

REVISED AGENDA



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
Thursday, September 14, 2023 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Presentation-Urbanna Beautification
6. Public Comment
7. Public Comment Response
8. Matters of the Town Council
 - a. Council discussion with John Anzivino regarding Town Administrator search
 - b. Mayor's report
 - c. Urbanna Town Council meeting schedule change
 - d. Street sign replacements
9. Action Items
 - a. Planning Commission appointment
 - b. Pool name
10. Public Comment
11. Announcements
12. **Closed Meeting** Pursuant to Virginia Code section §2.2-3711(A)(1) for the following purposes: for the discussion or consideration of the performance and salaries of two specific employees and for the discussion of the hiring of a Town Administrator.
13. Certification of Closed Meeting
14. Any Action Following Closed Meeting
15. Adjourn



**Agenda Item Summary
September 14, 2023**

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented



Agenda Item Summary September 14, 2023

Agenda Item: 8a-Council discussion with John Anzivino regarding Town Administrator search

Background: Mr. Anzivino, an Urbanna resident and a highly regarded authority on municipal government and administration will speak to Council regarding best practices for the continuing search for a new Town Administrator.

Council Action Requested: No action requested at this time, discussion only.



Agenda Item Summary September 14, 2023

Agenda Item: 8b-Mayor's report

Mayor Goldsmith will give an update on issues currently affecting the Town, including but not limited to:

- Security cameras
- Bristow Pavilion
- VDOT work on Colorado and Cross Streets
- Boundary Line Adjustment
- Mitchell Map



Agenda Item Summary September 14, 2023

Agenda Item: 8c-Urbanna Town Council meeting schedule change

Background: In an effort to utilize both staff, council, and town resources more effectively, it has been suggested the Urbanna Town Council discontinue holding Work Sessions and move the Urbanna Town Council Monthly Meeting to the second Thursday of the month, and change the start time to 6:00pm.

Staff Recommendation: Staff recommends Council discuss this change and vote to approve the attached resolution.

Council Action Requested: Yes

Sample Motion: Motion to approve 2023-RES-007 as presented

Code of Virginia
Title 15.2. Counties, Cities and Towns
Subtitle II. Powers of Local Government
Chapter 14. Governing Bodies of Localities
Article 2. Meetings of Governing Bodies

§ 15.2-1416. Regular meetings

A. The governing body shall assemble at a public place as the governing body may prescribe, in regular session in January for counties and in July for cities and towns. Future meetings shall be held on such days as may be prescribed by resolution of the governing body but in no event shall less than six meetings be held in each fiscal year.

B. The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; however, if the governing body subsequently prescribes any public place other than the initial public meeting place, or any day or time other than that initially established, as a meeting day, place or time, the governing body shall pass a resolution as to such future meeting day, place or time. The governing body shall cause a copy of such resolution to be posted on the door of the courthouse or the initial public meeting place and inserted in a newspaper having general circulation in the county or municipality at least seven days prior to the first such meeting at such other day, place or time. Should the day established by the governing body as the regular meeting day fall on any legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the governing body.

At its annual meeting the governing body may fix the day or days to which a regular meeting shall be continued if the chairman or mayor, or vice-chairman or vice-mayor if the chairman or mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

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 governing body is completed. Notice of any regular meeting continued under this section shall be reasonable under the circumstances and be given as provided in subsection E of § 2.2-3707.

D. The governing body shall provide members of the general public with the opportunity for public comment during a regular meeting at least quarterly.

E. Notwithstanding the provisions of this section, any city or town that holds an organizational meeting in compliance with its charter or code shall be deemed to be in compliance with this section.

Code 1950, § 15-241; 1950, p. 8; 1954, c. 286; 1958, c. 291; 1960, c. 33; 1962, cc. 218, 623, § 15.1-536; 1964, c. 403; 1980, c. 420; 1994, cc. 371, 591; 1997, c. 587; 2004, c. 549; 2017, c. 616; 2020, c. 1144; 2023, c. 536.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters

whose provisions have expired.

2023-RES-007

RESOLUTION TO MODIFY MEETING SCHEDULE FOR 2023

BE IT RESOLVED by the Urbanna Town Council at its regularly schedule meeting on September 14, 2023 that the September 28, 2023 meeting of the Urbanna Town Council shall be cancelled, and that, beginning in October of 2023, the Urbanna Town Council shall have one monthly meeting on the second Thursday of each month at Town Hall located at 390 Virginia Street, Suite B, at 6:00PM; and

BE IT FINALLY RESOLVED that this Resolution shall be posted on the door at Town Hall and advertised in the Southside Sentinel at least seven (7) days prior to October 12, 2023.



Agenda Item Summary September 14, 2023

Agenda Item: 8d-Street sign replacement

Background: Street signs through the town are missing or in disrepair. Don Drayer has approached council multiple times with proposals and no action.

Fiscal Impact: \$12-25,000 depending on whether the poles are replaced.

Staff Recommendation: Move forward with a bid with the intent to follow through.

Council Action Requested: Not at this time



Agenda Item Summary September 14, 2023

Agenda Item: 9d-Planning Commission Appointment

Background: The Planning Commission is recommended Council vote to appoint Lewis Hall to the vacant seat on the Commission. The term expires December 31, 2024.

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion: Motion for Council to accept Lewis Hall's application to serve on the Planning Commission.



**Agenda Item Summary
September 14, 2023**

Agenda Item: 9e Pool Name

Background: The recommendation of the Pool Committee is that the pool honor the Marshall Family.

Fiscal Impact: none

Staff Recommendation: The new Urbanna pool be named The Marshall Community Pool

Council Action Requested: Yes

Sample Motion: Move to name the Urbanna Pool "The Marshall Community Pool"

