



**Urbanna Town Council
WORK SESSION
Thursday, February 27, 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 Matters
 - a. Pool Rules
 - b. Pool Fee Structure
 - c. Pool Rental Rates
9. Action Items (if any)
10. Council Announcements & Requests
11. **Closed Meeting**
 - 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



TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting FOR ALL REGULAR MEETINGS & WORK SESSIONS

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 (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

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

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

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



TOWN COUNCIL

Agenda Item Summary FOR ALL WORK SESSIONS

Agenda Item: 6 – PUBLIC COMMENT

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 1

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.



**TOWN
COUNCIL**

Agenda Item Summary

**FEBRUARY 27, 2025
WORK SESSION**

Agenda Item: 8 – WORK SESSION MATTERS

8a Pool Rules

Background: Pool rules are essential to the safe enjoyment of the facility.

Fiscal Impact: None

Staff Recommendation: Review the proposed rules.

Council Action Requested: Review, make any amendments necessary, and approve

Sample Adoption Motion: I move to approve the 2025 Pool Rules as presented [or with the amendments as noted].

Motion, Second, Discussion, Voice Vote

2025 Pool Rules

Failure to adhere to the following rules subject the offender to removal, banning, and/or law enforcement action.

- All patrons and their guardians accept use of the pool at their own risk.
- Hours: 1 pm - 6 pm Tuesday - Thursday. 1 pm to 8 pm Friday - Sunday.
Closed:
Mondays except Memorial Day and Labor Day
Tuesday – Friday when public school is in session.
Pool may be closed at the discretion of on-site management due to weather, staffing, or other issues. Patrons will comply as directed.
- Shower before entering the pool.
- No Diving. Sanctioned competitive events are exempted.
- No horseplay or offensive language.
- No glass containers allowed.
- No spitting or clearing of nose/sinuses in the pool or deck.
- No tobacco use of any kind, vaping, or consumption of alcoholic beverages is allowed.
- No bikes, skateboards, or roller blades permitted in the pool or deck area.
- No pets permitted in the pool or deck area; licensed /credentialed assist animals may be exempted on a case-by-case basis, but those animals will not be allowed in the pool.
- Admission may be refused to anyone with skin abrasions, colds, coughs, inflamed eyes, infections or wearing bandages.
- All infants and toddlers who are not potty trained must wear a swim diaper in the pools.
- Non-swimmer under the age of six, or children using floatation devices need to be within arm's reach of their guardian.
- All children ages 8 through 13 will be permitted within the pool area unaccompanied if they have passed the basic swimming test. Otherwise, they must be accompanied by an adult.
The basic swimming test consists of:
 - Swim 2 lengths of the pool using any stroke and not stopping or touching the bottom
 - Float for 1 minute
 - Tread water for 1 minute



TOWN COUNCIL

Agenda Item Summary

FEBRUARY 27, 2025
WORK SESSION

Agenda Item: 8 – WORK SESSION MATTERS

8b Pool Fee Structure

Background: Fees are charged to both residents and nonresidents for the use of the pool. These funds support the maintenance and management of the facility. The Finance Committee is meeting on Monday, February 24, 2025 to review and discuss the fee structure and make recommendations to Council.

Fiscal Impact: Unknown but should be a positive impact

Staff Recommendation: Review and discuss the proposed fee structure. Additional recommendation will be given after the Finance Committee meets.

Council Action Requested: Review and approve

Sample Adoption Motion: I move to approve the 2025 Pool Fee Structure as presented [or, with the changes noted].

Motion, Second, Discussion, Roll Call Vote



Taber Park Pool 2025 Fee Structure

In town:

Children 6 and under: Free when accompanied by a paying adult

Day Pass

- Individual-\$5
- Family (up to 6 people) - \$12

Season Pass

- Individual-\$100
- Family (up to 6 people) -\$200

Charter Membership-\$12,000

Out of town:

Day Pass

- Individual-\$8
- Family (up to 6 people)-\$25

Season Pass

- Individual-\$200
- Family-\$400

Charter Membership-\$15,000

1. Employees of in town businesses can buy memberships at in town rates with documentation.
2. Commercial packages available.



**TOWN
COUNCIL**

Agenda Item Summary

**FEBRUARY 27, 2025
WORK SESSION**

Agenda Item: 8 – WORK SESSION MATTERS

8c Pool Rental Rates

Background: One source of revenue to support the pool is renting it out for private events such as birthday parties, charitable fundraisers, etc. The Finance Committee is meeting on Monday, February 24, 2025 to review and discuss the proposal and make recommendations to Council.

Fiscal Impact: Unknown but should be a positive impact

Staff Recommendation: Review and discuss the proposed rates and conditions. Additional recommendation will be given after the Finance Committee meets.

Council Action Requested: Review and approve

Sample Adoption Motion: I move to approve the 2025 Pool Rental Rates as presented [or, with the changes noted].

Motion, Second, Discussion, Roll Call Vote

Pool Rental Rates 2025

Private:

Cost for Lifeguards (2) up to 25 persons inside the gate = \$225. Add \$100 for any increase in time or persons over 25 inside the gate. Ideal Cap is 25 persons or else another guard is needed and must be onsite before event starts.

And

Users dispose of their own trash.

Users must follow all pool rules.

Non-profits:

Cost for Lifeguards (2) up to 25 persons inside the gate = \$200. Add \$50 for any increase in persons over 25 inside the gate. Ideal Cap is 25 persons or else another guard is needed and must be onsite before event starts.

And

Users dispose of their own trash.

Users must follow all pool rules.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

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
FOR ALL WORK SESSIONS**

Agenda Item: 11 – CLOSED MEETING

11a – Motion to Convene Closed Meeting

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with **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.

Motion, Second, Discussion, Roll Call

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)

Action on matters discussed in Closed Session, if necessary.

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 _____, 2025 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.

DONE this _____th day of _____, 2025.