

The Urbanna Town Council held a scheduled meeting on August 27, 2020 at 10:00a.m. by virtual means using the Go To Meeting online platform. Mayor Gravatt called the meeting to order and asked for a roll call. Answering to the roll call vote were Bill Smith, Larry Chowning, Bill Goldsmith, Barbara Hartley, Boyd Wiley and George DeVries. Also in attendance was Town Administrator- Holly Gailey, Zoning Administrator-John Gill, Town Attorney- Andy Bury and 4 callers.

At this time, Mayor Gravatt read a statement concerning the public comment period. This has been attached as part of the minutes. Mayor Gravatt opened the public comment period. Ms. Gailey read a comment submitted via email by Gari Lister concerning the lack of minutes and transparency of the local government. There were no other public comments.

At this time there were several items to be approved. Bill Goldsmith made a motion to approve the minutes from the April 2, 2020 Special Called Meeting. This was seconded by Bill Smith. Answering aye to a roll call vote was Goldsmith, Smith, Chowning, Wiley and Hartley. DeVries abstained from the vote.

Bill Smith made a motion to approve the minutes from the April 23, 2020 Town Council Meeting. This was seconded by Bill Goldsmith. Answering aye to a roll call vote was Smith, Goldsmith, Chowning, Wiley and Hartley. DeVries abstained from the vote.

Bill Goldsmith made a motion to approve the minutes from the May 14, 2020 Work Session. This was seconded by Boyd Wiley. Answering aye to a roll call vote was Goldsmith, Smith, Chowning, Wiley and Hartley. DeVries abstained from the vote.

Bill Goldsmith made a motion to approve the minutes from the May 28, 2020 Town Council Meeting. This was seconded by Bill Smith. Answering aye to a roll call vote was Goldsmith, Smith, Chowning, Wiley and Hartley. DeVries abstained from the vote.

The next item on the agenda was the reading of Resolution 2020-RES-12 designating the month of August as History Month in Urbanna. This has been attached as part of the minutes.

Ms. Gailey offered an update on COVID-19 as presented by Dr. Williams of the Three Rivers Health District. She noted that numbers are improving in Virginia and that social distancing and face coverings are working as long as people follow the guidelines.

The next item on the agenda was a report on the amount of cash available in the Taber Fund. Ms. Gailey stated that the amount was \$55,837.45 that can be used to continue the renovation of Taber Park. She recommended taking \$30,000 out to fund several more pieces of playground equipment and confirmed that there would still be \$30,000 in cash to pay out the contributions to the fire department, rescue squad and the library. At

this time, John Gill discussed the age groups and the associated pieces that would entertain each. After a brief discussion, the decision was made to purchase more pieces. Barbara Hartley made a motion to approve the purchase 2 pieces of equipment plus the zip line not to exceed \$30,000. George DeVries seconded the motion. At this time, Larry Chowning stated that he felt this was great and he was going to vote yes but he wanted to remind council that the pool was still there with lingering questions about liability and the possibility of not being able to reopen the pool again. He stated that when COVID-19 is over, the pool has got to be open for the public. At this time, Ms. Gailey called for a roll call vote on the earlier motion. Answering aye to the roll call vote was Hartley, DeVries, Smith, Chowning, Goldsmith and Smith. Barbara Hartley asked that if the total cost was just over the threshold that it be brought back to council for discussion.

The next item on the agenda was a discussion on the groundhog remediation that was ongoing on the museum grounds. Ms. Gailey stated that a neighbor of the museum approached the town about cost sharing as they were experiencing some of the same types of damage. Ms. Gailey noted that the town shared the cost at 50% costing \$659.50 and noted the appreciation of the homeowner and the willingness to cost share.

Ms. Gailey updated council on the fall plantings that will be implemented over the coming weeks as the temperatures begin to cool. She noted that the bump outs will be planted with fall plantings. Boyd Wiley wanted to acknowledge the volunteers that have been working at Waterman's Park and thanking them for the hard work they have put in thus far.

At this time, Barbara Hartley asked for clarification on a few items. The first item was an update on the boat ramp and the second was about the grant available for the bottom of Virginia Street. George DeVries stated that the boat ramp was his fault as he was waiting to hear back from his contact and he would work on getting information and bring information to council. Mayor Gravatt noted that there has been no funding for any project at the base of Virginia Street. Ms. Gailey stated that the permit is good and still active. (George DeVries left the meeting at 10:47 a.m.)

The next item on the agenda was a second public comment period. Steve Hollberg of Howard Street asked what problem was attempted to be solved concerning the boat ramp and expressed general concerns about the boat ramp area including signs. Mayor Gravatt stated that the goal was to have a boat ramp and not just a kayak or small boat launch. Merri Hansen also stated that signs should be added to warn boaters on the drop off at the end of the ramp.

At this time, Bill Smith made a motion to recess the meeting and reconvene in the council chambers at 11:30a.m. Bill Goldsmith seconded the motion. Ms. Gailey noted the reasons noted for the need for an executive session were Privacy Protection and Awarding a Contract. Mayor Gravatt stated that face masks and social distancing would be practiced for this meeting. Mr. Bury added that the public is invited to the meeting. Answering aye to the roll call vote were Smith, Goldsmith, Chowning and Wiley. Hartley opposed and DeVries was absent at the time of the vote.

The meeting of the town council was reconvened at 11:32 a.m. in the council chambers of town hall. Those present at roll call were Madam Mayor, Bill Smith, Bill Goldsmith, Larry Chowning, Barbara Hartley and Boyd Wiley.

At this time, Larry Chowning moved to go into executive session pursuant to Section 2.2-3711(A)(4), Privacy and Protection and Section 2.2-3711(A)(29), Award a Contract. Boyd Wiley seconded the motion. Ms. Gailey called the roll to which the following answered aye: Chowning, Wiley, Goldsmith, Hartley and Smith.

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

Upon returning to open session, Hartley moved to approve the following Certificate of Executive Meeting to which Goldsmith 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:

Aye: Mayor Gravatt, Bill Smith, Larry Chowning, Boyd Wiley, Barbara Hartley and Bill Goldsmith.

With there being no further business, Hartley made a motion to adjourn to which Goldsmith seconded. Ms. Gailey called the roll to which the following answered aye: Barbara Hartley, Bill Smith, Larry Chowning, Boyd Wiley, and William Goldsmith.

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Clerk

## **PUBLIC COMMENT PROTOCOL**

I find it necessary to establish a protocol for public comment periods based on what I feel is necessary to maintain order and the proper decorum during the two opportunities that the members of the general public have an opportunity to comment. There have been many instances recently whereby some members of the public have in my view publicly and personally attacked the town staff, members of town council and others during the public comment period and in some cases even demanded answers from the staff and town council members. The public comment period is not a forum for members of the public to make demands on and in some cases attempt to humiliate the town staff, officers of the town and in some respect, members of the town council.

I find it necessary to impose the Dr. Paul Malone doctrine for kindness and respect for one another. The public comment period is designed to provide members of the community an opportunity to express their views and concerns regarding services, policies or affairs of the Town. It is also an opportunity for the public to make constructive suggestions or criticisms to the town council involving the operation of the town government. However, it is not a time to berate individuals or make demands on the staff, the officers of this town and the members of the town council. I recognize the fact that we are facing an election period and some of the comments are directed to influence the outcome of the next election. However, the public comment period is not the forum for such comments.

The town council adopted the Roberts Rules of Order to establish the conduct of its meetings and in furtherance thereof I will be enforcing the following procedures during the public comment periods and if necessary rule a person out of order and terminate any further comments during the meeting.

### **Public Comment Period**

Individuals or groups wishing to speak during a regular Council meeting shall be recognized by the Mayor during the Public Comment section(s) of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Town Clerk by noon on Friday prior to the regular meeting date. Public comments are for the purpose of allowing members of the public to present any Town business related matter, which in their opinion, deserves the attention of the Council. Public comments shall be accepted for a maximum of 30 minutes for each session during the meeting.

### **Guidelines for Citizen Participation**

- Comments should not be offered during the Public Comment period which pertains to a matter which is the subject of a public hearing
- Individuals will be limited to three minutes (5 minutes if representing a group)
- Remarks must be addressed to the Mayor and Council - not to the staff, audience or media
- Speakers must approach the podium and speak directly into the microphone and give their full name and address

### **Prohibited Conduct**

Individuals appearing before the Council will not be allowed to:

- Address the Council on issues that do not concern the services, policies or affairs of the Town
- Engage in behavior that intimidates others
- Interrupt other speakers or engage in behavior that disrupts the meeting
- Make non-germane or frivolous statements
- Market or solicit business from the Town
- Use language which insults or demeans any person
- Use profanity or vulgar language or gestures
- Make demands on the town staff, the officers of the town or the members of town council to answer a question. The members of the town council will be provided an opportunity to respond, if they chose, to any comments made after the public comment period has closed. Neither the public comment period nor the response period is designed to provide a forum for discussion with the general public.

### **Placing Items on a Council Agenda**

Any member of the town council or any member of the public may request that an item be placed on a meeting agenda by contacting the Town Administrator at least 7 days prior to the meeting. Items that are based on a statutory requirement will be automatically placed on the agenda. Requests for items that do not have a statutory requirement may only be added to the agenda if the Mayor or a member of Council agrees to sponsor such request.

The town council values the opinions of its citizens and wants them to be more engaged in their community and their government. In fact, your comments are vital to our town's success. I want to emphasize that I am not attempting to discourage participation in this process. I am simply attempting to reintroduce kindness and respect back into the process.

**RESOLUTION No. 2020-RES-12**

**A PROCLAMATION DECLARING THE MONTH OF  
AUGUST AS HISTORY MONTH IN URBANNA**

**WHEREAS**, in 1680, an Act of the General Assembly designated the town located in Middlesex County, Virginia, as one of 20 port towns through which finished goods were traded for tobacco produced by Virginia Farms and plantations; and

**WHEREAS**, in 1704, an Act of the General Assembly established the name of the town as Urbanna, City of Anne to honor Queen Anne; and

**WHEREAS**, the Town of Urbanna has a rich history which is significant and needs to be preserved as a part of the heritage of our County; and

**WHEREAS**, Urbanna represented a significant port town in the early settlement of our Nation and contributed to every aspect of early colonial life, including politics, commerce, business, art, science and literature; and

**WHEREAS**, the residents herein, influenced the heritage of our Nation and provided a legacy that continues to be influential in both national and international decisions, treaties and borders;

**WHEREAS**, the Town Council of Urbanna recognizes the importance of commemorating and honoring all of those peoples who contributed in numerous ways to build and strengthen our Nation.

**WHEREAS**, a celebration to remember all of those who contributed to the security, culture and economy of the Town and the role it played in the founding, building and continued support of our Nation is warranted;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Council of Urbanna proclaims the month of August shall be recognized as Urbanna History Month and shall observe this month with appropriate activities and programs that honor and remember those who contributed to the founding of our Nation and the continued growth and development.

Adopted: August 27, 2020

Dr. DeVries	<u>Aye</u>	Nay	Abstain	Absent
Mr. Smith	<u>Aye</u>	Nay	Abstain	Absent
Dr. Goldsmith	<u>Aye</u>	Nay	Abstain	Absent
Ms. Hartley	<u>Aye</u>	Nay	Abstain	Absent
Mr. Chowning	<u>Aye</u>	Nay	Abstain	Absent
Mr. Wiley	<u>Aye</u>	Nay	Abstain	Absent