



**Urbanna Town Council
Boundary Line Adjustment-7:00pm
Water Rate-Public Hearing-7:00pm
Fiscal Year 2023-2024 Budget-Public Hearing-7:00pm
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
Thursday, June 8, 2023 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Hearing-Boundary Line Adjustment
6. Public Hearing-Ordinance 2023-02
7. Public Hearing-Budget-Fiscal Year 2023-2024
8. Public Comment
9. Public Comment Response
10. Matters of the Town Council
11. Action Items
 - a. Minutes-April 13, 2023 & April 27, 2023
12. Announcements
13. Adjourn

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**Agenda Item Summary
June 8, 2023**

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented

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Agenda Item Summary June 8, 2023

Agenda Item: 5-Boundary Line Adjustment-Public Hearing

Background: Middlesex County and the Town of Urbanna have proposed an agreement to moved forward with a Boundary Line Adjustment that will bring numerous parcels of property into the Town limits of Urbanna, including the property currently housing the Town Office, parcels of land owned by Thurston properties, the field area belonging to the Middlesex County Fire Department, and property owned by the Hall family located on Waverly Drive (See attached agreement).

The Middlesex County Board of Supervisors will hold their public hearing on the matter on June 6, 2023 at 7pm. At the time of this packet being produced, the outcome of their vote is unknown.

Fiscal Impact: Increased Real Estate and Personal Property Tax revenues

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion to approve voluntary Boundary Line Adjustment agreement between Middlesex County and the Town of Urbanna as presented.

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**VOLUNTARY BOUNDARY LINE ADJUSTMENT AGREEMENT
BETWEEN
THE COUNTY OF MIDDLESEX, VIRGINIA
& THE TOWN OF URBANNA, VIRGINIA**

THIS AGREEMENT is made and entered into this ____ day of _____, 2023 by and between the County of Middlesex, Virginia (“the County”), a County of the Commonwealth of Virginia and the Town of Urbanna, Virginia (“the Town”), a Municipal Corporation of the Commonwealth of Virginia.

WITNESSETH:

WHEREAS the County and Town have entered into negotiations regarding a voluntary change of the boundary line between the Town incorporated boundary and the unincorporated portion of the County for the purpose of incorporating within the Town approximately 22.6804 acres, the properties identified by Tax Map Numbers as 20B-1-2A, 20B-1-2B, 20B-1-1, 20-27, 20-26, 20B-1-3C, 20B-1-3A, 19(12)-1A, 19-12-1, 20B-12-20A, and 20B-13-A, in the Saluda Magisterial District; and

WHEREAS the incorporation of the 22.6804 acres into the Town will not adversely affect the ability of the County and/or the Town to meet the needs of its residents; and

WHEREAS all the current property owners of the affected properties support the proposed property being incorporated into the Town; and

WHEREAS the County and the Town have each held a public hearing and approved this Agreement as required by Virginia Code section 15.2-3107, 1950, as amended.

NOW, THEREFORE, in consideration of the mutual promises and covenants, receipt of

which is acknowledged, the parties agree as follows:

1. The County and Town agree that a new incorporated boundary line shall be established between the County and the Town by incorporating within the Town approximately 22.6804 acres, the properties identified by Tax Map Numbers as 20B-1-2A, 20B-1-2B, 20B-1-1, 20-27, 20-26, 20B-1-3C, 20B-1-3A, 19(12)-1A, 19-12-1, 20B-12-20A, and 20B-13-A, in the SALUDA Magisterial District. The 22.6804 acres to be incorporated into the Town is shown more particularly on the plat entitled “Compiled Plat Showing Boundary Adjustment for the Town of Urbanna Located in Middlesex County, Virginia,” dated September 30, 2022, a copy of which plat and the “Compiled Metes and Bounds Descriptions for Town of Urbanna,” are attached, both of which were prepared by Bay Design Group and attached as “Exhibit A” and made a part of this Boundary Adjustment Agreement by reference.
2. The Town has agreed to be responsible for the expenses for notices of the public hearings that are required to be held pursuant to state law by the Board of Supervisors and the Town Council for the consideration of this Agreement.
3. The Parties anticipate that the initial Town zoning for the 22.6804 acres, once incorporated into the Town, shall be R-1.
4. In accordance with section 15.2-3108 of the Code of Virginia, 1950, as amended, following the public hearings, and after compliance with any and all other state law requirements, the County and the Town shall jointly petition the Circuit Court of Middlesex County, Virginia, within ten (10) days of the public hearing in the Town of Urbanna, to have this common boundary line changed as set forth in this Agreement.
5. The new Town corporate boundary line shall become effective once a final Order has been entered by the Circuit Court of Middlesex County, Virginia or other Court on final appeal.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date written.

COUNTY OF MIDDLESEX, VIRGINIA

By: _____
The Honorable Lud H. Kimbrough, III, Chairman

COMMONWEALTH OF VIRGINIA
COUNTY OF MIDDLESEX, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2023
by the Honorable Lud H. Kimbrough, III, Chairman of the Board of Supervisors of Middlesex
County, Virginia.

Notary Public

My Commission Expires: _____
Registration Number: _____

TOWN OF URBANNA, VIRGINIA

By: _____
The Honorable William Goldsmith, Mayor

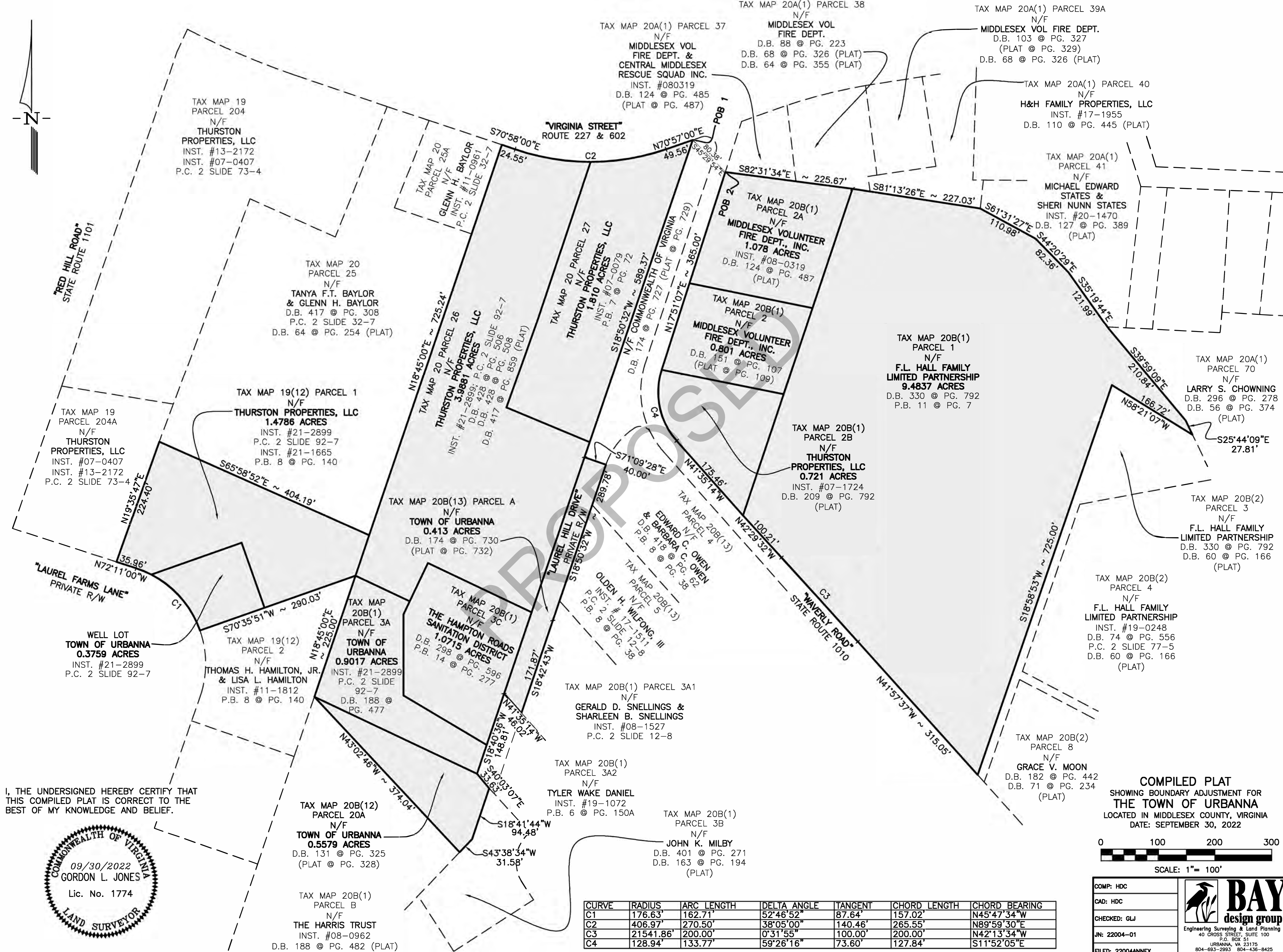
COMMONWEALTH OF VIRGINIA
COUNTY OF MIDDLESEX, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2023 by the Honorable William Goldsmith, Mayor of the Town of Urbanna, Virginia.

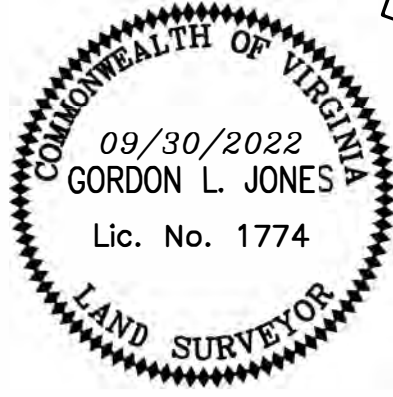
Notary Public

My Commission Expires: _____
Registration Number: _____

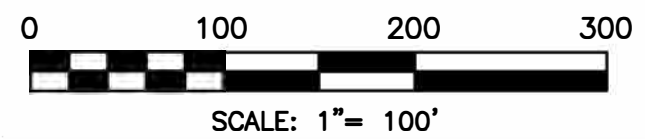
EXHIBIT A



I, THE UNDERSIGNED HEREBY CERTIFY THAT THIS COMPILED PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



COMPILED PLAT
SHOWING BOUNDARY ADJUSTMENT FOR
THE TOWN OF URBANNA
LOCATED IN MIDDLESEX COUNTY, VIRGINIA
DATE: SEPTEMBER 30, 2022



COMP: HDC	 Engineering Surveying & Land Planning 40 CROSS STREET, SUITE 100 P.O. BOX 51 URBANNA, VA 23175 804-693-2993 804-436-8425 www.baydesigngroup.com
CAD: HDC	
CHECKED: GLJ	
JN: 22004-01	
FILED: 22004ANNEX	

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD LENGTH	CHORD BEARING
C1	176.63'	162.71'	52°46'52"	87.64'	157.02'	N45°47'34"W
C2	406.97'	270.50'	38°05'00"	140.46'	265.55'	N89°59'30"E
C3	21541.86'	200.00'	0°31'55"	100.00'	200.00'	N42°13'34"W
C4	128.94'	133.77'	59°26'16"	73.60'	127.84'	S11°52'05"E

EXHIBIT A

COMPILED METES & BOUNDS DESCRIPTIONS FOR TOWN OF URBANNA

AREA WEST OF WAVERLY ROAD:

TAX PARCELS: 20-26 & 27, 20B-(13)-A, 20B-(1)-3C & 3A, 20B-(12)-20A, 19-(12)-1 AND A WELL LOT

POB 1: BEGINNING AT A POINT ON THE SOUTHERN RIGHT-OF-WAY OF VIRGINIA STREET (STATE ROUTE 227 & 602) SAID POINT BEING APPROXIMATELY 70 FEET SOUTHWEST OF THE INTERSECTION OF SAID VIRGINIA STREET AND WAVERLY ROAD (ROUTE 1010).

THENCE, DEPARTING THE RIGHT-OF-WAY OF SAID VIRGINIA STREET ALONG THE LAND NOW OR FORMERLY OF THURSTON PROPERTIES, LLC AND COMMONWEALTH OF VIRGINIA, SOUTH 18°50'32" WEST A DISTANCE OF 589.37 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF LAUREL HILL DRIVE. THENCE, CROSSING SAID LAUREL HILL DRIVE, SOUTH 71°09'28" EAST A DISTANCE OF 40.00 FEET TO A POINT. THENCE, ALONG THE EASTERN RIGHT-OF-WAY OF SAID LAUREL HILL DRIVE, SOUTH 18°50'32" WEST A DISTANCE OF 289.78 FEET TO A POINT. THENCE, SOUTH 18°42'43" WEST A DISTANCE OF 171.87 FEET TO A POINT. THENCE, CROSSING BACK ACROSS SAID LAUREL HILL DRIVE, NORTH 41°35'14" WEST A DISTANCE OF 46.02 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF SAID LAUREL HILL DRIVE. THENCE, ALONG THE LANDS NOW OR FORMERLY OF THE HAMPTON ROADS SANITATION DISTRICT AND THE TOWN OF URBANNA, SOUTH 18°40'36" WEST A DISTANCE OF 148.81 FEET TO A POINT. THENCE, SOUTH 40°03'07" EAST A DISTANCE OF 33.63 FEET TO A POINT. THENCE, SOUTH 18°41'44" WEST A DISTANCE OF 94.48 FEET TO A POINT. THENCE, SOUTH 43°38'34" WEST A DISTANCE OF 31.58 FEET TO A POINT. THENCE, NORTH 43°02'46" WEST A DISTANCE OF 374.04 FEET TO A POINT IN THE LINE NOW OR FORMERLY OF THOMAS & LISA HAMILTON. THENCE, NORTH 18°45'00" EAST A DISTANCE OF 225.00 FEET TO A POINT. SAID POINT BEING THE CORNER NOW OR FORMERLY OF THOMAS AND LISA HAMILTON AND THURSTON PROPERTIES, LLC. THENCE, SOUTH 70°35'51" WEST A DISTANCE OF 290.03 FEET TO A POINT ON THE NORTHERN RIGHT-OF-WAY OF LAUREL FARMS LANE. THENCE, ALONG THE NORTHERN RIGHT-OF-WAY OF SAID LAUREL FARMS LANE ON A CURVE TO THE LEFT WITH A RADIUS OF 176.63 FEET, AN ARC LENGTH OF 162.71 FEET, A DELTA ANGLE OF 52°46'52", A CHORD BEARING OF NORTH 45°47'34" WEST, AND A CHORD LENGTH OF 157.02 FEET TO A POINT. THENCE, NORTH 72°11'00" WEST A DISTANCE OF 35.96 FEET TO A POINT. THENCE, DEPARTING THE RIGHT-OF-WAY OF SAID LAUREL FARMS LANE ALONG THE LAND OF THURSTON PROPERTIES, LLC, NORTH 19°35'47" EAST A DISTANCE OF 224.40 FEET TO A POINT. THENCE, SOUTH 65°58'52" EAST A DISTANCE OF 404.19 FEET TO A POINT. THENCE, NORTH 18°45'00" EAST A DISTANCE OF 725.24 FEET TO A POINT ON THE SOUTHERN RIGHT-OF-WAY OF VIRGINIA STREET. THENCE, ALONG THE SOUTHERN RIGHT-OF-WAY OF SAID VIRGINIA STREET, SOUTH 70°58'00" EAST A DISTANCE OF 24.55 FEET TO A POINT. THENCE, ALONG A CURVE TO THE LEFT WITH A RADIUS OF 406.97 FEET, AN ARC LENGTH OF 270.50 FEET, A DELTA ANGLE OF 38°05'00", A CHORD BEARING OF NORTH 89°59'30" EAST, AND A CHORD LENGTH OF 265.55 FEET TO A POINT. THENCE, NORTH 70°57'00" EAST A DISTANCE OF 49.57 FEET TO A POINT, WHICH IS THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 10.597 ACRES.

EXHIBIT A

AREA EAST OF WAVERLY ROAD:
TAX PARCELS: 20B-(1)-1, 2, 2A & 2B

COMMENCING AT A POINT ON THE SOUTHERN RIGHT-OF-WAY OF VIRGINIA STREET (STATE ROUTE 227 & 602) SAID POINT BEING APPROXIMATELY 70 FEET SOUTHWEST OF THE INTERSECTION OF SAID VIRGINIA STREET AND WAVERLY ROAD (ROUTE 1010). THENCE, CROSSING SAID WAVERLY ROAD, SOUTH 45°29'54" EAST A DISTANCE OF 80.38 FEET TO THE NORTHWEST CORNER OF THE LAND NOW OR FORMERLY OF MIDDLESEX VOLUNTEER FIRE DEPT. INC IN THE EAST RIGHT-OF-WAY OF SAID WAVERLY ROAD AND BEING **POB 2** THE TRUE POINT AND PLACE OF BEGINNING.

THENCE, DEPARTING THE RIGHT-OF-WAY OF SAID WAVERLY ROAD ALONG THE LANDS NOW OR FORMERLY OF MIDDLESEX VOLUNTEER FIRE DEPT., INC., F.L. HALL FAMILY LIMITED PARTNERSHIP, ET AL, SOUTH 82°31'34" EAST A DISTANCE OF 225.67 FEET TO A POINT. THENCE, SOUTH 81°13'26" EAST A DISTANCE OF 227.03 FEET TO A POINT. THENCE, SOUTH 61°31'27" EAST A DISTANCE OF 110.98 FEET TO A POINT. THENCE, SOUTH 44°20'29" EAST A DISTANCE OF 82.36 FEET TO A POINT. THENCE, SOUTH 35°19'44" EAST A DISTANCE OF 121.99 FEET TO A POINT. THENCE, SOUTH 39°59'09" EAST A DISTANCE OF 210.84 FEET TO A POINT. THENCE, SOUTH 25°44'09" EAST A DISTANCE OF 27.81 FEET TO A POINT. THENCE, NORTH 58°21'07" WEST A DISTANCE OF 166.72 FEET TO A POINT. THENCE, SOUTH 18°58'53" WEST A DISTANCE OF 725.00 FEET TO A POINT ON THE NORTHERN RIGHT-OF-WAY OF WAVERLY ROAD. THENCE ALONG THE NORTHERN AND EASTERN RIGHT-OF-WAY OF SAID WAVERLY ROAD. NORTH 41°57'37" WEST A DISTANCE OF 315.05 FEET TO A POINT. THENCE, ALONG A CURVE TO THE LEFT WITH A RADIUS OF 21541.86 FEET, AN ARC LENGTH OF 200.00 FEET, A DELTA ANGLE OF 00°31'55", A CHORD BEARING OF NORTH 42°13'34" WEST, AND A CHORD LENGTH OF 200.00 FEET TO A POINT. THENCE, NORTH 42°29'32" WEST A DISTANCE OF 100.21 FEET TO A POINT. THENCE, NORTH 41°35'14" WEST A DISTANCE OF 175.46 FEET TO A POINT. THENCE, ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 128.94 FEET, AN ARC LENGTH OF 133.77 FEET, A DELTA ANGLE OF 59°26'16", A CHORD BEARING OF NORTH 11°52'05" WEST, AND A CHORD LENGTH OF 127.84 FEET TO A POINT. THENCE, NORTH 17°51'07" EAST A DISTANCE OF 365.00 FEET TO A POINT WHICH IS THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 12.084 ACRES.

THE METES AND BOUNDS DESCRIPTIONS AS SHOWN ABOVE WERE COMPILED FROM AVAILABLE PLATS OF RECORD AND DOES NOT REPRESENT CURRENT FIELD SURVEYS.

Boundary Line Adjustment-Town of Urbanna-Middlesex County

Tax Map ID	Acreage	Owner	Residential Structure
19(12)- 1	1.4786	Thurston Properties, LLC	No
19(12)-1A	0.3759	Town of Urbanna	No
20-26	3.9881	Thurston Properties, LLC	No
20-27	1.81	Thurston Properties, LLC	No
20B(13)-A	0.413	Town of Urbanna	No
20B(1)-3C	1.0715	HRSD	No
20B(1)-3A	0.9017	Town of Urbanna	No
20B(12)-20A	0.5579	Town of Urbanna	No
20B(1)-2A	1.078	Middlesex Volunteer Fire Dept., Inc.	No
20B(1)-2A	0.801	Middlesex Volunteer Fire Dept., Inc.	No
20B(1)-2B	0.721	Thurston Properties, LLC	Yes
20B(1)-1	9.4837	F.L. Hall Family Limited Partnership	No
Total Acreage	22.6804		

PROPOSED

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Agenda Item Summary June 8, 2023

Agenda Item: #5-Public Hearing Ordinance No. 2023-02

Background:

Water Rates

Since the last rate hike in the water rates, the average increase according to the Draper Aden report that tracks small water systems is roughly 8 1/2 %. The water committee felt it was important to go up incrementally and to revisit the rates on an annual basis. Certain funding for our wells and infrastructure were not available to us because in town rates were significantly lower than out of rates. We have moved to close that gap. We also have kept the pricing so that our rates are a good deal for out-of-town customers and a great deal for town residents when compared to Middlesex Water Authority. Middlesex 2-month 6,000-gallon equivalent: \$90 for the first 6,000 gallons \$10/1000 gallons thereafter. new town rates in-town: \$45.22/6,000 gallons (up from \$43.07) and \$4.20/ 1000 gallons after Out of town: no change at \$83.08/ 6,000 gallons and \$8/ 1000 gallons after.

The town is facing millions of dollars in infrastructure upgrade costs and is mandated to drill another well within the next 8 years. We may be fortunate enough to get grant money for some of it, but partial reimbursement or loans are more likely.

Marina Rates

The Marina has BIG grant funding that will be available, but those grants are partial reimbursement grants. We get 75c back on the dollar, but we have to have the dollar up front. We need to repair the current structures and shoreline and need to move forward on the plans for floating docks at the North end of the Marina. The change in fees is intended to make us competitive with neighbors as well as provide us with the cash flow to make the necessary changes going forward. The proposed fee structure also adds a fee for electricity usage for slip holders staying one month or more. With current utility costs, we want to make sure we are covering our costs for service and it this point we are not. .

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion:

Move to approve Ordinance No. 2023-2 as presented

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ORDINANCE NO. 2023-02 - UNCODIFIED ORDINANCE

BE IT ORDAINED by the Urbanna Town Council at its regular meeting on June 8, 2023 that the following service rates shall be effective as of July 1, 2023:

Residential and Commercial Water/Sewer Rate Schedule

In-Town Water Rates:

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed increase</u>
0-6,000	\$43.07 minimum	\$45.22 minimum
6,001 & Up	\$4.00/1,000 gal over 6,000	\$4.20/1,000 gal over 6,000

BE IT FURTHER ORDAINED by the Urbanna Town Council at its regular meeting on June 8, 2023 that the following service rates shall be effective as of July 1, 2023:

Town Marina Rates

Slip Rates:

	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
Daily	\$1.75 per foot	\$2.00 per foot
Weekly	\$225	\$250.00
Monthly	\$350	\$400.00
Annually	\$2800	\$3200.00

Electric Rates:

	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
30-amp	\$0	\$50/month
50-amp	\$0	\$100/month

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Agenda Item Summary June 8, 2023

Agenda Item: #7-Public Hearing-Proposed Budget Fiscal Year 2023-2024

Background: Beginning in February, the Finance Committee began developing the proposed budget, using information from staff, other committees, and past data.

This proposed budget includes a 5% cost of living increase for all employees except the Town Administrator and the Zoning Administrator. There are no increases in the real property or personal property tax rates. The only increased fees are for in-town water rates and marina slip and utility fees. The water revenue and expenses include funds required for the construction of new well #6. One item of note is the general fund revenues are \$30,200 over expenses. That is to cover the usual Taber Fund revenue for the Library, Rescue Squad and Fire Department. Those expenses are listed under Taber Fund so we can show that they are still being paid for, but out of general fund revenue and not the Taber Fund itself.

Summary budget attached.

Full budget can be found on the Town website urbannava.gov or in the Town office.

Staff Recommendation: NA

Council Action Requested: No action per state law. Vote to take place June 22, 2023.

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BUDGET FOR FISCAL YEAR 2023-2024

Pursuant to §15.2-2506, Code of Virginia (1950), public notice is hereby given that the Urbanna Town Council shall conduct a public hearing on June 8, 2022 at 7:00 PM in the Council Chambers at 390 Virginia Street. The purpose of the public hearing is to receive public comment on the proposed FY2023-2024 Budget for the Town of Urbanna. Pursuant to § 15.2-2506, Code of Virginia (1950), the following synopsis of the proposed budget is provided for informative and planning purposes:

General Fund

EXPENDITURES:

General Government Administration	\$342,003
Middlesex Fire Department	\$ 15,200
Other Public Safety	\$ 2,000
Public Works	\$108,500
Buildings & Grounds, Pool Operations	\$ 39,554
Planning/Community Development	\$ 73,110
TOTAL GENERAL FUND EXPENSES	\$580,367

The real estate property tax rate will remain the same as the previous year at \$0.21 per \$100 assessed value. The personal property tax rate will remain at \$0.37 per \$100 of clean trade-in value.

REVENUES:

General Property Taxes	\$261,900
Other Local Taxes	\$297,867
Revenue from Property	\$ 1,200
Other Revenue	\$ 49,600
TOTAL GENERAL FUND REVENUE	\$610,567

Water Fund

EXPENDITURES:

General Administration	\$ 66,312
System Operations	\$ 65,850
System Upgrades	\$144,180
Debt Service	\$ 52,800
Well Construction	\$1,056,000
TOTAL WATER FUND EXPENSES	\$1,385,142

The proposed in-town bi-monthly water rate schedule for FY2023-2024 is as follows:

Minimum Usage 6,000 Gallons	\$45.22
Over 6,000 Gallons	\$ 4.20 per thousand gallons

The proposed out-of-town bi-monthly water rate schedule for FY2023- 2024 is as follows:

Minimum Usage 6,000 Gallons	\$ 83.08
Over 6,000 Gallons	\$ 8.00 per thousand gallons

REVENUES:

Charge for Services	\$ 325,000
Other Water Fund Revenue	\$ 4,150
Loan Proceeds	\$1,056,000
TOTAL WATER REVENUES	\$1,385,150

Taber Fund

EXPENDITURES:

Middlesex Volunteer Fire Department	\$ 10,000
Contribution to Library	\$ 10,000
Middlesex Rescue Squad	\$ 10,200
TOTAL TABER TRUST FUND EXPENDITURES	\$ 30,200

REVENUES:

Fund Income to Town	\$ 0
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Upton's Point Marina

EXPENDITURES:

General Administration	\$ 26,750
Operations	\$ 20,100
Improvements	\$ 13,500
TOTAL UPTON'S POINT MARINA EXPENDITURES	\$ 60,350

The proposed rates for marina services will increase as follows:

SLIP FEES:

Daily	\$2.00 per foot
Weekly	\$ 250.00
Monthly	\$ 400.00
Annually	\$3,200.00

Slips using electricity shall be charged \$50.00 per month for 30-amp service and \$100.00 per month for 50-amp service.

REVENUES

TOTAL UPTON'S POINT MARINA REVENUES	\$ 60,350
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Self-Funding Community Activities

Farmers Market, Second Saturday,
Flags & Banners Donations
Expenses

\$ 6,700
\$ 6,700

DMV Select

Total Expenses

\$ 52,817

REVENUES:

Fees
Unexpended prior appropriations
Total Revenues

\$ 20,000
\$ 32,817
\$ 52,817

PROPOSED

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**Agenda Item Summary
June 8, 2023**

Agenda Item: 13-Minutes-April 13 and April 27

Background: Draft minutes attached

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Note: If changes are requested at the meeting, approval of the minutes will be postponed to the next meeting.

Motion to approve the minutes from the April 13 and April 27, 2023 meetings as presented.

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**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
April 13, 2023**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Larry Chowning

Others Present

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk
Michele Hutton-Town Treasurer
Andrea Erard-via zoom
Members of the public and press

Mayor Goldsmith called the meeting to order at 7:00pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

**Councilmember Austin made a motion to approve the agenda as presented
Councilmember Hanson seconded
Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0**

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment

PRESENTATION

Bristow-Faulkner Funeral Home

Greg Faulkner and Tony Brooks spoke to Council requesting the Town of Urbanna take over ownership of the Middlesex Cemetery located on Red Hill Drive.

Mr. Faulkner explained it is a non-profit cemetery, the owners of Bristow-Faulkner want to ensure future of cemetery as a non-profit. If approved, all funds and property would be transferred from Bristow-Faulkner to new owners
Mayor Goldsmith clarified their proposal is for the Town of Urbanna would take over the cemetery, land, responsibility for maintenance, and sale of available burial plots to generate revenue for maintenance costs.

Mr. Brooks continued the discussion to include the number of grave sites, current pricing, and maintenance costs.
Further discussion took place regarding current number of sold, marked, and unmarked gravesites. The cemetery is

currently self-maintained by Bristow-Faulkner. Estimated costs to be maintained by a third party approximately \$6,000-7,000 annually. Mr. Brooks stated he and his son would offer to maintain property for some time. Andrea Erard explained there are extensive requirements for cemeteries owned by localities, and would discuss this with Council in the future.

Councilmember Austin made a motion to refer to finance committee and have [Andrea Erard] speak to [council].

Councilmember Sturgill seconded

Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

MATTERS OF TOWN COUNCIL

Pool Update

Mayor Goldsmith reviewed the proposed changes to the pool and bathhouse made to reduce costs. Some of those changes include

- Removing life guard room and concession stand (these items can be added in the future)
- Changing pumphouse to fenced area with lean-to roof, rather than an enclosed room
- Bathhouse will have pool access only
- Year-round bathrooms eliminated to avoid costs of installing HVAC equipment
- Some materials have been downgraded
- Parking lot will not have to be paved

Garth Wheeler added

- Total square footage had been reduced
- Pool committee meeting will be held Tuesday, April 18 with contractor and regarding new costs

Further discussion took place to include asking contractor to hire local subcontractors to lower costs associated with paying for subcontractors for traveling from out of town. Various designs were reviewed and discussed

Kent Street drainage

Garth Wheeler reported on the issue of poor drainage in the area of Kent St. and Colorado Ave.

- He met with paving subcontractor for VDOT, and they felt part of the problem was a VDOT issue
- Information has been shared with VDOT and a meeting will be scheduled
- Del. Hodges has been apprised of the situation and will help as needed

Boundary Line Adjustment

Garth Wheeler gave an update on the Boundary Line Adjustment

- Andrea Erard and Heather Lewis (Middlesex County Attorney) are drafting an agreement
- Mr. Wheeler will meet with Wayne Jessie and Mr. Baylor regarding flooding concerns

Andrea Erard added, the Middlesex County Board of Supervisors authorized advertising a public hearing, but with conditions regarding flooding that would need to be addressed.

Councilmember Hanson asked if we were prepared to answer concerns about flooding.

It was explained there was a time there was no overflow cut off on tank which resulting in flooding on Baylor property, this problem has been mitigated.

ACTION ITEMS

Minutes

Councilmember Austin made a motion to approve the February 23, 2023 minutes as presented

Councilmember Sturgill seconded
Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0

ANNOUNCEMENTS

Councilmember Justice announced she has worked with Garth Wheeler to advertise in The Rivah. The inside the front cover, color, full-page advertisement will highlight Taber Park, the marina, Mitchell map, and include the longitude and latitude, as well link to urbanna.com.

ADJOURN

Councilmember Austin made a motion to adjourn
Councilmember Hanson seconded
Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0

Meeting adjourned at 7:54pm

Submitted by:

Martha J. Rodenburg
Town Clerk
Approved by Town Council xx/xx/xxxx

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**Town of Urbana
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
April 27, 2023**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 7:00pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Other Attendees

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Hanson seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to approve the March 9, 2023 and March 23, 2023 minutes as presented

Councilmember Hanson seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

REPORTS

Town Administrator

Lewis & Clark Circus was a success with several sold-out shows, and the Town earned \$2400
Presented a report on DMV statistics and included the results of an informal customer survey
From 2/14/2022 thru 12/31/2022

4314 transactions

\$329,090.09 brought in, with 4% earned by Town, approximately \$40,000

Councilmember Hanson asked what can be done to get further business from DMV

Mr. Wheeler responded he had spoken with DMV and they have referred titling companies to us. Town will reach out to dealerships to gain more titling business.

78% of DMV Select-Urbanna customers are walk-ins

Town went into this not to earn money, but to bring people to the Town

Agreement with DMV is for 2 years

Additional discussion took place regarding DMV Select business

Councilmember Courtney asked whether or not it was true the DMV would need to bring in \$17,000 per week to break even. This information was confirmed.

Further discussion took place between Council and Staff to include reassessing the agreement with DMV in 2024.

Treasurer’s Report

Michele Hutton presented the March Treasurer’s report.



Treasurer’s Report

The Balances Below, Reflect Bank Statements as of Month’s End.

Account Balance thru 03/31/2023	Prior Year 3/31/22	Prior Month 2/28/23	Statement Date 3/31/23
Primis Bank General Operating Bank Account	695,908.41	834,760.97	799,760.39
Renter Water Deposits	-14,426.66	-19,451.66	-15,386.66
Net Operating General Bank Account	689,088.34	826,030.29	791,354.71
C &F Bank Pool Replacement Account (new 2/28/23)	(Truist) 36,763.69	832,487.30	832,487.30
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 23,516.26	(Truist) 32,285.77	32,903.96
Primis Bank Water Fund Reserve	113,994.81	114,622.39	114,700.27
Primis Bank General Fund Reserve	94,750.60	95,080.68	95,121.06
Primis Bank Cares Local Recovery	237,671.07	238,068.89	238,230.65
Primis Bank DMV	0.00	100.00	1,439.46
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,502.85	2,503.49
Taber Trust – Account Value	1,502,728.75	871,833.31	857,356.55
Taxes listed below are collected for prior month(s)	3/31/22	2/28/23	3/31/23
Meals Tax collected in February	8,226.71	2,294.10	7,459.65
Lodging Tax collected in February	0.00	2,851.18	1,298.55
Cigarette Tax collected in February	469.22	417.09	618.19

MARCH EXPENDITURES:

- Business as usual

REVENUE as of 3/31/2023

Notes:

- C&F Bank accounts - interest accrues and posts quarterly.
- Cigarette Tax was successfully deposited to new C&F Historic Trust.
- Circus revenue for April will be \$2,400.00

April 25, 2023
06:45 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/25/23
Subtotal CAFR: No

Account No	Description	Month													
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
100-12100-0001	Lodging Tax														
29232.83		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00			
Fund Total		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00			
Grand Total	Count: 1	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00			

April 25, 2023
08:47 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/25/23
Subtotal CAFR: No

Account No	Description	Month												
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
100-12110-0001	Meals Tax - Local													
104925.82		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00		
Fund Total		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00		
Grand Total	Count: 1	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00		

April 25, 2023
08:49 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/25/23
Subtotal CAFR: No

Account No	Description	Month												
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
500-17010-0001	Water Sales Charges													
249328.90		2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00			
Fund Total		2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00			
Grand Total	Count: 1	2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00			

Water Committee

Councilmember Justice reported the following:

- The Water Committee met on April 24th
- Observation well has been started for the new well, well #6
- Routine maintenance performed on the backup generator for the well

- HRSD has begun sewer upgrades throughout town, beginning with the Virginia Street area (not a part of water system upgrades)
- VDH infrastructure upgrade grant application is moving forward and will be considered beginning May 5, 2023
 - VDH has new requirements to include prioritizing list of the planned upgrades.
 - Information part of asset management plan developed by AH Environmental and incorporated into Cartegraph program
- Recommending the in-town water rate increased by 5%
 - Last increase was 2021
 - Some funding avenues not available due to in-town rates being more than 50% higher than out-of-town rates, this increase will start to close the gap
 - These rates are lower than Middlesex Water Authority, significantly so for in-town rates

Mayor Goldsmith reported he had attended a MPPDC meeting and learned we are currently in a “drought watch” and it was suggested we be prepared to use our water conservation plan

Finance Committee

Councilmember Sturgill reported the following:

- Finance Committee met April 21
- Working on final draft of FY2023-2024 budget
- Discussed taking over cemetery and determined to get feedback from the public prior to making a decision

Councilmember Hanson asked if we had received any legal advice regarding this matter

Andrea Erard explained there were legal and financial obligations, as well as maintenance and logistical issues that would need to be addressed.

Councilmember Chowning asked for more research to be done and to hold a public hearing on the matter.

Planning Commission

Councilmember Hanson reported the following:

- Don Drayer and Kristi Anzivino have updated the figures on the street sign replacement project
 - This information has been passed on to Garth Wheeler for further study
- Discussed updating the short-term rental ordinance
 - Ensure it meets State Code
 - What citizens would like [the policy] to be
- Urbanna Main Street will be holding a “walk-about” on May 16th
 - Attendees will start in groups at different points in town
 - Look at it through the eyes of a visitor to Urbanna

Pool Committee

Committee Chair Barbara Hartley reported the following:

- Pool committee met April 24th
- Discussed changes to be made to lower costs to within the allowed amount
- Bathhouse has been redesigned to be more “basic”
- Contractor recommended removing the sun shelf in the pool, which the committee rejected
- Revised cost estimate is approximately \$1,169,000
- Every effort will be made to use local subcontractors
- The committee is asking Council to approve an additional \$69,000 to the originally approved \$1,100,00

Marnie Harte made a presentation to Council outlining the recent changes made to plan and justifying the additional \$69,000 requested.

Ms. Harte answered questions from the attending public to include a description of the sun-shelf, certain changes made to original design, swimmer safety, access to those with disabilities, and fundraising/grants.

Mayor Goldsmith added majority of funding is from CARES money and Taber Fund. Continuing funding will be needed, perhaps from the County.

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

- AB Gravatt-spoke in favor of the DMV, questioned the survey which indicated a majority of the community wants a pool, spoke against using Taber Fund for pool, questioned pool membership choices
- Billy Mayo-spoke regarding street signs
- Martha Lowe-poke against the design of the pool, make it more a recreational pool than one designed for competition, and cost of pool to residents being too expensive
- Helen Chandler-spoke in favor of the pool
- Andy Anderson-spoke against taking over the cemetery, spoke in favor of short-term rentals, questioned making the bathroom available for year-round use
- Katie Wilson-spoke in favor of the pool and read “pro-pool” quotes from neighbors, and its draw to families with young children

Mayor Goldsmith responded the proposed design of the pool bathrooms gives flexibility to whether or not they can be used out of season by the public

Roy Kime spoke as a resident in favor of the pool and using Taber Fund for construction.

Mayor Goldsmith added he had asked a representative to speak to Town Council about diversifying our current funds the Taber Fund is invested

Councilmember Austin made a motion to approve the proposal for the pool construction at \$1,169,000, which includes the \$69,000 asked for by the Pool Committee.

Councilmember Chowning seconded

Councilmember Courtney spoke to her concerns about the need for it to be a competition pool, the contract from Heisler that indicates certain items that aren't included, the need for clarification on maintenance costs, and questioned the need to get the project done quickly.

Councilmember Sturgill questioned why we are in a rush to get this done.

Mayor Goldsmith responded the project has been in the works since 2019, the purpose of making it a competition pool is in order to not limit its uses, through his research he has learned maintenance costs to be approximately \$80,000 per year. He added if the pool doesn't go forward now, it will be “dead in the water”.

Further discussion and disagreement took place regarding minimizing the HVAC needed in order to lower costs, and sourcing work and products from local companies.

Councilmember Sturgill spoke to her concerns there wasn't more of a focus on small children and families when designing the pool.

Additional discussion took place about whether or not a cinder block structure would be cost effective/sufficient for the bathhouse.

Councilmember Chowning spoke to the importance of finding someone to develop a successful fundraising plan, including discussion on having a grant writer assist with the process.

Austin, Justice, Chowning, Goldsmith, Hanson voted yes

Courtney and Sturgill voted no

Motion passed 5-2

OLD BUSINESS

There was no Old Business

NEW BUSINESS

Michele Hutton reported on short-term rentals

- Current ordinance went in to effect in April of 2021
- Since then, she is in a constant battle to get people to follow the rules
- Cumbersome and time-consuming process
- Many do not have the required liability insurance
- There is no means available for her to adequately keep track of short-term rentals
- She reached out to all know short-term rentals at beginning of year with regulations, forms, and fees necessary under the current ordinance
 - Only received 2 replies
 - Sent out second letter in March with similar result
- Provided Council with a spreadsheet of status of currently known short term rentals
- Reported on research that indicates the impact short term housing has on housing availability, specifically rentals
- Websites exist that assist people with skirting local ordinances on short-term rentals
- As of 8/2021 60% of homes in Urbanna were owned by full-time residents, 40% owned by non-residents
 - As of the 2022 tax file, the town is now at 58% of homes owned by full-time residents, 42% owned by non-residents

Ms. Hutton is planning to send cease & desist letters to all non-compliant short-term rental owners

Ms. Erard added many localities are having this issue, and has drafted an updated ordinance for Council to consider. Councilmember Hanson asked if there was a limit to the number of short-term rentals allowed in the draft ordinance. Ms. Erard responded there was not but could be added at the recommendation of the Planning Commission. Additional discussion took place about the requirements and process under the current ordinance, and current problems with identifying payments being received from third party rental companies. Councilmember Austin suggested tabling the conversation in order for the Town Attorney and the Planning Commission to further work on the issue. Ms. Erard clarified that she was working on logistics with Ms. Hutton, it is up to the Planning Commission to limit types of uses, which she would also assist.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Justice seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

Meeting adjourned at 8:52pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx