

The Town Council of the Town of Urbanna held a work session on April 11, 2019 at 6:30 pm in Town Hall. Mayor Diane Gravatt welcomed everyone to the meeting. Council Members present were: Diane Gravatt, Dr. George DeVries, Barbara Hartley, Larry Chowning, William "Bill" Smith and Dr. William "Bill" Goldsmith. Absent: Boyd Wiley. Also present were Holly Gailey – Town Administrator & Town Clerk, Traci Wright – Town Treasurer, Andy Bury – Town Attorney (left at 7:25 pm) and one guest.

Ms. Gailey called the roll to which the following answered present: Madam Mayor, Dr. George DeVries, Barbara Hartley, Larry Chowning, William "Bill" Smith and Dr. William "Bill" Goldsmith.

First item on the agenda, Joe Heyman of the Urbanna Oyster Festival Foundation passed out the latest budget and gave an update on the festival. This has been attached as part of the minutes.

Item IV on the agenda was approval of the minutes presented. This was tabled at this time for corrections and to be added to the upcoming consent agenda for approval.

Item V, Traci Wright, gave a treasures report. This has been attached as part of the minutes.

Item VI on the agenda Bill Smith gave a brief water committee report. Bill Goldsmith gave a finance committee report.

Item VII, a) Holly Gailey stated the marina dredge project is in the contract stage and will update accordingly. b) Madam Mayor stated there was no update at this time on the Edmonds and Associates accounting software conversion. c) Ms. Gailey and Madam Mayor handed out and discussed possible solution for the proposed boat ramp repair by installing floating piers with the \$5000 allocated. This has been attached as part of the minutes. Council Member Barbara Hartley made a motion, VMRC permitting, for Holly Gailey to purchase four floating docks from Lowes not to exceed \$5,000, seconded by Council Member Dr. George DeVries. Ms. Gailey called the roll to which the following answered aye: Dr. George DeVries, Barbara Hartley, Larry Chowning, William "Bill" Smith and Dr. William "Bill" Goldsmith. d) Madam Mayor advised council members and guests that the revamped town website, www.urbannava.gov is now up and running and if anyone has comments or corrections to please let town staff know. e) Ms. Gailey discussed a site visit with Cary Shackelford of Museum Resources in reference to renovations to be done at the Museum / Visitor Center. Ms. Gailey is to check into getting the Museum listed on the Historic Registry.

At this time, Ms. Gailey asked for a motion to add a joint meeting to hold a Public Hearing to the April 25, 2019 Town Council Meeting to approve a special use permit application for the Port Side Grill restaurant to open at the Mullins marina. Council Member William "Bill" Smith made the motion to support, seconded by Council Member Dr. George DeVries. Ms. Gailey called the roll to which the following answered aye: Dr. George DeVries, Barbara Hartley, Larry Chowning, William "Bill" Smith and Dr. William "Bill" Goldsmith.

Town Council Work Session, April 11, 2019

Item VIII, Ms. Gailey discussed the Atlantic Broadband franchise agreement. Council instructed Ms. Gailey to add a public access station and an opt out clause to the proposed agreement.

With no further discussion, Council Member Barbara Hartley made a motion to adjourn at 8:31 pm to which Council Member Dr. George DeVries seconded. Ms. Gailey called the roll to which the following answered aye: Dr. George DeVries, Barbara Hartley, Larry Chowning, William "Bill" Smith and Dr. William "Bill" Goldsmith.


Clerk

**Urbanna Oyster Festival Foundation
Proposed Budget 2019**

Ordinary Income/Expense	2017 Festival	2018 Festival	2019 Festival
	Mar '17 - Feb 18	Mar '18 - Feb 19	Proposed Budget
Income			
Corporate			
Corporate Sponsor Income	29,800.00	35,050.00	35,000.00
Corporate Sponsor Expense	-415.00	-768.11	(1,000.00)
Total Corporate	<u>29,385.00</u>	<u>34,281.89</u>	<u>34,000.00</u>
Craft Beer Tent			
Craft Beer Tent Income	21,678.00	22,962.00	23,000.00
Craft Beer Tent Expenses	-9,589.29	-10,965.54	(12,000.00)
Total Craft Beer Tent	<u>12,088.71</u>	<u>11,996.46</u>	<u>11,000.00</u>
Entertainment Sponsor	500.00	500.00	500.00
Government Grants			
Local Government Grants	2,500.00	0.00	-
Total Government Grants	<u>2,500.00</u>	<u>0.00</u>	<u>-</u>
Interest Inc	333.45	314.26	300.00
Marine Science Legacy Program	6,950.00	6,950.00	7,000.00
Parking Income	30,045.00	26,854.50	30,000.00
Program			
Program, Local Sponsors	4,750.00	3,050.00	4,000.00
Total Program	<u>4,750.00</u>	<u>3,050.00</u>	<u>4,000.00</u>
Scholarship Income 2019			14,000.00
Scholarship Income 2018	0.00	13,600.00	
Scholarship Income 2017	14,490.00	0.00	
Souvenir Sales			
Misc. Income			
Flag Sales	210.00	120.00	150.00
Tee Shirt Sales	20,925.00	20,925.00	21,000.00
Misc. Income - Other	1,545.00	880.00	800.00
Total Misc. Income	<u>22,680.00</u>	<u>21,925.00</u>	<u>21,950.00</u>
Print Income			
Print Purchase	-2,458.31	-2,076.08	(2,000.00)
Print Income - Other	6,670.00	1,945.00	5,000.00
Total Print Income	<u>4,211.69</u>	<u>-131.08</u>	<u>3,000.00</u>
Total Souvenir Sales	<u>26,891.69</u>	<u>21,793.92</u>	<u>24,950.00</u>
Vendor Income			
Car Show	380.00	480.00	450.00
Carnival	1,500.00	1,283.00	1,300.00
Crafts	12,100.00	11,100.00	12,000.00
Food	31,950.00	30,500.00	30,000.00
Specialty	5,950.00	5,025.00	5,000.00
Wine Merchants	1,500.00	2,000.00	2,000.00
Total Vendor Income	<u>53,380.00</u>	<u>50,388.00</u>	<u>50,750.00</u>

**Urbanna Oyster Festival Foundation
Proposed Budget 2019**

	2017 Festival Mar '17 - Feb 18	2018 Festival Mar '18 - Feb 19	2019 Festival Proposed Budget
VIP Experience			
VIP Income	14,215.00	20,700.00	25,000.00
VIP Expenses	-7,599.09	-4,712.88	(5,000.00)
Total VIP Experience	6,615.91	15,987.12	20,000.00
Wine Tasting			
Wine Tasting Income	21,749.00	18,629.00	20,000.00
Wine Tasting Expenses	-1,959.03	-2,584.72	(3,500.00)
Total Wine Tasting	19,789.97	16,044.28	16,500.00
Total Income	207,719.73	201,760.43	213,000.00
Gross Profit	207,719.73	201,760.43	213,000.00
Expense			
Administration			
Accounting	500.00	690.00	700.00
Ads	272.48	57.00	100.00
Banking Fee	480.32	375.67	400.00
Dinners	3,870.50	2,661.52	4,000.00
Festival	178.25	10.60	100.00
Gift	0.00	174.50	125.00
Internet	1,076.90	1,234.80	1,500.00
License Fees	91.95	205.00	35.00
Membership	0.00	50.00	-
Office	463.15	2,809.00	1,000.00
Payroll Expenses			
Payroll Taxes	1,988.09	1,988.09	1,988.09
Salaries and Wages	25,988.09	25,988.09	25,988.09
Total Payroll Expenses	27,976.18	27,976.18	27,976.18
Postage	533.40	727.41	1,000.00
Rent	1,316.00	2,516.00	2,500.00
Repairs and Maintenance	100.00	350.00	100.00
Sign Maintenance	1,904.50	2,555.40	1,500.00
Telephone	1,648.45	1,661.06	1,700.00
Administration - Other	0.00	109.74	-
Total Administration	40,412.08	44,163.88	42,736.18
Advertising	0.00	107.50	110.00
Car Show Expenses	420.90	1,012.72	500.00
Childrens Area	500.00	1,350.00	1,350.00
Cleanup			
Portable Toilets	8,180.00	9,256.00	9,300.00
Trash Pickup	2,325.02	2,627.92	2,700.00
VDOT Cleanup	14,275.07	12,312.40	13,000.00
Total Cleanup	24,780.09	24,196.32	25,000.00
Community Row	120.00	0.00	-
Concessions	1,855.77	2,263.31	2,100.00
Entertainment	6,818.50	6,868.50	7,000.00

**Urbanna Oyster Festival Foundation
Proposed Budget 2019**

	2017 Festival Mar '17 - Feb 18	2018 Festival Mar '18 - Feb 19	2019 Festival Proposed Budget
Flag Purchases	620.00	160.00	175.00
Golf Carts	0.00	2,000.00	1,000.00
Grass Cutting	1,267.50	1,445.00	1,500.00
Insurance	19,009.48	20,171.59	21,000.00
Legal	0.00	2,968.50	2,000.00
Misc. Fest Exp.	1,959.95	1,665.19	1,600.00
Other Festival	0.00	663.86	350.00
Oyster Shucking	2,811.50	3,194.00	3,000.00
Parade	2,601.52	609.00	600.00
Parking Expense	2,747.18	2,791.49	2,700.00
Programs	8,614.86	5,902.00	6,000.00
Queen Comp.	2,513.89	1,230.44	1,300.00
Reconciliation Discrepancies	-0.17	0.00	-
Rescue Squad Expense	4,347.00	6,169.50	6,000.00
Scholarship Expense - 2015	750.00	0.00	
Scholarship Expense - 2016	8,000.00	1,500.00	
Scholarship Expense - 2017	300.00	13,750.00	
Scholarship Expense - 2018	0.00	300.00	
Scholarship Expense - 2019			14,000.00
Security	37,403.97	39,678.97	41,000.00
Town Support	950.00	3,937.70	2,000.00
Waterfront	14,498.78	14,508.62	14,500.00
Total Expense	183,302.80	202,608.09	197,521.18
Net Ordinary Income	24,416.93	-847.66	15,478.82
Net Income	24,416.93	-847.66	15,478.82



Treasurer's Report

Account Balances thru 3/31/2019	Last Year	Previous Month	Current Month
Sona Bank General Operating Bank Account	440029.36	404954.21	368028.24
Renter Water Deposits	-14,196.66	-14,346.66	-14,571.66
Net Operating General Bank Account	425,832.70	390,607.55	353,456.58
BB&T Historic Trust	6,212.15	9,140.59	9,419.53
BB&T Pool Replacement Account	36,749.08	36,752.45	36,752.73
Sona Bank Water Fund Reserve	121,436.57	141,417.29	160,491.77
Sona Bank General Fund Reserve	88,842.54	89,045.60	89,063.29
Meals Tax Monthly 1 outstanding jan & feb		5,638.75	4,549.72
Meals Tax Year To Date	67,885.75		
Real Estate Outstanding Collections (7 accounts-9 properties)		5947.89	278843309.1
Personal Property Outstanding Collections (29 account)		2321.34	2187.18
Oyster Festival Meals Tax0 outstanding	11124.19	8706.07	9491.07

515 real estate bills mailed totaling 257,834.83

429 personal property bills totaling 8,267.08

