

FULL COMMISSION MEETING MINUTES

Hampton Clean City Commission

September 15, 2020 ~ 3:30pm



Board Members Present: Ryan Adams, Barb Abraham, Jackie Cannan, Chris Grady, Gayle Mooney

Also Present: Chris Bowman, Jim Williams, Debbie Blanton, Cris Ausink, C’Faison Harris, Wendy Iles

Opening Business

Welcome and Time Sheet: Ryan Adams opened the meeting, welcoming all back.

Roll Call, Protocol, and Approval of Minutes: Roll call conducted; a quorum was present and was asked to allow Barb Abraham to attend via Zoom. Ryan made the motion that was seconded by Jackie Cannan; the motion carried. July minutes were accepted without edit and approved.

Parks, Recreation & Leisure Services Annual Report: No report

Public Works: No report

City Council: Council liaison Chris Bowman was introduced. He noted that the new Old Hampton Community Center project is still on track for completion, and that the James Wilson Fishing Pier should near renovation completion by the end of the month. He also said that renovations to Fox Hill Community Center were progressing. Chris stated that he would provide more pertinent updates at upcoming meetings.

At that time, Debbie Blanton also announced that she would be retiring as of January 1, 2021 and would be speaking with HPRLS Director Dave McCauley regarding the hiring and training of her replacement and how best to use the monies remaining from her salary. Chris stated that he would be glad to assist in the hiring process.

City Attorney’s Office: No report

Financial Report: Financial data was distributed.

Discussion & Voting Items

Committee Membership & Quorums: Lola Perkins introduced herself as the Senior Deputy Attorney over litigation and the Freedom of Information Act (FOIA). As such, she wanted to discuss with the board how its by-laws presented potential FOIA issues. She first explained that most people are more familiar with FOIA as the law granting the public a right to request records from any federal agency. What she wished to address, [The Hampton Clean City Commission works to improve and enhance the physical environment of Hampton through beautification, solid waste management education, coastal awareness activities, and litter abatement programs; educates citizens; and encourages their participation. As an affiliate of \[Keep America Beautiful Inc.\]\(#\), we share the philosophy that each of us has a responsibility for enhancing our community environment.](#)

however, was FOIA guidelines governing meetings. Ongoing discussions she's had with Debbie have shed some light as to how the commission works. She is hopeful that they will be able to determine how best to categorize and capture the differences in the agency's by-laws when speaking of members, volunteers, and participants to hold closely to parameters of FOIA's meetings component.

She noted that FOIA requires that quorums be present for the main committee and all of its sub- and ad hoc committees. Due to how the commission currently operates, its committees may have anywhere from three to more than twenty participants at any given time, which creates an issue in deciding quorums for each of their meetings. By-laws from other organizations and commissions, including Keep America Beautiful of which Clean City is an affiliate, are all different, so there is no way to determine a best practice for Clean City.

Ms. Perkins proposed that since the Full Commission already has a set number of appointed board members, a quorum is defined for it. She suggests, however, that those appointed members determine a set number of members for each sub- and ad hoc committee so that a quorum would then be the majority of that set number. She suggested that members be those that are most committed and willing to take on more formalized roles within their committees. Other volunteers/participants would not be deemed as members, but would be allowed to offer comments, ideas, and suggestions during meetings that would then be taken before the Full Commission appointed board members for discussion and approval.

Chris Grady asked just how Clean City's current meeting method was in violation of FOIA. Lola explained that by having no set number of "members", the ability to determine a quorum would be sketchy in that attendance at these meetings could fluctuate from meeting to meeting.

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Gayle Mooney asked if the terminology of members versus volunteers caused an FOIA issue. Lola explained that the FOIA meetings component requires meetings to be open to the public and have a quorum present. The commission must have the ability to define what a member is and what would be a quorum for each sub- and ad hoc committee.

Lola also proposed to the board that she revise the by-laws so they will be aligned with FOIA's meeting component and asked that any suggestions or comments be given to Debbie and forwarded to her. Cris Ausink asked whether background checks are required since that is the case with some commissions and boards; Lola will check into that. Alex Maness asked if quorums could be done via Zoom participation; Lola responded that all quorums must be in-person.

Ms. Perkins was thanked for her explanation and time and board members said they look forward to viewing her revisions at the next board meeting. She reminded everyone that revisions could be ongoing as long as there is a need and she looks forward to their input.

Board Appointee Recommendations: Two of the most recently appointed board members, James Fleetwood and Megan Pierce, will be formally asked to state their position with the agency as council-appointed board members. Neither has attended meetings and there have been unsuccessful attempts to communicate with them via email. Councilman Bowman asked the board's proper procedure in handling this issue. It was explained that, according to the by-laws, after three consecutive and unexcused absences, they would be

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contacted to determine if they wished to continue as a board member. This practice, however, was not strictly followed in this instance, although Debbie tried contacting them on several occasions. Chris B stated that a formal communication should be done immediately and sent by certified mail. After no response by a deadline, Council should be contacted to request they be removed. Alex Maness made a motion to send a warning letter to Fleetwood and Pierce; the motion was seconded by Ryan. The ayes were unanimous. Debbie said she would send a warning letter to both this week.

Regarding the list of 13 applicants recently received, Debbie provided a breakdown of the seven applicants who responded they were still interested in being considered by Council for appointment. Board members discussed those seven and decided on three names to be submitted to Council for consideration before September 30. Chris B noted that he would lend support to those nominees at the October Council meeting. Alex moved to accept the three nominees, Chris G seconded, and the motion carried.

Litter Bug Reporting Initiative: Debbie explained that an organization, Advocates for Clean & Clear Waterways, requested HCCC support for letters they were going to mail to state agencies asking for a litterbug reporting program in each state. Members had received an email with the request and letters for review. She added that some Virginia communities currently have a similar reporting program in place, and Hampton once had one. It was discontinued due to operational privacy and error issues.

Alex made a motion not to support the initiative at this time due to lack of detailed information. Ryan seconded, and the motion carried.

Litter Stick Give-A-Way Proposal: Debbie said that this proposal is fashioned after a Keep America Beautiful 6-week contest where the agency would sponsor a contest that would award litter sticks, vests, and sling bags to winners. The concept was developed from understanding that some people preferred freedom in being able to clean up their neighborhoods without having to register and pick up equipment from this office, particularly during this time of COVID-19. The project would promote agency goals while providing those tools to make it a simpler process for people to participate in cleanups. Estimated cost of the contest is \$1000 and would be conducted online with winners picking up their prizes from the agency. Alex asked if the equipment could have the agency label or some social media hashtag to promote the contest and the agency. Debbie said that would be possible. Alex made a motion to accept the proposal; Chris G seconded, and the motion carried. Wendy Iles asked if participants can be asked to commit to doing a certain number of cleanup activities, and Debbie said that would be included.

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Project/Program/Initiative Planning (Brief Status Updates)

Beautification: Debbie stated that the Department of Forestry has provided a list of proposed tree planting sites that she will give to HPRLS Director Dave McCauley for consideration. She added that although she did not apply for any tree planting grants, there is approximately \$2500 currently available in the Keep Hampton Green Fund that is used solely for tree plantings. She added that if the trees were not planted this fall, plantings would have to wait until next fall because springtime plantings do not fare well. Jackie Cannan asked

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who would be responsible for maintaining the plantings. Debbie replied that it would depend on the site, but most likely would involve the Parks Division.

Alex motioned that the fall tree planting be accepted; Ryan seconded and the motion carried.

Water Quality-Upcoming International Coastal Cleanup (ICC), etc.: Cris Ausink stated that would run September through October, but she has not had any board members sign up to be site captains or to participate. This is a global event and the data received is pertinent to the city's MS4 permit. Due to COVID restrictions, groups are held to no more than three participants. Members were encouraged to participate and contact her for more information. All participants receive a certificate and site captains receive a bandana.

Litter Prevention & Abatement, Community Cleanups: Debbie announced to community cleanup events for Friday, September 18, 3pm, along Ivy Home Road, and Saturday, September 19, 10am, along Rawood Drive. The rain date for Friday will be the 19th at 10am. September 26, 10am is the date for a community cleanup at Bethel HS and Phenix School, and October 3, 10am, along Shell Road. Board members were encouraged to participate.

A Tour de Trash Express to the compost facility will be September 24 at 9am; October 28 to the Steam Plant at 9am, and the Community Improvement Litter and School Indices will take place on October 14 and October 24, respectively, both starting at 8:30am.

On October 13, a Tour de Recycling will visit the recycling plant in Chesapeake, and the final Tour de Trash Express will be December 2 to Goodwill. Board members were, again, encouraged to participate.

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Committee & Partner Updates

Bee City USA: Barb added that Bee City is planning an additional planting of pollinator trees at the Rain Garden in the median at Hampton Roads Center Parkway and N. Armistead Avenue.

Community Gardens: Wendy added that on September 26 and 27 Community Gardens will build hoop greenhouses. Volunteers are needed.

Debbie asked that all other chairs please submit their committee reports to her via email for inclusion in the minutes.

Staff Reports: Staff to submit reports as an addendum to the minutes

Meeting adjourned

Meeting adjourned at 5:06pm

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Announcements

- Great American Cleanup, Sept 18-19, add'l locations to be determined
- Community Cleanup, Sept 18, Ivy Home Rd, 3pm
- Community Cleanup, Sept 19, Rawood Dr, 10am
- Household Chemical & Electronics Collection, Sept 19, Coliseum Parking Lot, 8am-12pm
- Tour de Trash Express Compost Facility, Sept 24, 9am
- Community Cleanup, Sept 26, Bethel & Phenix Schools, 10am
- LARC Meeting, Oct 1, site to be determined
- Community Cleanup, Oct 3, Shell Road, 10am
- HWRP Meeting, Oct 8, 6pm - tentative
- Full Commission Meeting, Oct 13, 3:30pm – site to be determined
- Community Appearance Litter Index, Oct 14, HCCC, 8:30am
- Bee City Committee Meeting, Oct 15, 1pm
- Community Cleanup, Oct 16, Robinson Park, 3pm
- Community Cleanup, Oct 17, Lee St (Armistead/Old Celey, 10a
- Clean & Green Workplaces Meeting, Oct 20, 3:30pm
- School Appearance Litter Index, Oct 24, 8:30am
- Tree Planting Event, Nov 7
- Tour de Recycling – Chesapeake, Nov 13, 9am
- Tour de Trash Express – Goodwill, Dec 2, 9am

HCCC Full Commission 15 September 2020 Meeting Minutes Addendum

Beautification Committee: No report

Bee City USA: Public Works Traffic Engineering will place the Bee City USA sign at Hampton Roads Center Parkway and Armistead Avenue in the near future.

Clean & Green Workplaces Committee: The group will be meeting for the first time in several months in October.

Hampton Waterways Restoration Project: Members received oyster gardening boxes and have begun public oyster gardening efforts at Sunset Boating Center and Dandy Haven Marina.

Litter & Recycling Awareness Committee Meeting: The committee planned to meet on Thursday September 3rd, but no report has been received.

School Pride In Action Committee Meeting: The plastic bag recycling efforts are ongoing with some schools, in various ways.