

The Town Council of Urbanna held a Special Called Meeting by virtual means on April 23, 2020 at 10:00a.m. Mayor Gravatt called the meeting to order. Due to technical difficulties, the meeting began at 11:02a.m. The following members were present at roll call: George DeVries, Larry Chowning, Bill Smith, Barbara Hartley, Boyd Wiley and Bill Goldsmith. Also present was Town Administrator-Holly Gailey and Town Attorney- Andrew Bury.

The first item of business was Resolution 2020-RES-02, which was to change the meeting schedule during the state of emergency. This resolution has been attached as part of the minutes. A motion was made by Bill Goldsmith and was seconded by Boyd Wiley. Those answering aye to a roll call vote were Goldsmith, Wiley, Chowning, Hartley, Smith and DeVries.

The next item on the agenda was the consent agenda. Bill Smith made a clarification on the water committee report from the February work session. Ms. Gailey noted the clarification. Bill Goldsmith also made a note of clarification. These changes will be incorporated to the minutes. Bill Goldsmith made a motion to accept with the noted changes. George DeVries seconded the motion. Answering aye to a roll call vote was Goldsmith, DeVries, Chowning, Wiley, Smith and Hartley.

Under old business, Mayor Gravatt addressed the Golf Cart Inspection form and asked council to weigh in on the changes, which now includes headlights as a requirement. There was a brief discussion on where golf carts owners can get an inspection on the golf cart. Bill Smith made a motion to accept the new form as presented. Hartley seconded the motion. Answering to the roll call vote was Smith, Hartley, Chowning, Wiley, DeVries and Goldsmith.

The next item on the agenda was Marina Commercial Use Policy. Mayor Gravatt explained the document included previous recommended changes that had been incorporated. There was a general discussion on the policy and given there were still many issues, Bill Smith put a motion on the table to table the policy until further discussion/changes were complete. This was deferred to the May work session.

Moving on to the next agenda item, Bill Smith explained the negotiations with AH Environmental to complete the Asset Management Plan (AMP) for the town's water system. He noted that he had met with AH Environmental to discuss the cost for the project and agreed to \$22,500. At this time, Bill Goldsmith made a motion to allow Ms. Gailey to engage the town with AH Environmental to complete the AMP. George DeVries seconded the motion. Those answering aye to a roll call vote were Goldsmith, DeVries, Smith, Chowning, Hartley and Wiley.

Under new business, Mayor Gravatt made a brief statement about the use of virtual means for the meetings until the pandemic is deemed safe enough to meet in person. Ms. Gailey added that this is a learning curve for all involved and that patience is appreciated while we navigate the new normal. There was a brief discussion on the virtual platform that the town will be using. It was determined that staying with Go To Meeting was the best option for the town.

Moving on to the next agenda item, council members discussed the meals tax and how the town may be able to assist the restaurants during this difficult time. Andy Bury stated that he felt like there should be

an Attorney General's Opinion at this point about the legal ramifications of exempting the meals tax or rebate the tax back to the restaurant. After a lengthy discussion, it was determined that even though other localities were offering some form of incentive in relation to meals tax, the town will have Andy Bury research the issue further to determine if the town can make temporary provisions regarding the meals tax and the issue was tabled until the May 14 work session. There was a motion by Bill Smith to table the discussion until the work session and this was seconded by Boyd Wiley. Answering aye to a roll call vote was Smith, Wiley, Hartley, Chowning, Goldsmith and DeVries.

Next on the agenda, Ms. Gailey presented a general discussion on the current budget and what short falls may occur during the last quarter of the fiscal year due to the pandemic and how the town will possibly address those shortfalls. Finance Chair, Bill Goldsmith stated that financial request from outside sources will be looked at very closely and will likely not be funded during the budget process but will be reviewed as we move into the new fiscal budget on a case by case basis.

The next item on the agenda was a discussion on the 2020 Trolley season. Ms. Gailey noted that at this time according to Bay Transit, the trolley will not be running until the Governor's orders were lifted and they feel that it would be safe for the ridership. Ms. Gailey noted that Bay Transit had asked what the level of interest was in running the trolley and she had replied that if there was a possibility of running, even on an alternative schedule, the town definitely would want to run the trolley. Ms. Gailey was asked to talk with Bay Transit to find out if the cost would be a pro-rated. Ms. Gailey stated that she would inquire and inform council on the decision.

The 2020 Pool Season was next on the agenda. Ms. Gailey stated that all indications are that the town pool will not be able to open on time due to the fact that the stay home order is on effect until June 10, 2020. She also noted that there are no classes being held for lifeguard certification/CPR/First Aid and it will be hard to staff the pool and the recommendation that the pool not open the pool for the 2020 season. Also, Larry Chowning stated he felt this was a public safety issue and that he didn't know how we could open for that reason. Barbara Hartley noted that she was not ready to make a decision on the entire season and that the town should consider the date of June 10<sup>th</sup> since this is when the stay home order expires. Bill Goldsmith stated that he felt like July 4<sup>th</sup> would be the soonest the pool could conceivably open. Bill Smith noted that the assumption cannot be made to assume that this pandemic would end by June 10<sup>th</sup> and for that reason, further discussion will need to be considered. There was a general discussion about whether to table the discussion with so many variables of the unknown. The decision was made to not formalize a decision until more information is available on COVID-19 and the spread of the virus.

The next agenda item was a discussion on the boat ramp at the town marina. Ms. Gailey presented the council with several different types of grants that are currently available to assist the town with the cost of replacing/repairing the current boat ramp. George DeVries offered an alternative solution. He stated that a friend of his has access to pre-fab concrete slabs which George DeVries felt would be a perfect solution for the boat ramp. He noted that this would be a two phase repair: one, we would need (noting we don't know the measurements) to get a number of these slabs and two, we would need to hire a company to come in a level the end of the ramp so the slabs could be dropped into place. He stated that

he would like to explore the possibility and will bring the information to the work session about what is involved and what it would cost. Bill Smith asked for clarification on the grant and how long it will take to complete the application and if this could be completed before the deadline. Ms. Gailey noted that there are two separate grants that we are interchangeably discussing. Ms. Gailey noted that there are stipulations on the grants funds such as ability to safely park a certain number of trucks and trailers, 24 hour accessibility to name a few. Barbara Hartley asked if there could be a comparative summary put together showing the pros and cons. Bill Smith stated that he would like to see more about the concept that George DeVries had presented. George stated that he would send the information to everyone as soon as possible. Boyd Wiley added that there was someone in town recently retired from Virginia Game Commission that could be helpful with information about the boat ramp and would put George in touch with him. Town Attorney, Andy Bury noted that it was important to look at the restrictions when looking at the grants to insure that the town can meet those requirements.

Moving on, Ms. Gailey discussed the landscape planning for the town. She noted there were several areas in town that are considered areas that require maintenance: bumps out on Virginia Street, town entrance sign, planters at the marina, corner of Rappahannock and Bonner (Tabor Park) and Waterman's Park. Ms. Gailey asked for direction from the town council on how to proceed. She noted that this could be accomplished one of several ways: go out to RFP for landscape maintenance from an outside contractor, in house with a staffed employee or grant the UBI permission to take over the maintenance and cost associated. Boyd Wiley noted that in the past the town has allowed other entities to make decisions on plant materials that were not appropriate for the area (noting magnolia in a bump out). He stated that he would consider outsourcing the work only if the council was able to review plans ahead of the purchase/installation. Mayor Gravatt asked for an overview of the plan that the staff member had drawn out for discussion. Ms. Gailey briefly discussed plant material that would do well in the heat and drought conditions during the summer months in Urbanna. At this time, Barbara Hartley mentioned that there were residents in the town that wish to volunteer specifically at Waterman's Park. Larry Chowning asked for clarification on the UBI and whether they want to take care of the landscaping and pay for the products/plants needed. There was a general conversation about which option would be the best for the town. It was determined that if any outside person(s) would be used to complete the landscaping work that a plan must be approved by Ms. Gailey or the associated staff member prior to any changes that would occur. Mayor Gravatt asked if there was an insurance liability issue with any of the above options. Andy Bury stated that there would need to be a waiver for any volunteers that wish to work on file with the town office. At this time, Bill Goldsmith made a motion to authorize the UBI to take care of the bump outs with the restrictions that the contractor chosen would be properly licensed and insured and that the plantings be previously approved by Ms. Gailey. Bill Smith amended the motion to add that the insurance provider name the Town of Urbanna as additionally insured on the policy. For clarification, Larry Chowning asked if we were requiring any more than what we require of any other company. Mr. Bury confirmed the town was not asking for something outside of normal procedure. At this time, Mayor Gravatt asked for a roll call vote. Ms. Gailey called the roll to which the following answered aye: Goldsmith, DeVries, Smith, Hartley, Chowning and Wiley.

Continuing the landscape conversation in regards to volunteers, Barbara Hartley made a motion to allow the volunteers to work at Waterman's Park with the caveat of having assurances that they understand that the town will not reimburse them for labor or materials and that a waiver would be necessary as well as work with the town staff on an approved plan. This motion was seconded by Wiley. Those voting aye to a roll call vote: Hartley, Wiley, Chowning, Smith, DeVries and Goldsmith.

The next item on the agenda was a discussion on security around town properties. Mayor Gravatt noted that plants had been stolen and areas of town have been vandalized specifically Tabor Park. After a brief discussion on the pros and cons of security cameras, there was no support for the initiative at this time.

Ms. Gailey offered an update on COVID-19 and the progression of the virus in the State of Virginia and the current information available from the Department of Health and the Governor's Office. She informed council that the weekly report from Dr. Williams, Director of the Three Rivers Health District, was being added to the town website each week. Ms. Gailey noted that she and Mayor Gravatt are participants in a weekly conference call with Dr. Williams.

Ms. Gailey announced that until further notice, the town recycle program would be suspended. She stated that there was not market available at this time so the contractor will not be able to collect. She was unclear on how long this would be suspended.

Seeing there was no further business, George DeVries made a motion to adjourn which was seconded by Barbara Hartley. Those answering aye to a roll call vote were DeVries, Hartley, Goldsmith, Chowning, Smith and Wiley. The meeting adjourned at 1:56p.m.

A TRUE COPY:

TESTE:

  
TOWN CLERK

# RESOLUTION No. 2020-RES-002

## A RESOLUTION FOR CHANGE OF ESTABLISHED MEETINGS

**Whereas** the Town of Urbanna establishes a meeting calendar annually at its organizational meeting; and

**Whereas** the Town of Urbanna follows the schedule as enacted and verified by a roll call vote of the governing body;

**Whereas** the Town of Urbanna has, by Resolution 2020-RES-01, issued a Declaration of a Local Emergency due to COVID-19; and

**Whereas** the Town of Urbanna needs to carry on the continuity of the local government and has requirements and restrictions placed by the Governor of Virginia; and

**Whereas** it is in the best interest of the Town of Urbanna during this national pandemic to be able to carry out town business via virtual meetings;

**Now, therefore, be it resolved, the Town Council of the Town of Urbanna,** Pursuant to Section 15.2-1416 of the Code of Virginia 1950, as amended, does hereby establish the temporary change to the approved meeting schedule of the town council. Furthermore, the established time of the meetings will be 10:00 a.m. on the regularly scheduled date of the meeting, as voted on by the members of the governing body on January 9, 2020. This Resolution will be in effect until the Executive Order of the Governor of Virginia is rescinded.

Adopted: April 23, 2020

Dr. DeVries	<input checked="" type="radio"/> Aye	Nay	Abstain	Absent
Dr. Goldsmith	<input checked="" type="radio"/> Aye	Nay	Abstain	Absent
Mr. Smith	<input checked="" type="radio"/> Aye	Nay	Abstain	Absent
Ms. Hartley	<input checked="" type="radio"/> Aye	Nay	Abstain	Absent
Mr. Chowning	<input checked="" type="radio"/> Aye	Nay	Abstain	Absent
Mr. Wiley	<input checked="" type="radio"/> Aye	Nay	Abstain	Absent

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 0

A TRUE COPY:

TESTE: \_\_\_\_\_

TOWN CLERK