

**Town of Urbanna
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~~* (During the meeting the amount was incorrectly stated. The correct amount is \$13163.60)

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	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	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	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 June 22, 2023