

**Town of Urbanna
Town Council and Town Staff
Meeting/Educational Retreat
Marriott Courtyard-Williamsburg
470 McLaws Circle
Williamsburg, VA
October 30, 2021**

CALL TO ORDER

Mayor Hartley reconvened the meeting of October 28, 2021 the meeting to or at 9:25am

Present

Mayor Barbara Hartley

Council Members

Marjorie Austin

Larry Chowning

Bill Goldsmith

Merri Hanson (left at 1:37pm)

Steve Hollberg

Bill Smith

Town Staff

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Martha Rodenburg-Town Clerk

Michele Hutton-Town Treasurer

Kevan Lipscomb-Town Building & Grounds Technician

Andrea Erard-Town Attorney

Tom Chillemi-Reporter for Southside Sentinel (arrived at approximately 10:30am)

- Garth Wheeler made introductions and reviewed guidelines for the day.
- Staff members Michele Hutton and Kevan Lipscomb were recognized for their continuous service to the Town, especially during the height of the COVID-19 pandemic in 2020.
- Mr. Wheeler then reviewed answers to questions submitted by Council and Staff pertaining to various subjects concerning the workings of the Town and facilitated discussion with all in attendance.
- Roy Kime reviewed the Comprehensive Plan/CIP
- Garth Wheeler presented and reviewed a spreadsheet of current and future projects. All contributed to discussion regarding the priority, cost, and status of these projects.

- Andrea Erard reviewed and discussed the procedural differences between work sessions and meetings. The general consensus was that, now that meetings are no longer being held via electronic means, Council would prefer to return to the less formal structure of a “Working Session” for the meeting regularly held on the second Thursday of each month; maintaining the fourth Thursday of the month as a formal meeting.
- Ms. Erard reviewed Freedom of Information Act (FOIA) regulations.
- Martha Rodenburg explained her process for assembling and distributing meeting agendas and meeting packets. Several councilmembers requested to receive hard copies of these documents and she responded that a system would be put in place to ensure those requesting hard copies of documents would receive them.
- Ms. Erard reviewed best practices for conducting the “Public Comment” in a productive manner without violating a citizen’s First Amendment rights.

Other topics discussed included:

- Closed meeting confidentiality and certification protocols
- Social media practices
- Roles and authority of
 - Council and Mayor
 - Town Staff
 - Planning Commission
 - Council concerns relating to staff duties & responsibilities
- Staffing needs and succession planning
- Town relationship with Middlesex County
- Town relationship with Oyster Festival Committee

ADJOURN

Councilmember Goldsmith moved to adjourn

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

Meeting adjourned at 3:38pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 11/18/2021