



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Meeting Minutes

Town Council Conference Session

Monday, February 5, 2024

8:30 PM

Charles Robinson Jr. Town Hall, 127 Center
St. South

Will Begin After Regular Meeting is adjourned

1. Regular Business

Council Present: Council Member Sondra Allen; Council Member Chuck Anderson; Council Member Roy Baldwin; Council Member Ray Brill; Council Member Jessica Ramakis; Council Member Howard Springsteen and Mayor Linda Colbert.

Staff Present: Mercury Payton, Town Manager; Steve Briglia, Town Attorney; David Levy, Director, Planning and Zoning; Leslie Herman, Director, Parks and Recreation; Marion Serfass, Director, Finance.

Mayor Colbert called the Work Session to order immediately following the conclusion of the Regular Council Meeting.

A. [24-4242](#)

Parks System Master Plan

Mayor Colbert recognized Leslie Herman, Director, Parks and Recreation to present the Item.

The Town contracted with Kimley-Horn to conduct the Town's first Park System Master Plan in an effort to prioritize the longevity, access, safety and opportunity of parklands and recreational facilities. This project will identify current and future resident needs. Present from the firm of Kimley Horn to summarize the project objectives and scope of work were David Samba, P.E., PTOE, PMP, RSP1 and Jeff Holzer, Landscape Architect.

Comments from Council included:

- Town currently has robust parks and recreation program in place; Timeline appears excessive given this starting point;*
- Recommend tightening up the proposal and to include only what is actually achievable within the Town's constraints; Time built in to allow for socialization back into Town to garner feedback;*
- Must assure that residents understand the long-term strategy of this effort;*
- Assure that elderly and housebound are included;*
- Will add line of inquiry to determine potential for revenue sharing with county;*
- Recommend limiting efforts toward Robinson property;*
- Beulah Rd. and Annex properties will be addressed only in as much as they may fall into geographic area where a park need is identified;*
- Park usage data and evaluation is not currently within the scope of work.*

With no further questions, Mayor Colbert thanked the representatives from Kimley Horn for the presentation.

B. [24-4231](#)

Town Hall Space Needs Update

Mayor Colbert called on Marion Serfass, Director, Finance to present the Item.

As one of the purposes for American Rescue Plan funds (ARPA) was public building improvement to prevent and mitigate the spread of disease, PMA Architects was hired to identify the most efficient and safe use of existing office space, meeting space, break room / lunchroom space with an eye toward future staffing needs, as identified by department directors.

Director Serfass introduced representatives from PMA Architects, to provide results and recommendations from the study.

Comments from Council included the following:

- With so few prisoners moved through public spaces in Town Hall, it was recommended that alternate means be employed to negate the need for renovation expenditure;*
- Recommend a focus on service areas with aim to improve efficiencies;*
- Suggested design will improve work quality space.*

Council agreed to a modified implementation of the presented plan, focusing on the main floor, based on available funding from ARPA or CIP. Consultants will move forward with design development.

With no further comments, Mayor Colbert thanked the consultants for their work.

2. Meeting Adjournment

Mayor Colbert concluded the work session at 11:25 PM.

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.