

The Town Council of the Town of Urbanna held a work session on September 20, 2018 at 6:30 pm in Town Hall. Mayor Steve Hollberg welcomed everyone to the meeting. Council Members present were: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries. Absent: Diane Gravatt, Marjorie Austin and Boyd Wiley. Also present were Holly Gailey – Town Administrator, Bob Henkel – Town Treasurer, Andrew Bury – Town Attorney, five guests and one member of the press.

Ms. Gailey called the roll to which the following answered aye: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

First on the agenda was Ms. Gailey changed the agenda by removing item II and VI.

Next on the agenda was the Mayor's report. Mayor Hollberg referred to action items on the agenda. Mayor Hollberg dispensed item O at this time. Next Mayor Hollberg discussed item C, the dredge project grant match up to \$25,000. Ms. Gailey is to send out a link to council for the grant information. This will cost the town \$3,000 to apply with the help of MPPDC. Mayor Hollberg dispensed item C at this time.

At this time, Bob Henkel gave a treasurers report. Mayor Hollberg requested a breakdown of monies per fund. Traci is to provide this to Mayor Hollberg.

Next, Mayor Hollberg discussed item A on the action list. Ms. Gailey would like to have the Oyster Festival master plan changed to reflect how much space they require. Ms. Gailey is to send a recommendation to the Oyster Festival Foundation to include in the next Oyster Festival master plan. This is to be continued on the upcoming agendas.

Mayor Hollberg dispensed item B on the agenda. It was decided at this time to not write a letter of support for the Friends of the Rappahannock.

Mayor Hollberg advised when he says to "dispense" an item on the current agenda; he wants it taken off the future agendas.

Ms. Gailey updated on the BIG Grant for the dredge project, item C on the agenda. The permit has just been signed by Army Core of Engineers and now back at VMRC.

Next, Mayor Hollberg agreed to write a letter to Perkins Creek Association.

Ms. Gailey discussed item D, boat ramp repairs and advised council she is discussing options with Ben from Bay Design Group. This is to be continued on the upcoming agendas.

Item E, Water System Consultant, will be discussed in executive session per Andy Bury's request.

Item F on the agenda, MWA – Response Letter, needs to be changed to DEQ – Response letter in reference to MWA. Mayor Hollberg made a motion to send a letter

drafted by Ms. Gailey and himself, to Mrs. Moore from Town Council reiterating Bill Smith's letter and include his exhibits. This letter will be brought up at the Monday, September 24, 2018 council meeting. Council member Barbara Hartley seconded the motion. Council Member Larry Chowning discussed his concerns. Ms. Gailey called the roll to which the following answered aye: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries. Voting nay: Larry Chowning.

Item G, gutter quotes for Town Hall was the next item on the agenda. Ms. Gailey stated she has two quotes at this time and is waiting for others. This item will continue on the agenda for discussion.

Item H, grant for land purchase between the post office and ABC store was tabled at this time.

Item I and J, old Payne's Crab House site and small craft pier, Mayor Hollberg proposed setting aside funds for a study for a working idea for the property and have a public meeting for input. Mayor Hollberg suggested setting this public hearing date along with the Friends of the Rappahannock and discuss both issues in the same meeting.

Ms. Gailey will work on setting a public hearing date in October 2018 for budget amendments that will include setting aside funds for a study of the Payne's Crab House site.

Item K, conversion of fixed pier to floating pier at Town marina, Mayor Hollberg would like the guidance of Preston Smith on ideas and would like to set aside funds to do a study. Mayor Hollberg tabled this for later discussion and continues on agenda.

Item L, VML – assistance with contracts and job descriptions, Mayor Hollberg will set a date for council and staff to have a meeting to work out details. Mayor Hollberg will announce the date once confirmed.

Item M, repairs to lighting the "Welcome to Urbanna" sign at the bridge entrance to town was discussed. Ms. Gailey is working on getting the power source problem repaired.

Item N, new welcome sign for west entry into town, Ms. Gailey needs to get written consent from the current property owner to place the sign on the property. Ms. Gailey asked council what they would like the sign to look like. Resident Kristi Anzivino offered suggestions. This item will remain on the agenda for further discussion.

Item P, replacement of well #3 (change this on agenda from 5 to 3), John Gill to send RPF to Mr. Bury. This item will need to stay on agenda for further discussion.

Item Q, pool evaluation, Ms. Gailey is waiting for an official report. This item will remain on the agenda for later discussion.

Item R, Town Code Codification, John Gill is working on Chapter 17 to present to the Planning Commission for approval and recommend to Town Council. This item will remain on the agenda for discussion. Ms. Gailey will be sending out the state maintenance code to council.

Item S, fire hydrant flushing, Mayor Hollberg suggested setting \$5000 of the water fund aside in the current operating budget to pay the Middlesex County Volunteer Fire Department to flush the hydrants. Ms. Gailey will research how often this should be done. Mayor Hollberg would like this to be included in the budget amendment to be presented in October.

Item T, advertising and Waterway Guide, this will stay on the agenda for further discussion.

Item U, bucket truck replacement, this will stay on the agenda for further discussion. Town staff has made contact with an individual that has a bucket truck for sale.

The last item on the agenda, item V, Mayor Hollberg made a motion to appoint Garth Wheeler as Emergency Service Coordinator for the Urbanna Oyster Festival on November 2 & 3, 2018 to which Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Council Member Barbara Hartley asked for an update on the report on the Town Museum and Visitor Center. Ms. Gailey advised the report has not been provided to the Town of Urbanna at this time. Mayor Hollberg requested a meeting with Ron Peaks of VDOT to discuss repairs to the hillside.

With there being no further business, Council Member Barbara Hartley moved to go into executive session at 8:30 pm pursuant to Section 2.2-3711a(1), Personnel Matters; Section 2.2-3711a(29), Public Contract Actions; and Section 2.2-3711a(7) Consultation with Legal Counsel. Council Member George DeVries seconded the motion. Ms. Gailey called the roll to which the following answered aye: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Barbara Hartley made a motion to re-enter open session to which Council Member George DeVries seconded Ms. Gailey called the roll to which the following answered aye: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Upon returning to open session, Council Member George DeVries moved to approve the following Certificate of Executive Meeting to which Council Member Barbara Hartley seconded:

Whereas, the Urbanna Town Council has convened an Executive Session 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 2.1-344.1 of the Code of Virginia requires a certification by the Urbanna Town Council that such executive meeting was conducted in conformity with Virginia law;

Now, Therefore Be It Resolved that the Urbanna Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (i) only such public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Urbanna Town Council.

VOTE:

Ayes: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Absent: Boyd Wiley, Marjorie Austin and Diane Gravatt.

At this time, Council Member Barbara Hartley made a motion to adjourn at 9:15 pm to which Council Member George DeVries seconded. Ms. Gailey called the roll to which the following answered aye: Steve Hollberg, Larry Chowning, Barbara Hartley and George DeVries.

Clerk