

The Town Council of the Town of Urbanna held a work session on January 10, 2019 at 6:30 pm in Town Hall. Mayor Diane Gravatt welcomed everyone to the meeting. Council Members present were: Diane Gravatt, George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. Also present were Holly Gailey – Town Administrator, John Gill – Town Treasurer, Andrew Bury – Town Attorney, Traci Wright – Town Clerk, ten guests and one member of the press.

Ms. Gailey called the roll to which the following answered present: Diane Gravatt, George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Mayor Gravatt opened the meeting welcoming all guests in the audience and thanking town staff for a smooth transition from the outgoing members of town council to the new members.

The meeting started with playing Bolero, a classical piece of music by Maurice Ravel. Council Member Barbara Hartley said she felt the piece started slow and picked up momentum. Mayor Gravatt agreed stating the new council will start out a bit timid then gradually build to a strong group.

Next, Mayor Gravatt had all members of council and staff pick a color card and each group split out into groups and work on a team exercise. At each station there was pen and paper. The scenario given; Great Uncle Percy passed away and left 750,000 refrigerators, some of which work and some do not and figure out as a team what to do to make money off this gift. After a few minutes each team gave their ideas. Mayor Gravatt discussed the purpose of this exercise was to show that in just a short time as individual groups we worked well together and got a task accomplished. This is her hope for the new council.

Next, on the agenda John Gill gave the treasurers report.

Council Member Larry Chowning asked that Joe Heyman or someone from the Urbanna Oyster Festival Foundation come and report how the 2018 festival did financially.

Item A, on the organization agenda was a motion made by Council Member Larry Chowning to name Mayor Diane Gravatt as trustee of the Taber Trust, to which Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Item B, George DeVries made a motion to name Council Member Larry Chowning as Mayor Pro Tempore in the event Mayor Diane Gravatt is absent for any reason, seconded by Council Member Bill Smith. Ms. Gailey called the roll to which the following answered aye: Bill Smith, Boyd Wiley, Barbara Hartley, George DeVries and Bill Goldsmith. Abstain: Larry Chowning. During this motion, Mayor Diane Gravatt made a statement she will not be a voting Mayor except for the event there is a tie.

Item C, Mayor Diane Gravatt advised all members of council of their official email address with .gov for town business to stay within FOIA request requirements. Council members are to report to the Town office to retrieve their temporary password and obtain help if needed. Mayor

Gravatt asked that all members please use this email address for town business and not a personal one.

Item D, Mayor Diane Gravatt asked for a motion to set and approve the 2019 Town Council work session and Town Council meeting calendar. Council Member George DeVries made a motion to set the 2019 meeting calendar as following; work sessions be held at 6:30 pm on the 2nd Thursday each month and the town council meetings held at 7:00 pm on the 4th Thursday of each month and in the case of inclement weather the meeting be held the following Thursday, with the exception of November and December. November work session will be held Thursday, November 14, 2019 and council meeting will be November 21, 2019 and the December work session will be held on Thursday, December 12, 2019 and council meeting will be December 19, 2019. Council Member Bill Goldsmith seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. Ms. Gailey will finalize this calendar and provide each member with a copy.

Item E, Council Member George DeVries made a motion to appoint the following members to the Planning Commission with staggered terms; George DeVries, 2 years, Alana Courtney, 4 years, Sandra Sturgill, 1 year, Carol Williams, 3 years, Ron Courtney, 2 years, and John Gill, ex officio. Historic Architecture Review Board; Stephen King, 5 years, Barbara Hartley, 4 years, Bill Dickinson, 3 years, Diane Gravatt, 2 years, Amy Deny, 1 year. Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Next, Council Member George DeVries made a motion to recommend the following individuals to the circuit court for appointment to the Board of Zoning Appeals Committee with staggered terms, seconded by Council Member Bill Goldsmith. JD Magness, 5 years, Martha Lowe, 4 years, Sue Warner, 3 years and Kelly Pollock, 2 years. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Next, Council Member George DeVries made a motion to appoint the following to town committees with the term expiring on December 31, 2020; Finance Committee: Bill Goldsmith, Chairman, Holly Gailey, Traci Wright and Diane Gravatt; Visitor Center/Museum Committee: Joyce Allen, Chairman, Barbara Hartley, Diane Gravatt, Amy Denny and Helen Chandler as consultant; Personnel Committee: Holly Gailey, Chairman, Larry Chowning, Diane Gravatt and Bill Goldsmith; Town Marina Committee: Diane Gravatt, Chairman, Boyd Wiley, Patsy Panis, Tyler Burgess and Buddy Wyker as consultant; Water Committee: Bill Smith, Chairman, Bill Goldsmith, Holly Gailey, Brendan Harris, John Gill and Boyd Wiley as consultant; and Economic Development & Advertising Committee: Tyler Burgess, Sarah Gill Kimble, Barbara Hartley, Megan Brockman and Diane Gravatt. Council Member Bill Goldsmith seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. Mayor Gravatt asked Council Member George DeVries to contact all the above individuals by mail to officially welcome them before the next scheduled meeting.

Item F, on the agenda Council Member Bill Smith made a motion to accept Roberts Rules of Order with two exceptions, one being; council will always answer to a roll call vote and the second exception will be detailed minutes. Council Member Bill Goldsmith seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Item G, Council Member Bill Goldsmith made a motion to accept a consent agenda, seconded by Council Member Bill Smith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Item H, Mayor Gravatt tasked Council Member George DeVries with contacting and setting committee meeting agendas with time and date before the next scheduled meeting.

Item I, Mayor Gravatt asked council to establish Rules of Order for Council. The rules will be as follows and posted on the wall; no side conversations, be polite and courteous, be on time, be prepared, read your email, no public comments during work session and there will be a 3 minute limit on public comment on regular council meeting if not on the agenda. Council Member Barbara Hartley made a motion to establish Rules of order for council as listed with the option to change with a motion, seconded by Council Member George DeVries. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Item J, Council Member Bill Goldsmith made a motion to establish a sign in sheet for public comment including a place to fill in a name, contact information and the topic along with a instruction sheet describing what needs to be done in order to speak during public comment, Council Member Boyd Wiley will provide a picture by email to Ms. Gailey. This motion was seconded by Council Member Bill Smith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Item K, Council Member Bill Smith made a motion to establish a "Coffee with Council" meeting on the 2nd floor Town Hall Conference room on the 1st Friday of every month at 9:30 am and advertise on the Town website pages and in the Southside Sentinel. This motion was seconded by Council Member Bill Goldsmith. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley. This will begin on Friday, February 1, 2019.

Item L, Mayor Gravatt asked to move job descriptions into executive session.

Next on the agenda was discussion about priorities. Mayor Gravatt asked each Council Member to give there items in order of importance from 1 to 31.

1. Water Rates
2. Pool/Park
3. Job Descriptions
4. Wells

5. Water System/Thrasher
6. Visitor Center/Museum
7. Marina Upgrades
8. Culvert Marina
9. Sidewalks
10. Boat Ramp
11. Air BNB
12. Trolley
13. Land Acquisition – Development
14. Dingy Dock
15. Dredge Project
16. Welcome Sign
17. Policies & Procedures
18. Electric Lines
19. Visitor Center Hillside
20. Codification
21. Derelict Properties
22. Comprehensive Plan
23. Budget Review
24. Christmas Projects
25. MITS
26. Website
27. Chesapeake Bay Act
28. Street Cleaning
29. Storm Water Runoff
30. Buzzards
31. Trolley Stop Covers

Town Administrator Holly Gailey advised council that December 2018 meeting minutes are in each packet for approval at next meeting.

With there being no further business, Council Member George DeVries moved to go into executive session pursuant to Section 2.2-3711(A)(1). Council Member Boyd Wiley seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

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

Upon returning to open session, Council Member Bill Smith moved to approve the following Certificate of Executive Meeting to which Council Member Larry Chowning 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: Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Council Member Bill Goldsmith made a motion to close the Urbanna Museum and Visitor Center with exceptions of Saturdays and prior commitments until no later than April 1, 2019 with the intent to allow the museum committee time to provide the council with museum policies, personnel requirements procedures, hours of operation and plans for mitigation of standard issues. Council Member George DeVries seconded the motion. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Council Member Bill Goldsmith made a motion to appoint Brendan Harris to the Finance Committee to which Council Member George Devries seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

At this time, Council Member George DeVries made a motion to adjourn at 9:18 pm to which Council Member Barbara Hartley seconded. Ms. Gailey called the roll to which the following answered aye: George DeVries, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith and Boyd Wiley.

Clerk