



**TOWN
COUNCIL**

WORK SESSION: STRATEGIC PLANNING

Thursday, January 23, 2025 - 6:00pm

Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment
7. Council Response to Public Comment
8. Work Session: Strategic Planning
 - a. Review of Top Five Input
 - b. Development of Priorities
9. Action Items (if any)
10. Council Announcements & Requests
11. Closed Meeting (if necessary)
 - a. Motion to Convene Closed Meeting
 - b. Motion to Reconvene in Open Session
 - c. Certification of Closed Meeting
 - d. Action on Closed Meeting (if necessary)
12. Adjourn or Recess



Agenda Item Summary – Opening the Meeting

January 23, 2025

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. ***Motion, Second, Discussion, Voice Vote***

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state 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.

Agenda Item: 3 – ROLL CALL

Mayor directs the ***Clerk to call the roll*** for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.



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Agenda Item Summary

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Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote



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Agenda Item Summary

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Agenda Item: 6 – PUBLIC COMMENT PERIOD

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 7 – COUNCIL RESPONSE TO PUBLIC COMMENT PERIOD

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



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Agenda Item Summary

January 23, 2025

Agenda Item: 8 – WORK SESSION: STRATEGIC PLANNING

8a – Review of Top Five Input

8b – Development of Priorities

Background: The Town Administrator requested each councilmember and staff member to provide their top five priorities for the Town. A compilation of that data will be provided for council's use in discussing and determining which projects it wants staff to prioritize and focus on in 2025.

Fiscal Impact: Each project potentially has fiscal impact; however, this process has none.

Staff Recommendation: Staff stands ready to provide information and make recommendations on specific issues.

Council Action Requested: Provide direction to staff on council priorities.



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Agenda Item Summary

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Agenda Item: 9 – ACTION ITEMS (if any)

Background: There are no proposed action items for this meeting.

Fiscal Impact: N/A

Staff Recommendation: N/A

Council Action Requested: No



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Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



TOWN COUNCIL

Agenda Item Summary

January 23, 2025

Agenda Item: 11 – CLOSED MEETING (if necessary)

11a – Motion to Convene Closed Meeting

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with (see list of allowed subjects).

Motion, Second, Discussion, Roll Call by Clerk

11b – Motion to Reconvene in Open Session

Motion: I move that the Town of Urbanna Town Council reconvene in open session.

Motion, Second, Discussion, Voice Vote

11c – Certification of Closed Meeting

Motion: I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

Motion, Second

Discussion - If any councilmember disagrees, they must so state at this time.

Roll Call by Clerk

11d – Action on Closed Meeting (if necessary)

If any action, other than Citizen Appointments to Boards & Commissions, is to be taken as a result of matters discussed in Closed Meeting, that motion would be made now.

Motion, Second, Discussion, Roll Call by Clerk

§ 2.2-3711. (EFFECTIVE JULY 1, 2024)
CLOSED MEETINGS AUTHORIZED FOR CERTAIN LIMITED PURPOSES.

PERSONNEL – Section 2.2-3711 (A)(1) of the Code of Virginia for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

PUBLIC PROPERTY – Section 2.2-3711 (A)(3) of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

PROTECTION OF PRIVACY OF INDIVIDUALS – Section 2.2-3711 (A)(4) of the Code of Virginia to protect the privacy of individuals in personal matters not related to public business.

PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY – Section 2.2-3711 (A)(5) of the Code of Virginia for discussion concerning a prospective business or industry, or the expansion of an existing business or industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

INVESTING OF PUBLIC FUNDS – Section 2.2-3711 (A)(6) of the Code of Virginia for discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Town would be adversely affected.

LEGAL MATTERS – Section 2.2-3711 (A)(7) of the Code of Virginia for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party.

LEGAL MATTERS – Section 2.2-3711 (A)(8) of the Code of Virginia to consult with legal counsel on a specific legal matter requiring the provision of legal advice by counsel.

HAZARDOUS WASTE SITING – Section 2.2-3711 (A)(14) of the Code of Virginia to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Town or the establishment of the terms, conditions, and provisions of the siting agreement, or both.

TERRORIST ACTIVITY – Section 2.2-3711 (A)(19) of the Code of Virginia for Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

PUBLIC CONTRACTS – Section 2.2-3711 (A)(29) of the Code of Virginia to discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

CERTIFICATION OF CLOSED MEETING

STANDING RESOLUTION – 1 (SR-1) A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.