

MINUTES OF THE JULY 25, 2023 CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday July 25, 2023 at 6:30 p.m.

PRESENT: John B. Partin, Mayor
Jasmine Gore, Vice Mayor (Late, 6:45pm)
Janice Denton, Councilor
Rita Joyner, Councilor
Dominic Holloway, Councilor
Michael Harris, Councilor
Brenda Pelham, Councilor

CLOSED MEETING:

Councilor Joyner and it was second by Councilor Holloway to go into closed session pursuant to Va. Code Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including evaluation and performance of employees of any public body and the extent such discussion will be aided thereby followed by an Open Session at 7:30 P.M.

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| ROLL CAL: | Councilor Holloway- | Yes |
| | Councilor Joyner- | Yes |
| | Councilor Harris- | Yes |
| | Mayor Partin- | Yes |
| | Vice Mayor Gore- | (Late, 6:45pm) |
| | Councilor Denton- | Yes |
| | Councilor Pelham- | Yes |

Motion Passes 6-0

RECONVENE OPEN MEETING:

A motion was made by Councilor Denton and second by Councilor Joyner to reconvene open meeting.

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| ROLL CAL: | Councilor Holloway- | Yes |
| | Councilor Joyner- | Yes |
| | Councilor Harris- | (Excused) |
| | Mayor Partin- | Yes |
| | Vice Mayor Gore- | (Excused) |
| | Councilor Denton- | Yes |
| | Councilor Pelham- | Yes |

Motion Passes 5-0

CERTIFICATION:

Immediately thereafter, council responded to the question pursuant to Virginia § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

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| ROLL CAL: | Councilor Holloway- | Yes |
| | Councilor Joyner- | Yes |
| | Councilor Harris- | (Excused) |
| | Mayor Partin- | Yes |
| | Vice Mayor Gore- | (Excused) |
| | Councilor Denton- | Yes |
| | Councilor Pelham- | Yes |

Motion Passes 5-0

A motion was made by Councilor Joyner and seconded by Councilor Pelham to amend agenda to allow "Communications from Citizens" before R-1.

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| ROLL CAL: | Councilor Holloway- | No |
| | Councilor Joyner- | Yes |
| | Councilor Harris- | Yes |
| | Mayor Partin- | Yes |
| | Vice Mayor Gore- | No |
| | Councilor Denton- | No |
| | Councilor Pelham- | Yes |

Motion Fails 4-3 Must be a unanimous vote

A motion was made by Councilor Pelham and seconded by Mayor Partin to amend the agenda to add "Communications from Citizens" after R-1

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| ROLL CAL: | Councilor Holloway- | No |
| | Councilor Joyner- | Yes |
| | Councilor Harris- | Yes |
| | Mayor Partin- | Yes |
| | Vice Mayor Gore- | Yes |
| | Councilor Denton- | Yes |
| | Councilor Pelham- | Yes |

Motion Fails 6-1 Must be a unanimous vote

The city council held a meeting to go over City council rules and make updates and changes if necessary. The City attorney's office will present the updates and changes to City council for their review.

101. **Robert's Rule of Order; Parliamentarian; Presiding Officer**- No Change

102. **Roll Call; Quorum**- No Change

103. **Temporary Chair**- No Change

105. **Voting Methods**- Remove the wordage "Discipline". To avoid voting upon Council member roll call, 'silence' may be considered a 'Yes' vote and shall be documented for that meeting as well as the meeting minutes as a 'Yes' for the motion with an acknowledgement of (silent) by the voting councilor.

203. **Discussion Limitation**- When a councilor wants to speak at a meeting, they can do so up to two(2) times per topic and for a maximum of five(5) minutes each time.

204. Voting Order- No Change

205. Motions- No Change

206. Reserved- No Change

207. Dissent or Protest- No Change

208. **Attendance**- Notification of all City Council meetings will be given by the City Clerk both verbally and in writing using communication methods of cellphone and email.

209. Excuse During Meeting-No Change

301. Regular Meetings- No Change

302. **Special Meetings**- Any one Council member who calls for a special meeting needs to make the request in writing to the City Clerk. The purpose of the Special meeting will be stated in the written request. The council member requesting the Special meeting will set the agenda and run the meeting. The agenda set for the Special meeting can only be adjusted or cancelled by the council member who requested the meeting.

303. **Agenda**- CAF's are not a requirement for council members to have an item on the agenda. Backup documents, if necessary, can be submitted by the deadline to submit an item for the agenda. The city clerk must issue a written draft of the meeting agenda to the Mayor and Vice Mayor prior to the council meeting date for review. Council request is to move "Communication from Citizens" before "Information/ Presentations" on the agenda.

306. **Time Limit**- The 3-hour clock starts at 7:30 pm for Regular meetings, 6:30 pm for standalone Work Sessions and Special meetings or by the council member who requested the meeting will set the start time. The city clerk is to inform the presenter at the time of his/her presentation they have 10 minutes to speak on topic. Unsure what is meant by 10:30 pm language?

403. **Minutes and Recordings**- Meeting Minute drafts with the water mark has to be publicly posted on-line within 10 business days of the meeting until the official minutes have been approved by council.

404. **Clerk of Council**- The word "back-up" will be replaced with "Deputy" when explaining the position of Deputy City Clerk.

405. **Communications from Citizens and Others**- The speaking time from

three(3) minutes to five (5) minutes for a maximum of 30 minutes total.

407. **Suspension of Rules (Waive the Rules)** - Attorney Smith will review Roberts Rules with respect to rule #306, waive the rule to extend a meeting and rule #407, suspend/waive the rules at any time for the remainder of the meeting. Vice Mayor Gore clarifies the changing of rule #407 does not have any effect on rule #306
408. **Safety**- The last sentence shall be removed from the rule: “There shall be no smoking, eating or drinking allowed during council sessions; however, members of council and support staff shall be allowed, at the discretion of the Mayor, to have drinks during council sessions”.
411. **Work Session Policy**- The removal of the paragraph which states “The City Manager will represent the City’s administrative staff at the work session. With Council approval and the City Manager’s recommendations, staff and outside agencies may make presentations to the Council. Again, presentations do not include public comment.” All presentations, will be approved by the Mayor and Vice Mayor ONLY.
412. **Flowers and Donations**-
- A. **Illness**
Flowers or gift basket not to exceed \$75.00 to Council members in the hospital once they have been admitted.
 - B. **Death**
2. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a current or former member of Council(**ten years**), not to exceed \$75.00. Remove Ten years in Language.
413. **Disclosures**- Attorney will verify the annual filing date for the Statement of Economic Interest. The language in the ruling will be changed to meet whatever the state requires for the annual filing date. The city clerk shall

provide a receipt to the council members that the information has been received. The city clerk will send notification to the remaining council members, directors, community, etc., who still needs to file their Statement of Economic Interest information.

414. **Council Chamber/Conference Room, Use of-** The change is to define the area of council chambers as the entire floor to include the alcove, the conference room and the chambers are under the control of the city clerk. Council has the explicit right and shall take precedence over any department requesting use of any space deemed the council chambers.

M. Denial of Application/Cancellation of Contracts

1. The **City Clerk/ City Council** reserves the right to deny any application or cancel any permit when it deems such action to be in the best interest of the City.

415. **Travel Policy-** This shall be removed from the rules:

C. Travel expenses under \$100 do not require Council approval, provided sufficient funds have been budgeted for such expenses.

417. **Protocol For Open Committee Meetings-** Councilor Joyner points out in this rule, you have a 72-hour window for all meetings notices but a Special meeting or Council meeting only needs to be a 12-hour notice. Council acknowledges the need for a change in the language and meaning of: "All meetings will be announced at least 72 hours prior to the meeting". Vice Mayor Gore makes the suggestion this language should change to Council standing committee meetings, boards and commissions must be advertised within three(3) business days.

Meeting has been adjourned by Mayor Partin at 9:31 pm



Brittani Williams, City Clerk



Johnny Partin, Mayor