> Quarter Public Safety Report
3. Inboden monthly Report
4. Town Manager Monthly Report
5. Resolution #01-26, Establishes Town Council Meeting Schedule
6. Resolution #02-26, Adoption of 2026 Bylaws and Rules of Procedures
7. Resolution #03-26, Appointments to the Parks and Recreation Advisory Commission
8. Resolution #04-26, Fiscal Year 2027 Budget Calendar,
9. Resolution #05-26, Amends and Appropriates FY26 Budget, General Fund for the Refuse Liter Grant
10. Budget Amendments for Cash Funded CIP Items,
11. Resolution #06-26, Amends and Appropriates FY 25-26 Budget, General Fund for Town Pier Refurbishment
12. Resolution #07-26, Amends and Appropriates FY 25-26 Budget, General Fund for Beach Nourishment and Rip Rap
13. Resolution #08-26, Amends and Appropriates FY 25-26 Budget, General Fund for Sidewalk Repairs
14. Resolution #09-26, Amends and Appropriates FY 25-26 Budget, General Fund for Two Police

# **ATTACHMENT 1**



# Town Council Regular Meeting

January 21, 2026  
Finance Department  
Lisa M. Okes, Director of Finance

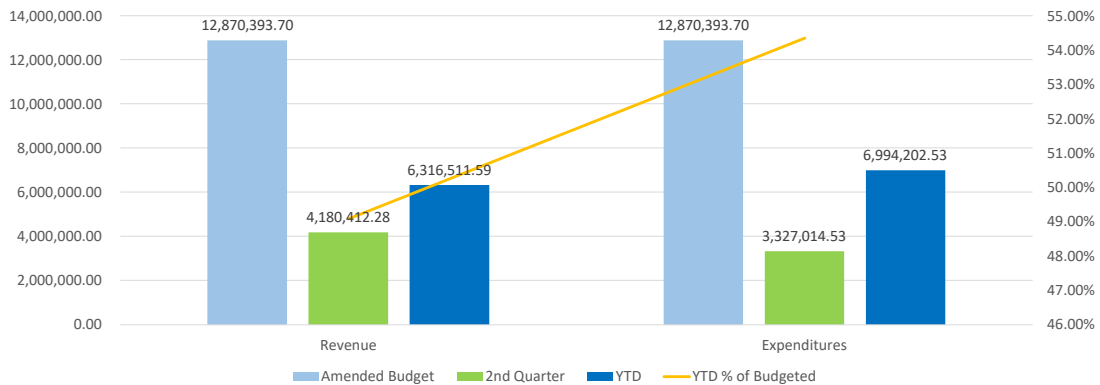
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2

# GENERAL FUND

## 2nd Quarter Revenue & Expenditures



3

# General Fund Revenue & Expenditure Breakdown

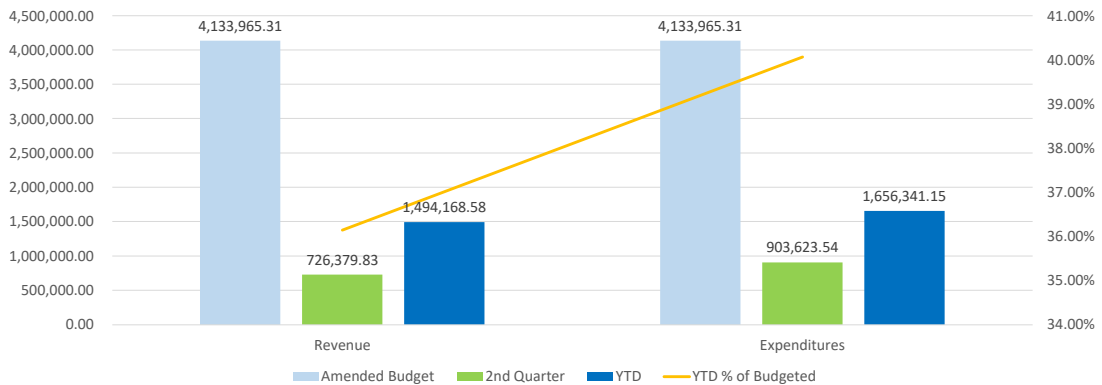
Property Taxes	3,127,443.49
Other Local Taxes	562,994.81
Other Revenue	61,653.35
State Funding, Streets & Police	300,510.56
Permits & Fees	116,586.01
Grant Proceeds	3,361.43
Fines	7,862.63
<b>Total 2<sup>nd</sup> Quarter</b>	<b>4,180,412.28</b>

Public Safety	506,139.79
Public Works	632,058.91
Government Administration	375,515.18
Community Development	155,114.23
Debt Service	122,528.13
Parks & Recreation	37,494.09
Education	0.00
Transfers	1,498,164.20
<b>Total 2<sup>nd</sup> Quarter</b>	<b>3,327,014.53</b>

4

# SEWER FUND

## 2nd Quarter Revenue & Expenditures



5

# Sewer Fund Revenue & Expenditure Breakdown

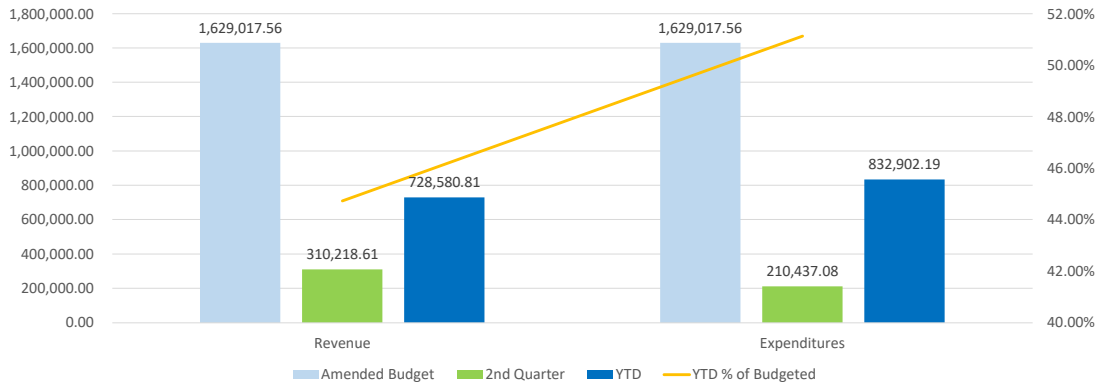
Sewer Charges	705,282.89
Wastewater Processing Fee	1,579.65
Sewer Connections	9,000.00
Septage Receiving	0.00
Penalty & Interest	17.29
Plan Review, Inspection & Availability fees	10,500.00
<b>Total 2<sup>nd</sup> Quarter</b>	<b>726,379.83</b>

Wastewater Treatment	600,479.66
Sewer Department	204,521.71
Debt Service	98,622.17
<b>Total 2<sup>nd</sup> Quarter</b>	<b>903,623.54</b>

6

# WATER FUND

## 2nd Quarter Revenue & Expenditures



7

# Water Fund Revenue & Expenditure Breakdown

Water Charges	296,839.46
Water Connections	8,000.00
Reconnection Fees	0.00
Penalty & Interest	579.15
Plan Review, Inspection & Availability fees	4,800.00
<b>Total 2<sup>nd</sup> Quarter</b>	<b>310,218.61</b>

Water Department	205,127.09
Debt Service	5,309.99
<b>Total 2<sup>nd</sup> Quarter</b>	<b>210,437.08</b>

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**Any  
Questions?**



# **ATTACHMENT 2**



# Town Council Meeting Public Safety Quarterly Update

Les J. Parsons  
Chief of Police  
January 21, 2026

1

Colonial Beach Police Department



## Quarterly Report October-December 2025



2

# Colonial Beach Police Department



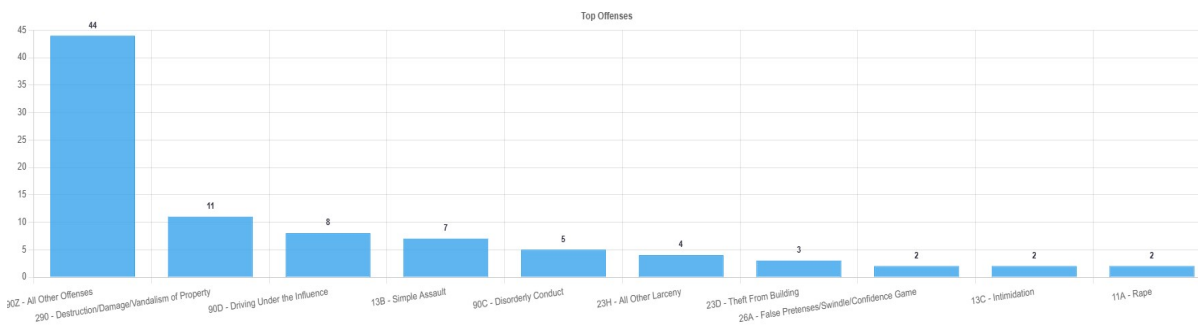
## 2025 4th Quarter Total Calls for Service: 2,696

Incident Reports	Traffic Stops	Traffic Collisions	Arrests Made
92	428	3	37

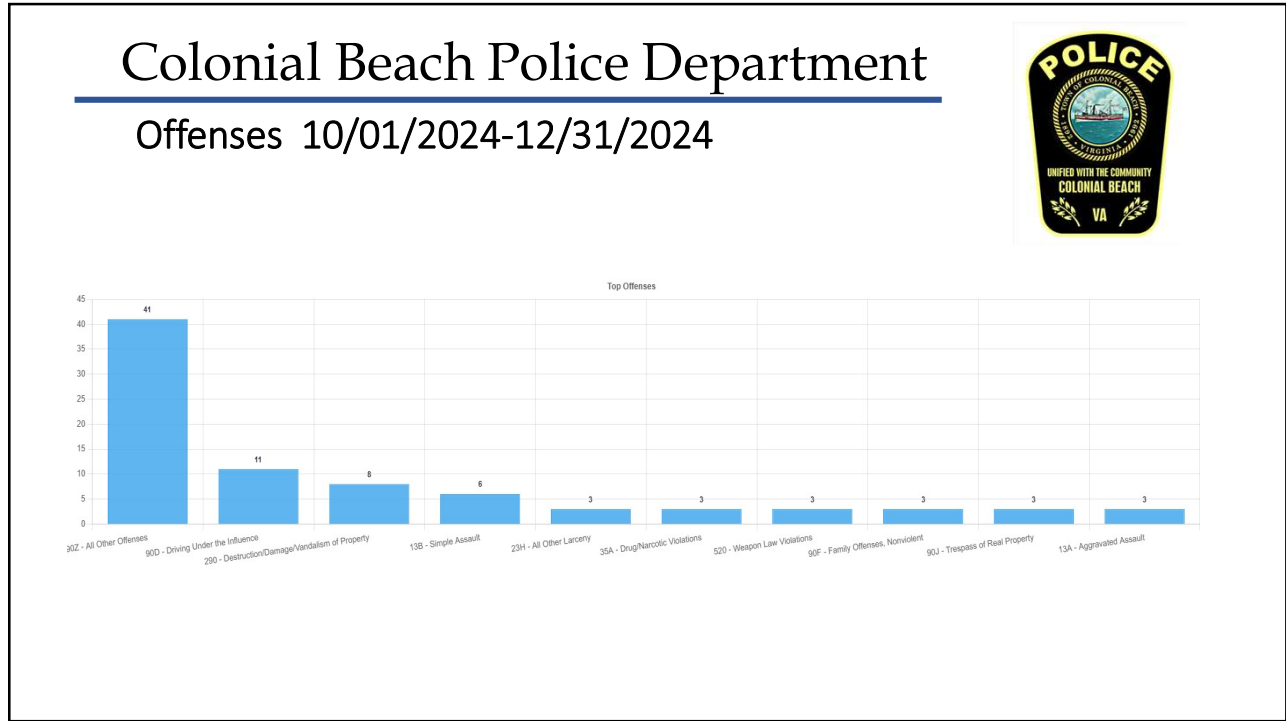
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# Colonial Beach Police Department

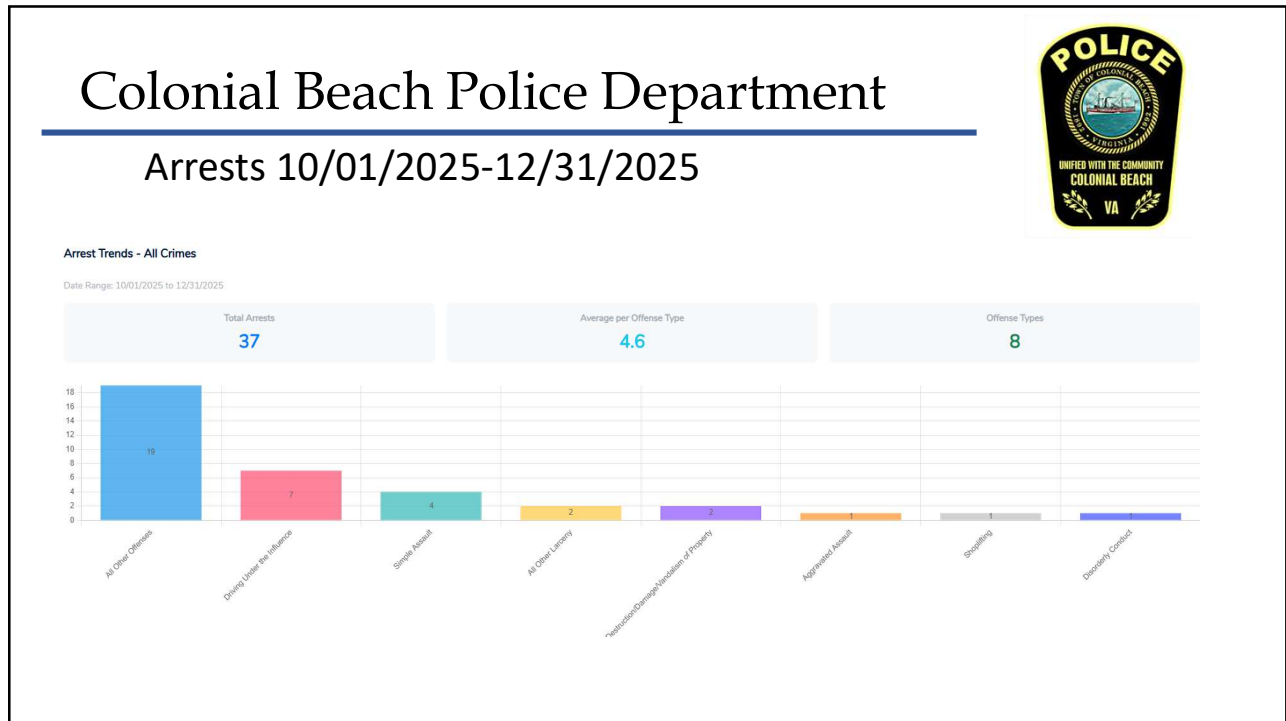
## Offenses 10/01/2025-12/31/2025



4



5



6

# Colonial Beach Police Department

## Offense Trends – Day of Week



2025

Incidents By Day Of Week



2024

Incidents By Day Of Week



7

# Colonial Beach Police Department

## Offense Trends - Hour



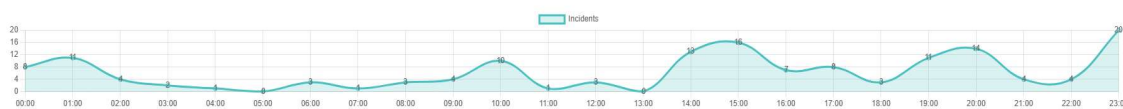
2025

Incidents By Hour Of Day



2024

Incidents By Hour Of Day



8

Colonial Beach Vol. Fire Company



# Quarterly Report October-December 2025



9

Colonial Beach Vol. Fire Company



**2025 4th Quarter Total calls: 135**

Fire Calls	Motor Vehicle Accidents	EMS	Public Service	Man Hours	Average members per call
<b>47</b>	<b>13</b>	<b>66</b>	<b>9</b>	<b>236.75</b>	<b>4.01</b>

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Westmoreland Department of Emergency Services

# Quarterly Report October-December 2025



11

Westmoreland Department of Emergency Services

WDES Responded to a total of 248 medical calls in CB

- Average Response Time of 8:06 minutes to each call
- Total Transports- 139

Westmoreland EMS Run Report-Town of Colonial Beach (Box 100)

Month	Total EMS Reports (Countywide)	EMS Calls-Colonial Beach	Transports	Average Response Time
October	342	87	39	8:03:00
November	318	77	44	8:28:00
December	322	84	56	7:59:00
<b>Totals:</b>	<b>982</b>	<b>248</b>	<b>139</b>	<b>8:06:00</b>

\*\* Dispatch time is from PSAP to ambulance arrival on scene.



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# Town Council Meeting Public Safety Quarterly Update

Les J. Parsons  
Chief of Police  
January 21, 2026

# **ATTACHMENT 3**

# UTILITY REPORT

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**DECEMBER 2025**

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**Town of Colonial Beach, VA**

**Authored by:**

**Inboden Environmental Services, Inc.**



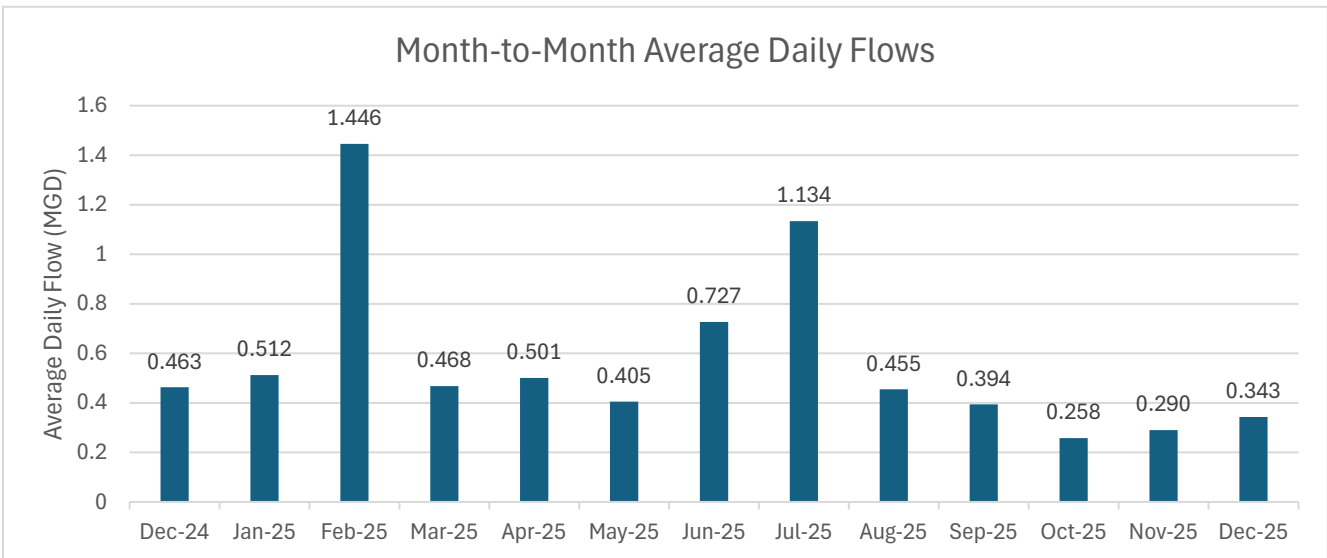
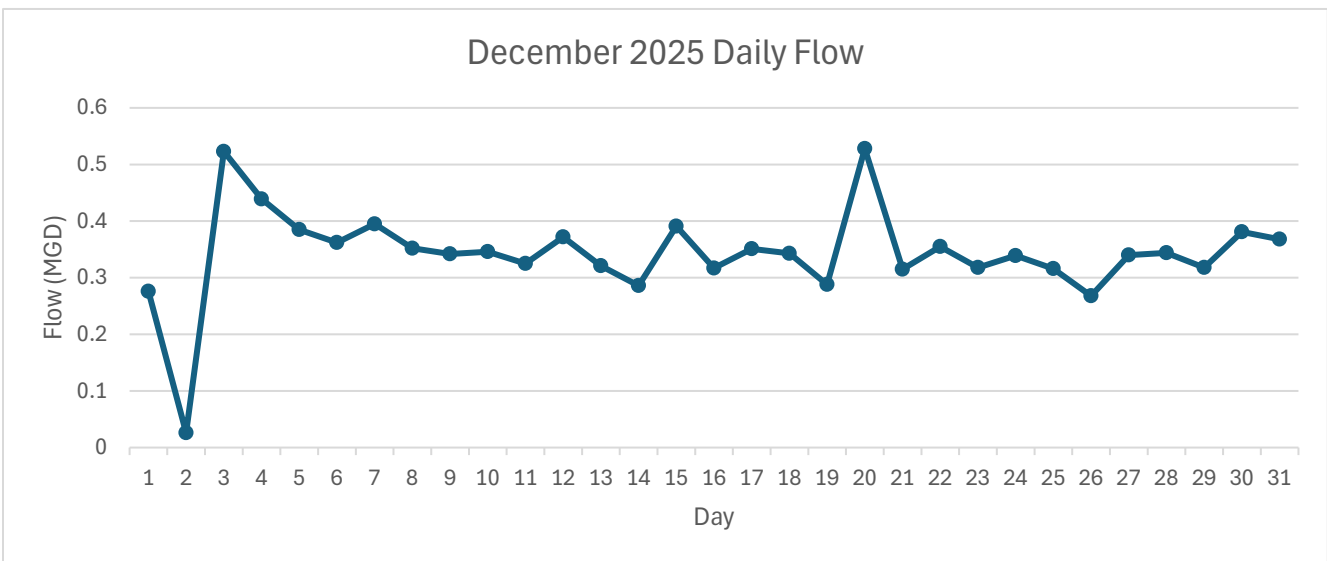
# INTRODUCTION

This Utility Report provides information on operations, facility performance, and regulatory compliance for the month prior. Information includes items related to the wastewater treatment plant (WWTP) operations, effluent discharge volumes, laboratory analytical data, and compliance auditing.

# WASTEWATER

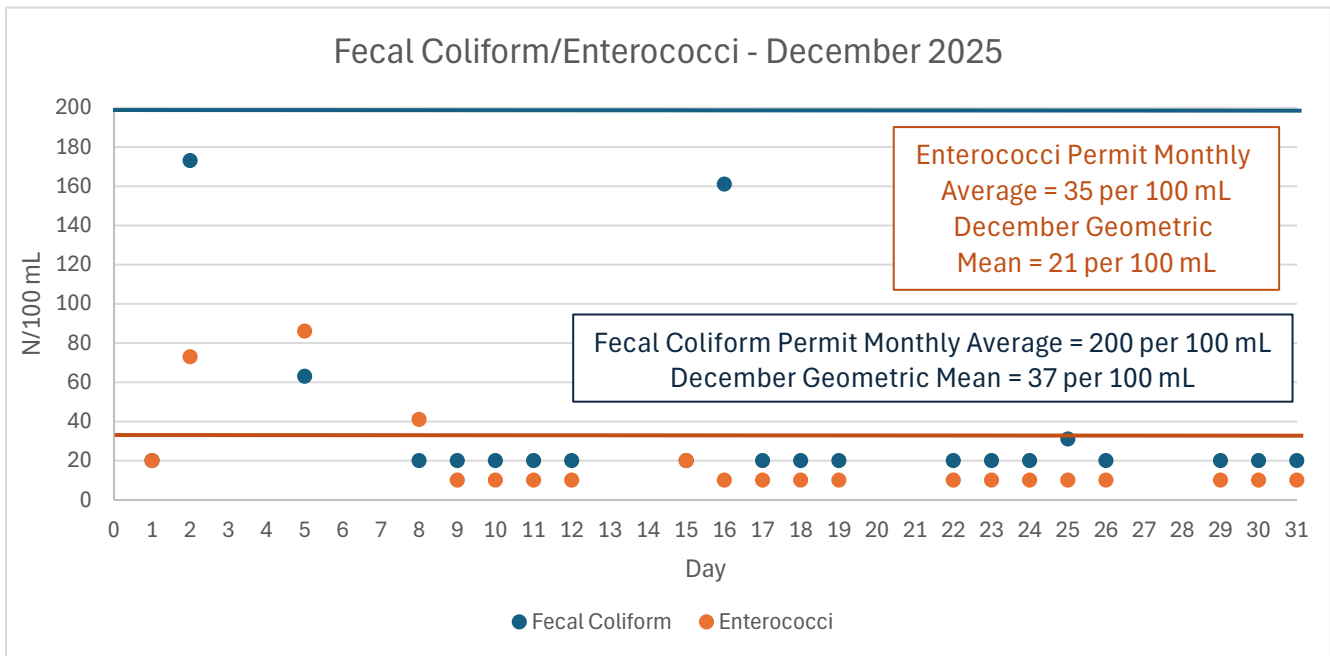
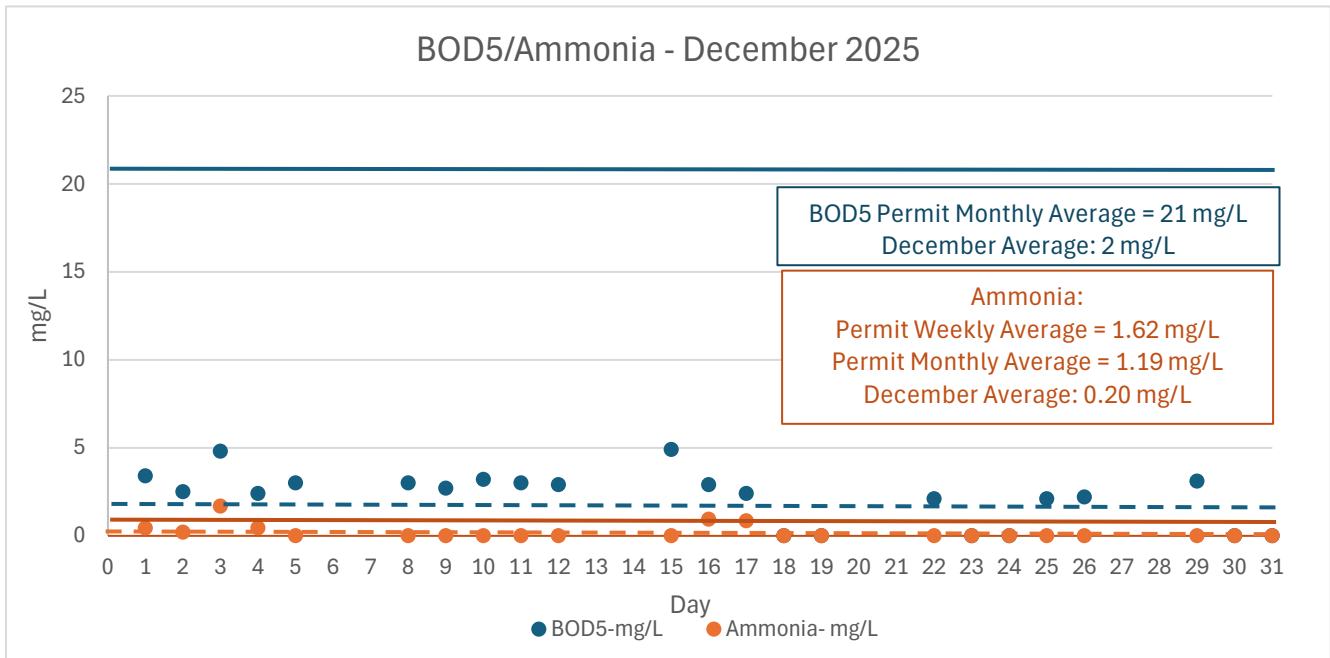
## Wastewater Treatment

The wastewater treatment plant had an average daily discharge of 0.343 MGD resulting in a total discharge of 10.630 MG for the month.



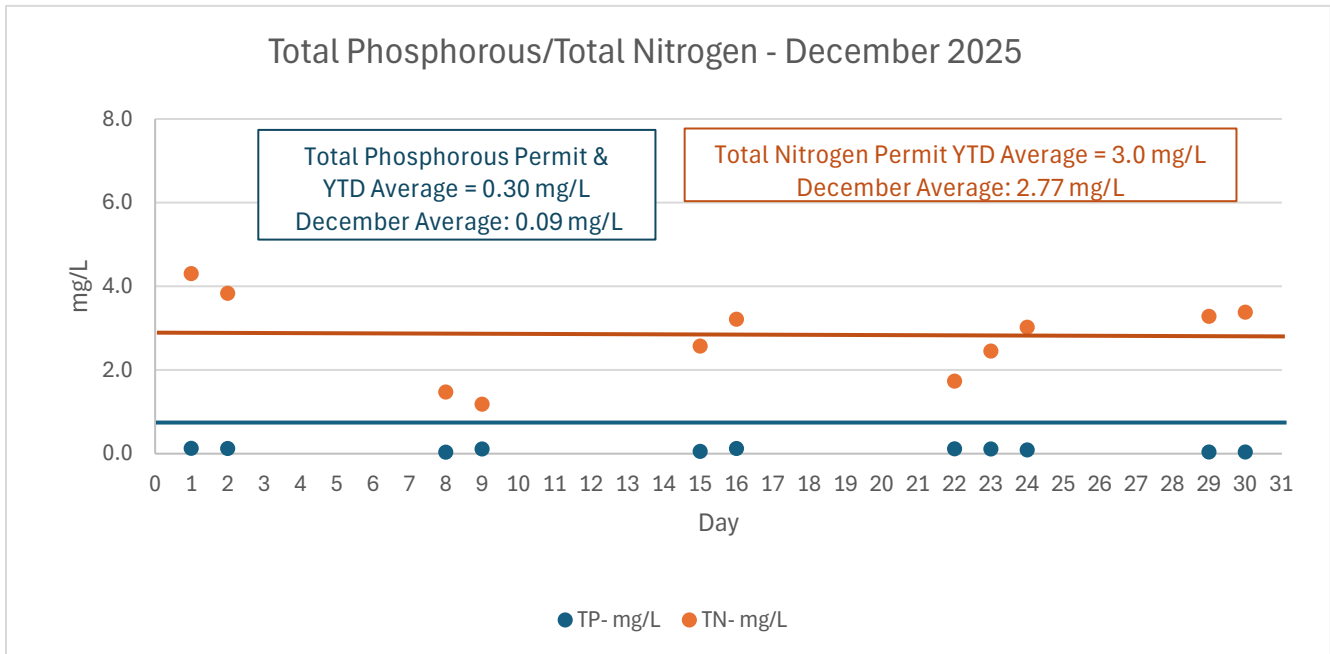
## Effluent Quality:

All sample results for BOD5, TSS, Ammonia, Fecal Coliform, and Enterococci were within permit limits.



### Effluent Quality (continued):

Samples were also collected twice per week for Total Nitrogen (TN) and Total Phosphorous (TP) that have specific Year-to-Date (YTD) permit requirements with an end-of-year evaluation. Results for all samples are presented in the charts below.



# Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl <sub>2</sub>	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

# **ATTACHMENT 4**

# TOWN COUNCIL REGULAR MEETING

January 21, 2026

Monthly Updates

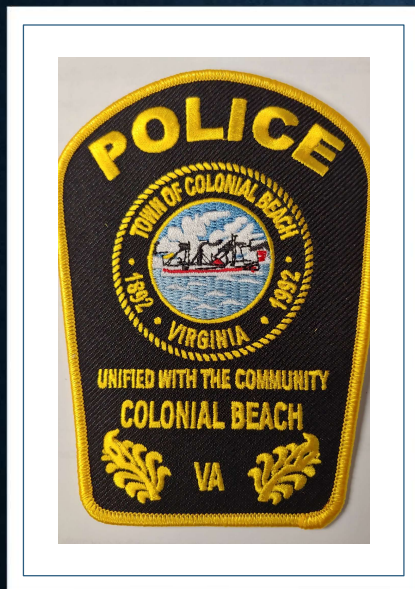
Natasha Tucker, MBA/JD

Town Manager



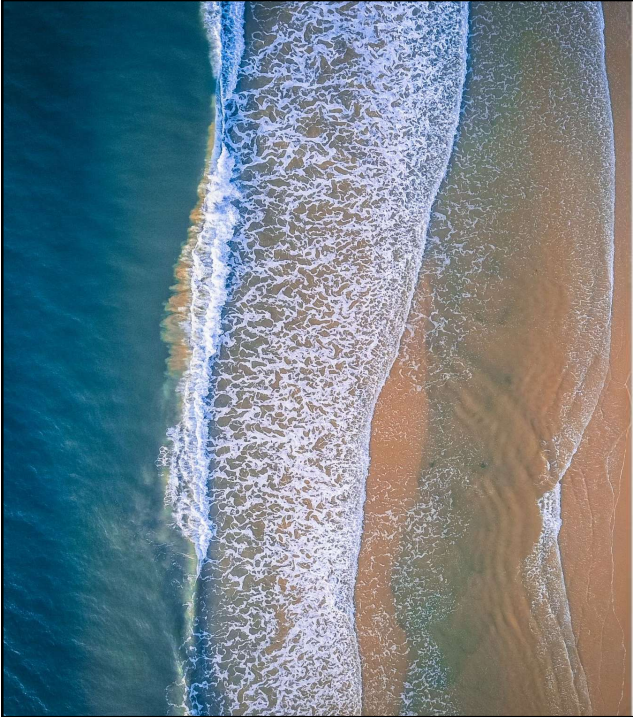
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## HUMAN RESOURCES NEW HIRES FOR DECEMBER 2025/JANUARY 2026



- **CBPD NEW HIRES**
- **Robert Johnson: Civilian Chief of Staff**
- **Masonn Manthey: Officer**

2



## NORTH BEACH EROSION CONTROL & SHORELINE RESILIENCY PROJECT

Request for Proposals/Qualifications responses were received January 9, 2026.

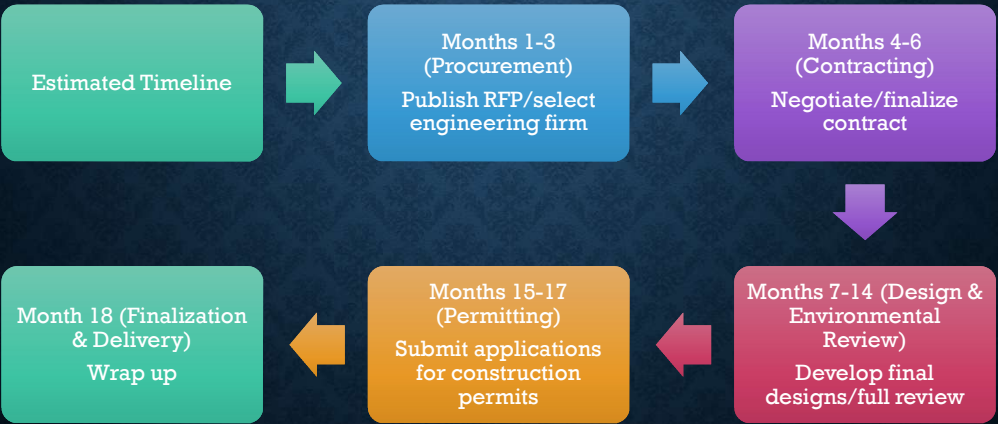
9 Jan. 2026

26 Jan. 2026

Selection committee will review responses January 26, 2026, to select an engineering firm

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## NORTH BEACH EROSION CONTROL & SHORELINE RESILIENCY PROJECT



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    graph LR
      A[Estimated Timeline] --> B[Months 1-3 (Procurement)  
Publish RFP/select engineering firm]
      B --> C[Months 4-6 (Contracting)  
Negotiate/finalize contract]
      C --> D[Months 7-14 (Design & Environmental Review)  
Develop final designs/full review]
      D --> E[Months 15-17 (Permitting)  
Submit applications for construction permits]
      E --> F[Month 18 (Finalization & Delivery)  
Wrap up]
  
```

**Estimated Timeline**

- Months 1-3 (Procurement)**  
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- Months 15-17 (Permitting)**  
Submit applications for construction permits
- Month 18 (Finalization & Delivery)**  
Wrap up

4

# NORTH BEACH EROSION CONTROL & SHORELINE RESILIENCY PROJECT



Engineer will provide approximately 280 linear feet of shoreline restoration and stabilization



Approximately 740 cubic yards of sand fill



Create approximately 13,000 square feet of tidal wetlands and beach area



Sand fill will be protected with 180 linear feet of stone breakwater



5

# AZALEA PARK



Cleared site in preparation for groundbreaking



Will have a groundbreaking opportunity soon



6

# SIDEWALK REPAIRS

Location	Anticipated Year of Completion
128 Washington Avenue	Completed in 2025
1 Irving Avenue	End of Fiscal Year of 2026
11 to 25 Irving Avenue	End of Fiscal Year of 2027
1001 Irving Avenue	End of Fiscal Year of 2027
33 Irving Avenue	End of Fiscal Year of 2028
115 Lossing Avenue	End of Fiscal Year of 2028
716 Bancroft Avenue	End of Fiscal Year of 2029
320 Lossing Avenue	End of Fiscal Year of 2030
323 Thackary Street	End of Fiscal Year of 2030

7

# TOWN COUNCIL REGULAR MEETING

January 21, 2026

Monthly Updates

Natasha Tucker, MBA/JD

Town Manager



8

# **ATTACHMENT 5**

CLERK'S COPY

Date: January 17, 2026

To: Town Manager, Colonial Beach

Mayor and Town Council, Colonial Beach

From: Robert Christiansen, 18 Washington Avenue, Colonial Beach

Concerning: Argument against Resolution #08-26, under consideration at Monthly  
Council Meeting 1/21/2026

I strongly urge the Town Council to table Resolution #08-26 at the January 21 meeting. This proposed use of general fund taxes is unreasonable, unfair to taxpayers, does nothing to improve the safety of the town, and is perhaps illegal. Note that the other three budget changes you are being asked to approve are for the Town Pier, the Town Shore, and Public Safety. Resolution #08-26 is for making improvements to sidewalks which are the responsibility of private property owners and not the responsibility of the town. Further, these improvements will not improve pedestrian safety and may even cause further danger.

I agree with most of the citizens of this town that where we have sidewalks, they should be safe to walk on. Soon after I moved to Colonial Beach, I tripped on a sidewalk on Boundary Street. I was able to control my fall into a water puddle and was not injured. There are very few sidewalks in residential areas of the town that are not in need of repair. Even the sidewalks on Washington Avenue have utility poles in the middle of them. If you walk out the Town Center and make two quick lefts, you will be walking West on residential Hawthorn Street on a sidewalk similar to sidewalks that were installed in residential areas of the Point probably over 50 years ago. They are only on one side of the street and with few exceptions have never been maintained by anyone. Please do not try to walk down this sidewalk at night. It is dangerous.

My opinion is that general tax revenue should be used for sidewalk repair only where visitors to our town will walk. Conservatively, over 70% of our existing residences do not have sidewalks. Why should property owners in the north part of the town pay for sidewalks in the south part of town? It makes no sense. It is common in Virginia cities and towns that outside the city center, residential areas have NO sidewalks. Check out Fredericksburg.

My research as to the responsibility for sidewalk repair indicates that government bodies are NOT responsible for sidewalk repair unless specified in the code of that Town or City. There is no such provision in the Code of Colonial Beach that I can find. I know it goes against what most people think, but the responsibility for maintaining the sidewalk is that of the property owner. Our own Public Works respects this. On icy mornings, they salt the sidewalks in front of Town Center and in front of the Library and the Museum, but not in

front of my house or the businesses on Hawthorn Street. That's the property owner's responsibility.

You are being asked to approve general fund revenue of \$130,000 to repair six sidewalks in a residential area. What would it cost to repair ALL the sidewalks in town? At \$20,000 per house that is over eight million dollars for the Point alone. So when some federal bureaucrat "mandates" that you repair ALL the sidewalks, are you going to roll over and say "yes, ma'am"? I hope not.

Unlike many who use public comment merely to complain, I have a recommended solution. Here it is:

1. Table this resolution tonight. Check with legal. Check with your Public Works Manager. Confirm the facts I have presented.
2. Go back to the Department of Transportation and tell them you have reassessed the problem and it is larger than you thought. You recognize that repairing these six sidewalks may even exacerbate the problem, because the sidewalks on either side of the repaired walks are most likely dangerous to walk on.
3. You may also tell them that you are considering all possibilities in those residential areas, such as removing the damaged sidewalks and replacing them with a permeable surface, thereby causing less runoff into the Potomac River and Chesapeake Bay.
4. You may also tell them that you are advising property owners that they are responsible for the maintenance of sidewalks adjoining their property.
5. If citizens want tax revenue to go to sidewalk repair, set up a priority system which gives preference to sidewalk repairs in areas of our town where visitors are likely to walk, because the only major industry in this town is tourism.

I shall read an abbreviated version of this memo during Public Comment at the 21 January meeting.

Very respectfully,

Robert Christiansen

# **ATTACHMENT 6**

**RESOLUTION #01-26**

**Establishes Town Council Meeting Schedule for February 2026 through January 2027**

**WHEREAS**, Section 15.2-1416 of the Code of Virginia requires that the Town Council establish its meeting schedule by resolution.

**NOW THEREFORE BE IT RESOLVED**, that the following dates and times have been established for the Town Council Meetings:

***WORK SESSIONS***

Wednesday, February 4, 2026, at 6:00 p.m.

Wednesday, March 4, 2026, at 6:00 p.m.

Wednesday, April 1, 2026, at 6:00 p.m.

Wednesday, May 6, 2026, at 6:00 p.m.

Wednesday, June 3, 2026, at 6:00 p.m.

~~Wednesday, July 1, 2026, at 6:00 p.m.~~

Wednesday, August 5, 2026, at 6:00 p.m.

~~Wednesday, September 2, 2026, at 6:00 p.m.~~

Wednesday, October 7, 2026, at 6:00 p.m.

Wednesday, November 4, 2026, at 6:00 p.m.

Wednesday, December 2, 2026, at 6:00 p.m.

Wednesday, January 6, 2027, at 6:00 p.m.

***REGULAR MEETINGS***

Wednesday, February 18, 2026, at 6:00 p.m.

Wednesday, March 18, 2026, at 6:00 p.m.

Wednesday, April 15, 2026, at 6:00 p.m.

Wednesday, May 20, 2026, at 6:00 p.m.

Wednesday, June 17, 2026, at 6:00 p.m.

Wednesday, July 15, 2026, at 6:00 p.m.

Wednesday, August 19, 2026, at 6:00 p.m.

Wednesday, September 16, 2026, at 6:00 p.m.

Wednesday, October 14, 2026, at 6:00 p.m.

Wednesday, November 18, 2026, at 6:00 p.m.

Wednesday, December 16, 2026, at 6:00 p.m.

Wednesday, January 20, 2027, at 6:00 p.m.

**BE IT FURTHER RESOLVED**, that, unless otherwise determined, all meetings shall be held in the Colonial Beach Town Center, 22 Washington Avenue, Colonial Beach, Virginia.

# **ATTACHMENT 7**

**Resolution #02-26, Adoption of 2026 Bylaws and Rules of Procedure**

**BE IT RESOLVED**, that the Town Council in a meeting, Wednesday, January 21, 2026, hereby adopts the attached 2026 Bylaws and Rules of Procedure.

**2026 BYLAWS AND RULES OF PROCEDURE**  
**Colonial Beach Town Council**  
**Preamble**

The Colonial Beach Town Council (the “Council”) operates in accordance with federal, state, and local laws and regulations at all times. If there should be any conflict between these Bylaws and Rules of Procedure (these “Bylaws”) and federal, state, or local law or regulation, the federal, state, or local law or regulation shall be followed.

The citizens and businesses of the Town of Colonial Beach, Virginia (the “Town”) are entitled to have fair, ethical, and accountable local government, so as to earn the public’s full confidence and trust. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial, and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Council has adopted these Bylaws to assure public confidence in the integrity of local government and its effective and fair operation.

**Section 1 Meetings**

**Section 1-1 Annual organizational meetings**

- A. The Council shall conduct an organizational meeting at its first meeting in January of every year.<sup>1</sup>
- B. At the organizational meeting in January, the Council shall establish the date, time and place for its regular monthly meetings and work sessions for the remainder of the calendar year.<sup>2</sup> At the organizational meeting, the Council shall elect a Vice-Mayor.<sup>3</sup>
- C. The Council shall conduct a prioritization meeting in January of every year.

**Section 1-2 Meeting postponements, Work Session Cancellations**

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At its organizational meeting, the Council fixed the following Wednesday as the day to which a regular meeting shall be continued if the Mayor finds and declares that weather or other conditions are such that it would be hazardous to attend a meeting. All matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required <sup>1</sup>Va. Code § 15.2-1416 (*Regular meetings*).

<sup>2</sup> Va. Code § 15.2-1416<sup>3</sup> Va. Code § 15.2-1422 (*Electing a vice-mayor*).

<sup>4</sup> Va. Code § 15.2-1416.

Upon their agreement that there are no matters to be addressed at a work session or that matters which might be addressed at a work session could easily be addressed at a regular meeting, the Mayor and the Manager may cancel the particular work session. Unless an emergency exists, the work session shall not be cancelled unless notice of the cancellation has been provided to the Council at least forty-eight hours prior to the work session

### **Section 1-3 Special meetings**

A special meeting of the Council shall be held when called by the Mayor or requested by two or more members of the Council in accordance with state law. The Council may hold such special meetings, as it deems necessary, at such times and places, as it finds convenient.<sup>5</sup> Notice, reasonable under the circumstance, of special meetings shall be given contemporaneously with the notice provided to the members of the Council.<sup>6</sup>

### **Section 1-4 Meetings held electronically**

#### **During declared states of emergency**

A. The Council may meet by electronic communication means without a quorum of the public body physically assembled at one location when the governor of the Commonwealth of Virginia has declared a state of emergency in accordance with Virginia Code § 44-146.17 (*Powers and duties of Governor*) or the Town has declared a local state of emergency pursuant to § 44-146.21 (*Declaration of local emergency*), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The Council convening a meeting in accordance with this section shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Council;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing;
3. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
4. Otherwise comply with the provisions of the Virginia Code § 2.2-3700 et seq. (the Virginia Freedom of Information Act).

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this section shall be applicable only for the duration of the emergency declared

pursuant to § 44-146.17 or 44-146.21. <sup>5</sup> Va. Code § 15.2-1417 (*Special meetings*).

<sup>6</sup> Va. Code § 2.2-3707 (*notice of meetings*) (D).

<sup>7</sup> Va. Code § 2.2-3708.2. (*Meetings held through electronic communication means during declared states of emergency*)

### **Situations other than declared states of emergency**

B. Individual members of Council may use remote participation instead of attending a public meeting in person if, in advance of the meeting, the member notifies the Mayor that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of the Council who is a person with a disability as defined in Virginia Code Section 51.5-40.1 and uses remote participation counts toward the quorum as if the member was physically present.
2. A medical condition of a member of the Council member's family requires the Council member to provide care that prevents the Council member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance.; For purposes of determining whether a quorum is physically assembled, an individual member of the Council who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present.
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the Council shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the Council shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to

the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

The foregoing constitutes the Council's "Remote Participation Policy," which has been adopted by adoption of these Bylaws by recorded vote at a public meeting, and which Remote Participation Policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the Remote Participation Policy, such disapproval shall be recorded in the minutes with specificity.

The Council may also adopt a policy that shall apply to the use of individual remote participation and all-virtual public meetings of committees, subcommittees, or other entities of the Council created to perform delegated functions of the Council.<sup>8</sup>

### **Section 1-5 Quorum and method of voting**

- A. A quorum shall consist of a majority of the members of the Council, which is four; except as may be otherwise provided in the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3100 et seq.).<sup>9</sup>
- B. It shall be the duty of every member to vote yes or no on issues before the Council, except if the member voluntarily recuses themselves or is deemed disqualified.<sup>10</sup> Each member may vote by stating "aye," "nay," or "abstain."

### **Section 2 Officers; administration of government**

#### **Section 2-1 Mayor and Vice-Mayor; Town Manager**

The Mayor shall preside over all meetings of the Council, and shall be the head of the local government for all official functions and ceremonial purposes.<sup>11</sup> The Town Manager<sup>12</sup> shall be the administrative head of the local government, and shall:

- A. See that all ordinances, resolutions, directives, and orders of the Council and all laws of the Commonwealth required to be enforced through the Council or officers subject to the control of the Council are faithfully executed;
- B. Make reports to the Council from time to time as required or deemed advisable upon the affairs of the Town under the Town Manager's control and supervision;
- C. Receive reports from, and give directions to, all heads of offices, departments, and boards of the Town under the Town Manager's control and supervision;
- D. Submit to the Council a proposed annual budget, in accordance with general law,

with the Town Manager's recommendations;

E. Execute the budget as finally adopted by the Council;

Keep the governing body fully advised on the Town's financial condition and its future financial needs;

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<sup>8</sup> Va. Code § 2.2-3708.3 (*Meetings held through electronic communication means; situations other than declared states of emergency*).

<sup>9</sup> Va. Code § 15.2-1415 (*At what meetings governing body may act*).

<sup>10</sup> Va. Code § 2.2-3112 (*Prohibited conduct concerning personal interest in a transaction*).

<sup>11</sup> Va. Code § 15.2-1423 (*Powers of mayor*).

<sup>12</sup> Va. Code § 15.2-1540 (*Chief administrative officer*).

F. Appoint all officers and employees of the Town except as the Town Manager may authorize the head of an office, department, or board responsible to the Town Manager to appoint subordinates in such office, department, or board, and except those appointed by the Council under the Town charter (the "Charter"), including the clerk and town attorney;<sup>13</sup>

G. Perform such other duties as may be prescribed by the Council.<sup>14</sup>

The Vice-Mayor serves in the absence or disability of the Mayor. In the absence from any meeting of both the Mayor and the Vice-Mayor, the members present shall choose one of their number as temporary presiding officer.<sup>15</sup>

By adoption of these Bylaws, the Council hereby appoints the Mayor to appoint individual Council members as liaisons ("Liaisons" and, individually, a "Liaison") to the following,<sup>16</sup> and ratifies all such appointments made as of the adoption of these Bylaws:

- Public safety-related entities:
  - Colonial Beach Rescue Squad, Incorporated.
  - Colonial Beach Volunteer Fire Department, Inc.
  - Colonial Beach Police Department, as to local policing, parking, and emergency management matters, and provided that the Town Manager serves at all times as co-liaison, given that the Police Chief reports to and is under the control and supervision of the Town Manager.<sup>17</sup>
  - Westmoreland County Department of Emergency Services.
- Economic development-related entities:
  - Colonial Beach Chamber of Commerce Economic Development Committee.
  - Colonial Beach Economic Development, Grants, Communications, and Planning & Community Development Departments, provided that the Town Manager serves at all times as co-liaison, given that the department directors and other staff report to and are under the control and supervision of the Town Manager.

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<sup>13</sup> Under Virginia Code 15.2-1103 (*Charter provisions not affected; conflict between chapter and charter*), the provisions of the Charter are “construed and held to take precedence over” conflicting provisions of the Virginia Code.

<sup>14</sup> Va. Code § 15.2-1541 (*Administrative head of government*).

<sup>15</sup> Va. Code § 15.2-1422.

<sup>16</sup> Under § 4 of the Charter, the Council may appoint such officers and committees and create such boards and departments as it deems necessary or proper, and define their duties and functions, and under Virginia Code § 15.2-1411 (*Appointment of advisory boards, committees and commissions*), the Council may appoint such advisory boards, committees, and commissions as it deems necessary to advise the Council with regard to any matter of concern to the Town.

<sup>17</sup> The current Police Chief was appointed by the Council under the Charter then in effect, which has since been amended so that the Police Chief reports to and is under the control and supervision of the Town Manager. *See* Charter § 4(b) (“chief of police . . . shall be appointed by the town manager and serve at the pleasure of the town manager.”).

- Downtown Colonial Beach.<sup>18</sup>
  - Finance Department, provided that the Town Manager serves at all times as co-liaison, given that the director and chief financial officer and other staff report to and are under the control and supervision of the Town Manager.<sup>19</sup>
    - Parks and recreation-related entities:
      - Parks and Recreation Department, provided that the Town Manager serves at all times as co-liaison, given that the director and other staff report to and are under the control and supervision of the Town Manager.
      - Parks & Recreation Advisory Commission.
    - Administration: the Town Manager.
    - Public Works Department, provided that the Town Manager serves at all times as co-liaison, given that the director and other staff report to and are under the control and supervision of the Town Manager
      - School Board.<sup>20</sup>
      - Alliance of Colonial Beach Community Organizations and other local non-governmental organizations.
    - Planning, zoning, and housing-related entities:
      - Planning Commission.
      - Redevelopment and Housing Authority.

In addition to the above, each Liaison (1) serves as the primary point of contact for the public and relevant agencies and other organizations in matters related to the entities with which the Liaison interacts, (2) attends relevant meetings and events, (3) reports at Council meetings, and (4) provides written quarterly updates for the Town newsletter.

As with nominations for any committee or appointment, the Council member nominated may decline.

The Liaison operates under the council-manager form of government and holds no individual authority.<sup>21</sup>

## **Section 2-2 Preservation of order**

At meetings of the Council, the Mayor shall preserve order and decorum.

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<sup>18</sup> Although its name does not suggest it, this organization, like the rescue squad and fire department, is a Virginia nonstock corporation registered with the State Corporation Commission.

<sup>19</sup> A prior version of the Charter provided for “a Treasurer appointed by the Colonial Beach Town Council.” While the Town does not have a “Treasurer” per se, the current Director of Finance/CFO was appointed by the Council, but is under the control and supervision of the Town Manager, consistent with the current Charter.

<sup>20</sup> Under even the latest version of the Charter published by the Virginia General Assembly, the school board is appointed by the Council; however, the current school board was generally elected this past November. Either way, the school board is not under the control or supervision of the Town Manager, and is an appropriate entity for a sole Liaison.

<sup>21</sup> See also Section 6-1 (*Actions by individual members of the Council*).

## **Section 2-3 Parliamentary**

Except as modified herein or as provided by Virginia law, the informal “Procedure in Small Boards” described in the most current edition of *Robert's Rules of Order* shall be the parliamentary authority at all meetings of the Council, which procedure includes the following exceptions:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- There is no limit to the number of times a member may speak to a debatable question.
- Informal discussion of a subject is permitted while no motion is pending.

The Town Attorney shall act as parliamentarian (the “Parliamentarian”) to the Council. In the absence of the Town Attorney, the Town Clerk shall act as Parliamentarian. Any questions involving the interpretation or application of *Robert's Rules of Order* shall be addressed to the Town Attorney or, if not available, to the Town Clerk. If the Town Attorney and Town Clerk are not available, then the Town Manager shall act as Parliamentarian.

## **Section 3 Conduct of business**

### **Section 3-1 Order of business**

At the Council’s meeting, the order of business shall be generally as follows:

- Call to order
- Roll call of members
- Amendments to the agenda
- Approval of the agenda
- Approval of minutes
- Consent agenda
- Council member announcements (at regular meeting)
- Council Liaison and committee reports (at work session)
- Presentations
- Public comment<sup>22</sup>

- Unfinished business
- New business
- Closed meeting (if necessary)
- Recess/adjournment<sup>23</sup>

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<sup>22</sup> Under Virginia Code § 15.2-1416(D), the Council “shall provide members of the general public with the opportunity for public comment during a regular meeting at least quarterly.”

<sup>23</sup> Under Virginia Code § 15.2-1416(C), regular meetings “may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting,” until the business before the Council is completed.

### **Section 3-2 Agenda details**

Every ordinance or resolution which involves the expenditure of funds shall identify the budget line item number that will be used to fund the expenditure.

### **Section 3-3 Motions**

The Mayor need not rise while putting questions to a vote.

The Mayor may, without leaving the chair, speak in informal discussion and debate, and vote on all questions.

### **Section 3-4 Appeal to council**

Any member of the Council may appeal to the Council from the decision of the Mayor on any question of order or the interpretation of these Bylaws. A majority vote of those present is necessary to overrule the Mayor. No second is required on a member's appeal.

### **Section 3-5 Suspending rules**

At any time when Council members wish to proceed on an item or discussion, in a manner that is not in accordance with these Bylaws, a motion to suspend is in order. A vote of the majority of the members present is required to suspend the Bylaws.

### **Section 3-6 Public comment**

Individuals may speak during the portion of the agenda designated for public comment and may speak for up to five (5) minutes. The Mayor may exercise discretion in these time limits based upon the circumstances but should do so only rarely.

Council members may not interrupt citizen speakers.

### **Section 3-7 Citizen questions, complaints, and suggestions**

A purpose of the public comment portion of the agenda is to permit members of the general public an opportunity to address the Council. The public comment period is not intended as a question and answer session with the Council.

In order to promote good government, citizen questions, complaints, concerns, requests, etc. may first be addressed to the customer service representative at Town Hall, who will either answer the questions or refer them to the proper administrators for answers.

The Mayor may, in their discretion, answer a question or a complaint if the answer is brief or may recognize a Council member to respond. For more involved answers to questions, the Mayor will respond to the citizen by saying that the question has been referred to the Town Manager who will see to it that an answer is provided if the citizen provides their contact information.

Citizen suggestions about the day-to-day practical operations of the Town may be made to the Assistant Director of Finance/Customer Service Manager at Town Hall, who will direct them, if necessary, to the appropriate departments.

Citizen suggestions about Council policies and actions may be made during the public comment period of Council meetings. The Town Clerk will keep a record of these suggestions, and provide them to the Town Manager within 72 hours of the meeting. And the Council will consider them at its next work session, to determine which suggestions may be appropriate for action at the next, or a later, regular meeting.

### **Section 3-8 Work sessions**

When items are to be included in the agenda for consideration at a work session, a summary sheet providing an overview (including pros and cons) shall be prepared by the appropriate Town staff member, provided to the Town Clerk, and distributed to the Council members in advance of the work session by the Town Clerk.

Routine administrative matters, including but not limited to simple referral of items to the planning commission and authorization to advertise a public hearing, may be introduced by motion, and voted on by the Council at work sessions.

### **Section 4 Public hearings**

#### **Section 4-1 Mayor to conduct public hearings**

The Mayor shall conduct all public hearings.

#### **Section 4-2 Hearing presentations**

Hearings shall begin with a brief presentation from a staff member and/or representative from the relevant board, authority, commission, or committee. The presentation shall summarize the facts about the issue. Council members' inquiry during the staff's presentation shall be limited to questions about the issue. Discussion or debate about the merits of the proposal shall occur after the close of the public hearing. Council members shall be mindful of their obligation to keep an open mind regarding matters involving public hearings.

### **Section 4-3 Order of public hearings**

The order of public hearings shall be as follows:

- A. The Mayor shall open the public hearing.
- B. The applicant (or his or her representative) shall be the first speaker. Any and all representations made by the applicant to the Town on the record during the application process, whether written or verbal, shall be deemed a part of the application and may be relied upon in good faith by the Town.
- C. The Mayor shall then solicit comments from the public. Each speaker must clearly state his or her name and address.
- D. After public comments have been received, the applicant, at his or her discretion, may respond with additional information.
- E. Upon the conclusion of the applicant's comments, the Mayor shall close the public hearing.

### **Section 4-4 Members' participation**

Council members shall withhold their comments in public hearings to ensure participation by the public without Council interference.

### **Section 4-5 Close of hearing**

When a public hearing has been closed by the Mayor, no further public comments shall be permitted. Council members, however, may direct questions to the applicant, the representative of the relevant board, authority, commission, or committee, or a staff member for clarification prior to taking any vote, if a vote is in order.

### **Section 4-6 Debate**

Following the close of the public hearing, the Mayor entertains a motion and a second to address the issue, and the Council may debate the merits of the issue.

## **Section 5 Agenda**

### **Section 5-1**

#### **Preparation**

- A. The Town Clerk shall prepare an agenda for each regular and special meeting conforming generally to the order of business specified in Section 3-1, entitled "Order of business." The Town Manager shall coordinate the scheduling of items on the agenda with the Mayor. Every item that is placed on an agenda shall be accompanied

by a staff memorandum that identifies the action that is recommended, the pros and cons, and relevant background information. Complete agenda packets shall be distributed to the Council and made available to the public on or before the Friday immediately preceding the Council meeting.

- B. Council members may request that items be placed on the agenda of a work session, for discussion, by contacting the Town Manager and Town Clerk at least eight business days prior to that work session. No such item shall be removed without the consent of the requesting Council member.

Before an item is placed on the agenda of a regular meeting for action, that item should have been discussed and vetted at a previous work session. While it may not always be possible because of time constraints to discuss a matter at a work session in order to promote thoroughness and attention to detail, this shall be the generally accepted practice.

- C. Appointments may be placed on the agenda for consideration at any time.
- D. On a quarterly basis during the months of April, July, October, and January, at least twenty- four (24) hours prior to the regular meeting, the Town Manager and the Chief Financial Officer shall provide budget updates. These updates shall state the current revenues and expenditures and the projected end-of-year outcome. The budget update shall include all funds.
- E. Any matter not on the printed agenda may be heard, provided that every member of Council shall have been previously notified and that such a request is in the form of a motion to amend the agenda, is duly seconded, and then voted upon by a majority of the Council. If a resolution for consideration by Council is not included with the printed agenda, Council shall not vote on any such resolution unless a copy of the proposed resolution shall have been provided to every member of the Council prior to the start of the meeting.

## **Section 5-2 Minutes**

The Town Clerk shall prepare and maintain minutes of the proceedings of the Council, and Council committees, in accordance with the requirements of the Virginia Code. Each recorded vote shall indicate how each member of the Council voted, as required by law. Preparation of minutes will not include every aspect of the Council's meetings relating specifically to discussion and debate, but will include all significant events relating to official action. The Clerk will make every effort to provide draft minutes to the Council within thirty (30) days or less of the date of the meeting.

## **Section 6 General operating policy**

### **Section 6-1 Actions by individual members of the Council**

- A. It shall be the policy of the Council that no one member shall exert individual action or direct any Town employee or independent contractor, or any Council, authority,

commission, or committee of the Council, to initiate any action that would require a Town employee or independent contractor to perform any action contrary to the laws, ordinances, or policies of the Town, or which would require the expenditure of public funds in any amount without the approval of the Council.

No individual member of the Council possesses any individual authority. The authority to require the Town Manager, Town Attorney, or Town Clerk to engage in any work must be requested by a majority of the Council.<sup>24</sup>

When one or more members of Council and/or the Mayor respond to the media, they shall make it clear whether they are expressing a personal opinion or whether they are representing a formal Council position or decision.

- B. While the Council does not have the authority to require anyone who is not appointed by the Council to engage in any work, it is the policy of the Council that when the Mayor and/or an individual member of Council otherwise interacts with employees or independent contractors of the Town, that the Mayor and/or individual members of Council conduct themselves in a respectful, civilized, and appropriate manner at all times. Under no circumstances is it appropriate for the Mayor and/or any individual member of Council to shout or yell at, or shout or yell in the presence of, any Town employee or independent contractor. Neither the Mayor nor any individual member of Council shall make a comment or statement to any Town employee or independent contractors that is vulgar, insulting, or sarcastic. The Mayor and individual members of Council shall support the maintenance of a positive and constructive workplace environment for Town employees and independent contractors, and for citizens and businesses dealing with the Town. The Mayor and individual members of Council shall recognize that any communications with Town employees or independent contractors shall in no way create the perception of any type of inappropriate direction to them.
- C. The conduct of the Mayor and individual members of Council must be above reproach and must avoid even the appearance of impropriety. Under no circumstances shall the Mayor or any member of Council threaten, either directly or indirectly, any Town employee or independent contractor with the loss of his or her job, position, and/or salary.
- D. The Mayor and individual members of the Council shall prepare themselves for every meeting by reading and reviewing the Council packet and they shall listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers and making personal comments that are not germane to the business before the Council or otherwise interfering with the orderly conduct of the meeting.
- E. The Mayor and individual members of Council shall not use the public resources that are not available to the public in general, such as Town staff time, equipment, supplies, or facilities, for private gain or personal purposes. The Mayor and individual members of Council may seek assistance from Town staff with respect to

<sup>24</sup> The Council does not have the authority to require anyone who is not appointed by the Council to engage in any work.

official Town business but shall not monopolize Town staff or interfere in any way with the ability of Town staff to perform their jobs.

- F. The Mayor and individual members of Council shall respect the confidentiality of information concerning the property, personnel, and/or affairs of the Town. They shall neither disclose confidential information without proper authorization of the Council, nor use such information to advance their personal, financial, or other private interests. Likewise, members of Council shall not use their position on Council for any type of personal gain.
- G. Recognizing that stewardship of the public interest must be their primary concern, the Mayor and members of Council will work for the common good of the people of the Town of Colonial Beach and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Council. No member of Council should engage in behavior that is self-important or solicitous of special treatment.
- H. No individual Council member may pursue independently any mission, project, or commitment that is not in accordance with the majority of the Council, with the exception of carrying out his or her duties consistent with his or her appointment as an advocate for a specific area of Town government where those duties are in accordance with the consensus of Council.

### **Section 6-2 Exit interviews**

Whenever a Town Manager, Town Clerk, or Town Attorney resigns or retires, the Mayor or the Vice Mayor, and the Liaison, if any, may conduct an exit interview with that person.

### **Section 6-3 Discussion of zoning and land use matters**

Town Council members shall not engage in negotiations with applicants on zoning or land use matters.

### **Section 6-4 Polling procedure**

The Town Manager or his or her designee may separately contact members of the Council for the purpose of ascertaining a member's position with respect to public business, provided the contact does not constitute a meeting as defined in Virginia Code § 2.2-3701(*Definitions*).

### **Section 6-5 Sanctions**

Individual members of the Council may be held accountable for their actions in violation of these Bylaws and/or state law by the Council in accordance with these Bylaws and state law. For example, a member of Council may be punished or fined for disorderly behavior in accordance with Virginia Code § 15.2-1400 (*Governing bodies*), and the Council may,

by majority vote, censure a member of Council for violation of these Bylaws or other grossly inappropriate behavior.<sup>25</sup>

## **Section 7 Amendments**

### **Section 7-1 Amendments to the Bylaws and Rules of Procedure**

The Bylaws and Rules of Procedure may be amended as necessary by majority vote of the Council.

### **Section 8 Statement of Colonial Beach Town Council members regarding Bylaws and Rules of Procedure**

Each member of the majority who vote in favor of adopting these Bylaws is deemed to have affirmed the following statement:

Recognizing that elected officials hold office as a public trust, as a member of the Colonial Beach Town Council, I agree to abide by the Bylaws and Rules of Procedure and I will place the welfare of the community, and the best interests of the Town of Colonial Beach, above my loyalty to individuals or particular groups. I will ensure the integrity of the Town Council by not giving any special favors or privileges to anyone. I will not intentionally embarrass my colleagues, the Town staff, or citizens. I will behave in a professional, civilized manner at all times. I will not use my public position to benefit me personally. I will be mindful that I am only one member of Council and that I possess no individual authority, excepting the Mayor's statutory duty to preside at meetings. I will preserve the confidentiality of personal and privileged information shared during a closed meeting. I will not use my elected office to gain any personal privilege.

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<sup>25</sup> See *Robert's Rules of Order*.

# **ATTACHMENT 8**

**Resolution #03-26, Appoints Constance Chewning and Elena Thompson to the Colonial Beach Parks and Recreation Advisory Commission**

**WHEREAS**, there are two vacant seats on the Colonial Beach Parks and Recreation Advisory Commission; and

**WHEREAS**, Constance Chewning and Elena Thompson have applied and expressed their interest to serve on the Parks and Recreation Advisory Commission.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council at a meeting on Wednesday January 21, 2026 hereby appoints Constance Chewning and Elena Thompson to the Colonial Beach Parks and Recreation Advisory Commission for a four-year term expiring on January 1, 2030.

# ATTACHMENT 9

## **RESOLUTION #04-26, FY 2027 Budget Calendar**

**WHEREAS** Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2026; and

**WHEREAS** state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2027 budget.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council at its regular meeting on January 21, 2026, that the FY 2027 budget shall be developed/approved in accordance with the following timelines:

November 7, 2025

*Requests for CIP items distributed to Department Heads*

November 14, 2025

*Department CIP items due to Town Manager*

December 29, 2025

*Letters to Outside Agencies mailed – requests for FY2027 Funding*

December 31, 2025

*Budget guidance given / Department Budget worksheets distributed*

January 12, 2026

*Outside Agencies Requests due to Town Manager*

January 16, 2026

*Operating Revenue Projections completed*

January 21, 2026

*Town Department Budget Worksheets due*

*Town Council adopts the Budget Calendar*

January 22, 2026

*Town Council Strategic Planning Retreat*

January 22-23, 2026

*Finance Director consolidates Department Worksheets and Revenue Projections and provides to Town Manager for review*

January 26-30, 2026

*Town Manger initial line by line review of Town Budget*

*Initial review of individual line-item budgets with Department Heads*

February 2-3, 2026

*Updated budget with discussed changes to Town Manager for review Finance Director begins preparing Budget in Brief*

February 4, 2026

*Department Head budget presentations to Town Council, Town Manager discussion on cuts made, publishing on Town Website and Draft CIP presented*

February 2026

*Initial review of proposed budget with individual council members*

March 2026

*Ongoing Budget discussions with council members*

March 4, 2026

*Present Budget in Brief to Town Council with proposed tax / fee rates*

March, 2026

*Staff makes any adjustments to Budget from Town Council direction*

April 1, 2026 – Via email

*Town Manager and Finance Director/CFO provide Town Council FY27 Budget Estimate according to the Code of Virginia § 15.2-2503*

April 1, 2026, Town Council Work Session

*Town Manager & Finance Director/CFO Present FY27 Proposed Budget to Town Council; request Public Hearing*

April 15, 2026, Town Council Regular Meeting

*Public Hearing for FY27 Proposed Budget and CY27 Tax Rates*

May 6, 2026, Town Council Work Session

*Town Council approves FY2027 Budget and sets tax rate*

***Note: School Board FY2027 Budget must be approved by CBPS School Board by May 15, 2026.***

May 20, 2026

*FY27 Budget Approval & Appropriation*

# **ATTACHMENT 10**

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**RESOLUTION # 05-26, Amends and Appropriates Fiscal Year 2025-2026 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2025-2026 budget.

**WHEREAS**, the Town received \$3,361.43 in grant proceeds from the Department of Environmental Quality for the 2026 Litter Grant and;

**NOW THEREFORE BE IT RESOLVED**, that the Town Council at its regular meeting held on Wednesday, January 21, 2026 hereby adopts and appropriates an amendment to the Fiscal Year 2025-2026 budget as follows:

	FY 2025-26 Amended	FY 2025-26 Revised	Change
General Fund	\$ 12,870,393.70	\$ 12,873,755.13	+\$3,361.43

Breakdown of revenue and expenditure allocations:

General Fund

DB 100-082600-6007 – Litter Control, Repairs & Maintenance \$3,361.43  
CR 100-024030-0002 – Litter Control \$3,361.43

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# ATTACHMENT 11

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**RESOLUTION # 06-26, Amends and Appropriates Fiscal Year 2025-2026 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendment to the Fiscal Year 2025-2026 budget.

**WHEREAS**, the Town Pier is a public asset that requires ongoing annual maintenance and periodic replacement of pilings to remain safe, functional, and operational; and

**WHEREAS**, in FY2023, the Town implemented a maintenance and repair plan to preserve the condition and usability of the Town Pier; and

**WHEREAS**, failure to perform regular maintenance will result in deterioration of the Town Pier, posing safety risks and increasing the Town’s potential liability; and

**WHEREAS**, continued investment in the Town Pier supports public access, community use, and waterfront safety; and

**WHEREAS**, sufficient funds are available in the Capital Improvement Fund to support the required maintenance and refurbishment activities;

**NOW THEREFORE BE IT RESOLVED**, that the Town Council at its regular meeting held on Wednesday, January 21, 2026 hereby adopts and appropriates an amendment to the Fiscal Year 2025-2026 budget as follows:

	FY 2025-26 Amended	FY 2025-26 Revised	Change
General Fund	\$13,005,005.13	\$13,065,005.13	+\$60,000.00

Breakdown of revenue and expenditure allocations:

General Fund

DB 100-043100-8212 – Capital Projects \$60,000.00  
CR 100-099999-1000 – Transfer from Capital Projects Fund \$60,000.00

Capital Projects Fund

DB 330-099999-0103 – Transfer to General Fund \$60,000.00  
CR 330-099999-1000 – Carry-Over From Prior Years \$60,000.00

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# **ATTACHMENT 12**

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**RESOLUTION # 07-26, Amends and Appropriates Fiscal Year 2025-2026 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2025-2026 budget.

**WHEREAS**, regular beach nourishment and maintenance of breakwaters are necessary to preserve the shoreline, protect adjacent infrastructure, and maintain safe public access for residents and visitors; and

**WHEREAS**, without continued maintenance, erosion will worsen, resulting in shoreline loss, reduced recreational use, and increased risk to public safety and infrastructure; and

**WHEREAS**, sufficient funds are available in the Capital Improvement Fund to support the required maintenance and nourishment activities;

**NOW THEREFORE BE IT RESOLVED**, that the Town Council at its regular meeting held on Wednesday, January 21, 2026 hereby adopts and appropriates an amendment to the Fiscal Year 2025-2026 budget as follows:

	FY 2025-26 Amended	FY 2025-26 Revised	Change
General Fund	\$13,065,005.13	\$13,215,005.13	+\$150,000.00

Breakdown of revenue and expenditure allocations:

General Fund

DB 100-043100-8212 – Capital Projects \$150,000.00  
CR 100-099999-1000 – Transfer from Capital Projects Fund \$150,000.00

Capital Projects Fund

DB 330-099999-0103 – Transfer to General Fund \$150,000.00  
CR 330-099999-1000 – Carry-Over From Prior Years \$150,000.00

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# ATTACHMENT 13

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**RESOLUTION # 08-26, Amends and Appropriates Fiscal Year 2025-2026 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2025-2026 budget.

**WHEREAS**, the Town is required to bring certain sidewalks into compliance with the Americans with Disabilities Act (ADA) pursuant to a mandate from the Department of Transportation; and

**WHEREAS**, construction activities began in 2025 and are scheduled to be completed by the end of FY2029, with annual project costs included in the Town’s Capital Improvement Plan; and

**WHEREAS**, funding is required in FY 2025–2026 to continue the mandated repairs and maintain compliance with federal and state requirements; and

**WHEREAS**, sufficient funds are available in the Capital Improvement Fund to support the approved project;

**NOW THEREFORE BE IT RESOLVED**, that the Town Council at its regular meeting held on Wednesday, January 21, 2026 hereby adopts and appropriates an amendment to the Fiscal Year 2024-2025 budget as follows:

	FY 2025-26 Amended	FY 2025-26 Revised	Change
General Fund	\$13,215,005.13	\$13,345,005.13	+\$130,000.00

Breakdown of revenue and expenditure allocations:

General Fund

DB 100-043100-8212 – Capital Projects \$130,000.00  
CR 100-099999-1000 – Transfer from Capital Projects Fund \$130,000.00

Capital Projects Fund

DB 330-099999-0103 – Transfer to General Fund \$130,000.00  
CR 330-099999-1000 – Carry-Over From Prior Years \$130,000.00

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# ATTACHMENT 14

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**RESOLUTION # 09-26, Amends and Appropriates Fiscal Year 2025-2026 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2025-2026 budget.

**WHEREAS**, the Police Department annually replaces vehicles to maintain a safe, reliable, and efficient fleet due to heavy use and high mileage; and;

**WHEREAS**, the FY2026 Capital Improvement Plan (CIP), as adopted by the Town Council, includes the purchase of two replacement police vehicles; and;

**WHEREAS**, the replacement of these vehicles is necessary to ensure continued operational readiness and effective service delivery by the Police Department; and;

**WHEREAS**, Town staff has recommended that the Town Council appropriate the necessary funds to proceed with the planned vehicle purchases;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council at its regular meeting held on Wednesday, January 21, 2026 hereby adopts and appropriates an amendment to the Fiscal Year 2025-2026 budget as follows:

	FY 2025-26 Amended	FY 2025-26 Revised	Change
General Fund	\$12,873,755.13	\$13,005,005.13	+\$131,250.00

Breakdown of revenue and expenditure allocations:

General Fund

DB 100-031100-8105 – MV & Equipment Capital Purchase \$131,250.00  
CR 100-099999-1000 – Transfer from Capital Projects Fund \$131,250.00

Capital Projects Fund

DB 330-099999-0103 – Transfer to General Fund \$131,250.00  
CR 330-099999-1000 – Carry-Over From Prior Years \$131,250.00

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