

**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-390 Virginia St. Suite B  
March 23, 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 Sturgill made a motion to amend the agenda to add the Lewis & Clark Circus under new business**

**Councilmember Austin seconded**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes  
Motion passed 7-0**

**Councilmember Austin made a motion to approve the agenda as amended**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes  
Motion passed 7-0**

**PUBLIC HEARING**

Mayor Goldsmith opened the public hearing on the sale of 45 Cross Street (Old Town Hall)

There was no public comment

Mayor Goldsmith closed the public hearing

**Councilmember Austin made a motion to authorize the sale of the Old Town Hall located at 45 Cross Street and to authorize the Town Administrator to proceed with and sign the sales contract. (Parcel 20A-1-100)**

**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 February 9, 2023 minutes as presented

Councilmember Sturgill seconded

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

Motion passed 7-0

**REPORTS**

**Town Administrator**

Garth Wheeler reported

- Met with Middlesex County to discuss \$120,000 ARPA funds they have received to be used to promote tourism in the County
- Mr. Wheeler thanked Councilmember Chowning for his work in developing the Urbanna Creek Trail
- Met with a VDOT contractor who will assist the Town in getting drainage issues on Colorado & Kent Street resolved through VDOT. Del. Keith Hodges has offered his assistance

**Treasurer’s Report**

Michele Hutton presented the February 2023 Treasurer’s report

- Golf cart registration forms have been mailed
- Approximately half of the Hometown Heroes banners have been sold

In response to a question from Mayor Goldsmith, Mrs. Hutton said approximately 40 golf cart registrations had been sold in the prior fiscal year

In response to a question from Councilmember Hanson, Mrs. Hutton explained the new C&F Bank Historic Trust Account was not opened until March 1<sup>st</sup> due to the Truist Historic Trust Account not be able to close until Cigarette Tax payment had processed. All Cigarette Tax funds are deposited in the Historic Trust Account.



**Treasurer’s Report**

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

Account Balance thru 02/28/2023	Prior Year 2/28/22	Prior Month 1/31/23	Statement Date 2/28/23
Primis Bank General Operating Bank Account	717,478.84	836,894.95	834,760.97
Renter Water Deposits	-14,511.66	-19,451.66	-19,451.66
Net Operating General Bank Account	711,142.69	826,192.28	826,030.29
TRUIST Historic Trust	23,046.84	31,868.44	32,285.77
TRUIST Pool Replacement Account	36,763.38	594,775.40	0.00
Primis Bank Water Fund Reserve	113,965.77	114,552.09	114,622.39
Primis Bank General Fund Reserve	94,734.51	95,044.22	95,080.68
Primis Bank Cares Local Recovery	237,660.98	475,423.90	238,068.89
Primis Bank DMV	100.00	5,296.52	100.00
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,502.27	2,502.85
Taber Trust – Account Value	1,502,728.75	871,833.31	
C & F Bank Pool Replacement Account (new 2/28/23)			832,487.30
C&F Bank Historic Trust (new 3/1/2023)			
Taxes listed below are collected for prior month(s)	2/28/22	1/31/23	2/28/23
Meals Tax collected in February	8,064.21	6,727.91	5,027.44
Lodging Tax collected in February	460.73	756.10	2,851.18
Cigarette Tax collected in February	741.08	666.60	417.09

**FEBRUARY EXPENDITURES:**

- Business as usual

**REVENUE as of 2/28/2023**

Notes:

- Due to cigarette tax deposit, had to wait until 3/1/23 to close Truist and open C & F
- DMV transferred balance to operating account

### Lodging Tax

March 3, 2023 03:56 PM Town of Urbanna  
2023 Revenue Summary by Month

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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: 03/03/23  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax	3422.19	3213.42	7522.00	1946.30	3711.39	2527.39	756.10	2851.18	0.00	0.00
25950.77											
<b>Fund Total</b>		3422.19	3213.42	7522.00	1946.30	3711.39	2527.39	756.10	2851.18	0.00	0.00
25950.77											
<b>Grand Total</b>	Count: 1	3422.19	3213.42	7522.00	1946.30	3711.39	2527.39	756.10	2851.18	0.00	0.00
25950.77											

### Meals Tax

March 3, 2023 03:57 PM Town of Urbanna  
2023 Revenue Summary by Month

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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: 03/03/23  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12110-0001	Meals Tax - Local	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	2294.10	0.00
91584.19											
<b>Fund Total</b>		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	2294.10	0.00
91584.19											
<b>Grand Total</b>	Count: 1	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	2294.10	0.00
91584.19											

### Water Sales

March 3, 2023 03:59 PM Town of Urbanna  
2023 Revenue Summary by Month

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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: 03/03/23  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	0.00	0.00
220362.09											
<b>Fund Total</b>		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	0.00	0.00
220362.09											
<b>Grand Total</b>	Count: 1	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	0.00	0.00
220362.09											

## **Finance Committee**

Mayor Goldsmith reported

- Due to different timeline and prices from contractors, we will not have a pool this next fiscal year
  - This will cause adjustments to be made in the upcoming budget
- Proposed budget will include
  - 5% increase for staff
  - Adjustments for purchase of current Town Hall, which will include rental income for other half of building
  - The current Town Administrator and Zoning Administrator will not be receiving a 5% pay increase
  - No planned increase to real estate tax
- Preliminary budget has been sent to Council and is still being developed

Garth Wheeler encouraged members of Council to come to Town Hall with any questions regarding the budget

## **Pool Committee**

Barbara Hartley reported

- Committee met March 20, 2023
- Construction timeline and figures from contractor reviewed
  - Due to added/tightened DEQ requirements, permitting delays new target date for opening pool is May 2024
  - Change in opening date allows for more time to fundraise and eliminates operational expenses from 2023-2024 budget, and negotiate design and material options
- Federal tax code allows for tax deductible donations to be made directly to the Town when marked for specific purposes that will benefit the public
  - Donation forms available at Town Hall and designated locations in Town

Mayor Goldsmith discussed possible changes to plans to lower costs

Discussion took place regarding the pros and cons for public restrooms

Councilmember Justice spoke in favor of having a competition sized pool, and the importance of having a swim team

Councilmember Courtney requested a contractor be appointed to the committee. Mr. Wheeler responded the committee consults with Joe Heyman, a licensed contractor, on a regular basis

## **Water Committee**

Councilmember Justice reported

- Roy Kime and Bill Smith met with Jay Allen of AH Environmental to review infrastructure drawings for stages 1 through 5 of the water line replacement project and made corrections to phase 1.
  - Drawings will be updated and submitted to VDH as addendum to original funding application
- Well #6 pre-construction meeting with Roy Kime, Bill Smith, Scott Funk of Kimley-Horn, and Toano Well & Pump to take place March 24th
- Invoice for \$32,000 from Davenport for assistance with obtaining interim financing for well #6 will be paid from SNAP (State Non-Arbitrage Plan) account, once approved by USDA-Rural Water Authority. This will be the process for all future well #6 invoices

## **Planning Commission**

Councilmember Hanson reported

- Planning Commission met March 13
- Looking into the status of various projects, including 4-way stop
- Welcomed Councilmember Austin to Planning Commission
- Discussed Urbanna Main Street projects and application for a community vitality grant with DHCD
- Conducted strategic planning meetings with Laura Messer with Virginia Tourism and one with Kyle Meyer of the Virginia Main Street program

## **PUBLIC COMMENT & PUBLIC COMMENT RESPONSE**

There was no public comment

Councilmember Chowning stated the Urbanna Town Council is the only public body in Middlesex County that responds to public comment

## **OLD BUSINESS**

There was no Old Business

## **NEW BUSINESS**

### **Kayak rental vending kiosk**

Councilmember Hanson reported Paddle On, LLC is a vendor that provides kayak kiosk rentals, and an agreement was presented to Council to locate one of their kiosks at the Town Marina. The Town will receive 10% of the gross revenue, with no out-of-pocket expenses

The Town Attorney has reviewed the agreement

**Councilmember Hanson made a motion to proceed with the agreement with Paddle On, LLC to place a kayak kiosk at the Town Marina in accordance with the contract agreement**

**Councilmember Austin seconded**

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

**Motion passed 7-0**

### **Lewis & Clark Circus**

The Lewis & Clark Circus contacted the Town to inquire about coming to Urbanna April 21-23.

Mr. Wheeler stated options for payment from the circus, and he had received positive responses from other localities that had hosted the circus

Additional discussion took place regarding payment options, show times, and marketing options

The Town Council agreed Mr. Wheeler should move forward with bringing the Lewis & Clark Circus to Urbanna

## **ADJOURN**

**Councilmember Austin made a motion to adjourn**

**Councilmember Courtney seconded**

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

**Motion passed 7-0**

**Meeting adjourned at 7:50pm**

**Submitted by:**



**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council 04/27/2023**