

**Town of Urbanna
Town Council
Public Hearing
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
June 22, 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
Sandy Sturgill

Absent

Beth Justice (due to illness)

Other Attendees

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney-via phone
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 Sturgill seconded

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

Motion passed 6-0

PRESENTATIONS

Delegate Keith Hodges-Legislative Update

Del. Hodges gave a legislative update regarding the 2023 Virginia General Assembly and other issues affecting the Middle Peninsula, including the following topics:

- State Budget status
- Broadband funding
- Dominion bill to regulate rates
- Widening of I-64 between Lightfoot and New Kent
- Healthcare (including mental health) employment crisis
- Economic Development
- Use of dredge spoils as an aggregate product for use on living shorelines
- Blue Catfish market
- Redistricting issues

Councilmember Hanson asked about workforce housing

Del. Hodges responded they were looking at mechanisms to revitalize abandoned homes

Councilmember Sturgill asked about getting more information about the living shoreline initiative

Del. Hodges recommended contacting the Middle Peninsula Planning District Commission

Ron Courtney-Virtual Tour Proposal

Ron Courtney, an Urbanna resident, gave a proposal to sell virtual tours to the Town for use on websites and social media.

It was recommended to Mr. Courtney to put together a detailed pricing proposal to send to Martha Rodenburg for her to distribute to the Planning Commission.

MINUTES

Councilmember Austin made a motion to approve the minutes from the April 27, 2023 and May 11, 2023 meetings as presented.

Councilmember Hanson seconded

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

Motion passed 6-0

REPORTS

Town Administrator

Garth Wheeler presented the Town Administrator's report

Pool Committee

- Contract with Heisler Construction signed and they have started bring on sub-contractors
- Bay Design has received comments from VDOT regarding the "Land Disturbance permit" and they are responding to their questions
- Met with Shawn Parsley, the foreman of the project, and demolition of the old pool on June 26.

Urbanna Boundary Line Adjustment

Paperwork submitted to Heather Lewis, County Attorney for submittal to Middlesex County Circuit Court

Church View Septic Services

Garth Wheeler and Michele Hutton met with Anthony Santucci-Curci, new general manager of Church View Septic, which was recently sold by the Langfords

- Trash pick-up price will not go up and we will stay with the same agreements we had prior to the buy-out
- It was assured they want to continue to maintain the same relationship the Town had with the Langfords

Independence Day Celebration

- Independence Day Celebration will be held Friday, June 30th
- Festivities begin at 5:00 PM
- Boats will line-up at 6:30 PM and the boat parade will begin at 7:00 PM
- Fireworks will kick off at approximately 9:00 PM

The Bristow Pavilion

The Bristow Pavilion is scheduled to be dedicated Saturday, July 1st at 11am with the band "Abbey Road" scheduled to play from 4-8pm

Treasurer's Report

Michele Hutton presented the May 2023 Treasurer's Report



Treasurer's Report

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

Account Balance thru 05/31/2023	Prior Year 5/30/22	Prior Month 4/30/23	Statement Date 5/31/23
Primis Bank General Operating Bank Account	669,848.80	769,420.31	902,493.13
Renter Water Deposits	-14,876.11	-15,361.66	15,426.66
Net Operating General Bank Account	662,185.58	768,314.63	896,624.86
C & F Bank Pool Replacement Account (new 2/28/23)	36,764.30	847,717.01	853,153.61
C&F Bank Historic Trust (new 3/1/2023)	28,469.63	33,566.84	34,668.28
Primis Bank Water Fund Reserve	114,051.97	114,770.66	114,853.67
Primis Bank General Fund Reserve	94,782.28	95,157.54	95,200.56
Primis Bank Cares Local Recovery	237,690.93	238,376.85	238,549.27
Primis Bank DMV	2,540.19	2,901.50	4,086.59
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,504.07	2,504.75
Taber Trust – Account Value	1,476,014.25	857,356.55	842,572.55
Taxes listed below are collected for prior month(s)	5/30/22	4/30/23	5/31/23
Meals Tax collected in May	18,371.10	3,862.77	10,065.80
Lodging Tax collected in May	236.94	1,982.71	2,522.36
Cigarette Tax collected in May	670.32	662.88	863.97

MAY EXPENDITURES:

- Business as usual

REVENUE as of 5/30/2023

Notes:

- C&F Bank accounts - interest to Pool account \$6,066.31. Interest to Historic rust \$237.44
- C&F – Funds from sale of old Town Hall placed in June at 4.5% interest.

Lodging Tax

June 1, 2023
02:12 PM

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: 06/01/23
 Subtotal CAFR: No

Account No	Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12100-0001	Lodging Tax	31754.39	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	2522.36
Fund Total		31754.39	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	2522.36
Grand Total	Count: 1	31754.39	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	2522.36

Meals Tax

June 1, 2023
02:11 PM

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: 06/01/23
 Subtotal CAFR: No

Account No	Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12110-0001	Meals Tax - Local	114991.62	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	10065.80
Fund Total		114991.62	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	10065.80
Grand Total	Count: 1	114991.62	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	10065.80

Water Sales

June 1, 2023
01:32 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: 06/01/23
 Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
500-17010-0001	Water Sales Charges										
284081.64		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88
Fund Total											
284081.64		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88
Grand Total	Count: 1										
284081.64		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88

Ms. Hutton attended the Virginia Treasurer’s Association conference in Wytheville, VA
 Reminded all to attend the military banner dedication at the Fire Department, Friday, June 23rd at 5pm

Councilmember Chowning reminded Ms. Hutton to be proactive in collecting lodging taxes

- Ms. Hutton stated collecting from short term rentals (STRs) is problematic due to the number of non-compliant STRs currently operating and not paying lodging tax
- Andrea Erard added one or more of the STRs were zoning violations
- Mr. Wheeler suggested putting a hold on any approvals of additional STRs
- Councilmember Hanson added the Planning Commission is actively working on a plan

Further discussion took place, with Ms. Erard adding nothing needed to go to the Planning Commission, the only action needed is to follow the current rules as written, with no more STRs being approved internally.

Finance Committee

There was no report

Water Committee

There was no report

Planning Commission

Councilmember Hanson reported the Planning Commission continues to work on STRs and various infrastructure projects

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

- Barbara Hartley-spoke regarding STRs are to only be run by Town residents and her opposition to the proposed Project Funding Committee
- Ryan VanHoudt-has purchased 31 Cross Street to operate as a STR, without being aware of the permitting process and asked Council for leniency

Discussion took place between Ms. Erard and Mr. VanHoudt

- Mr. VanHoudt is not the titled owner of the property
- Mr. VanHoudt did not reach out to the Town regarding STR requirements prior to the purchase of the property
- STRs are not allowed in the B1 district

Mayor Goldsmith read a letter from Andy Anderson regarding STRs and his opposition to some of the requirements

- Mr. Wheeler stated he and Mr. Kime have tried to meet with Mr. Anderson, and had yet to do so

OLD BUSINESS

FY 2023-2024 Budget

Councilmember Sturgill made a motion to approve the Resolution to adopt the budget as prepared for the 2023-2024 fiscal year.

Councilmember Austin seconded

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

Motion passed 6-0

RESOLUTION 2023 RES-004

FY2023-24 BUDGET APPROVAL & APPROPRIATIONS RESOLUTION

A RESOLUTION TO APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY2023-2024 FOR THE OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF URBANNA, VIRGINIA

WHEREAS the Urbanna Town Council has prepared and duly advertised a FY2023-2024 budget for informative and fiscal planning purposes; and

WHEREAS it is necessary to approve the FY2023-2024 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2023-2024 budget.

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council that:

SECTION 1

The following amounts aggregating \$2,121,984.49 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

SECTION 2

It is the intent of the Urbanna Town Council that all taxes levied during FY2023-2024 be appropriated for FY2023-2024.

SECTION 3

The Town Administrator may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION 4

The Town Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION 5

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2023 shall be an amendment to the adopted budget and shall be reappropriated to the 2023-2024 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

SECTION 6

Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Administrator may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Administrator is authorized to close out the project and transfer any remaining balances to the original funding source.

SECTION 7

The Town Administrator is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the appropriation, the Town Administrator may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION 8

Upon completion of a grant program, the Town Administrator is authorized to close the grant and transfer balances back to the funding source.

SECTION 9

The Town Administrator is authorized to approve transfers among funds and as long as the total net appropriation is not increased.

SECTION 10

All appropriations are declared to be maximum, conditional and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2024, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2024.

SECTION 11

No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation except with the prior consent and approval of the Town Council.

SECTION 12

The Town Administrator is authorized to make such rearrangements of positions and appropriations within the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Urbanna, Virginia.

SECTION 13

This Resolution shall be effective on and after July 1, 2023

Adopted this day, June 22, 2023

Upon a motion by Councilmember Sturgill, seconded by Councilmember Austin this Resolution was duly and legally passed by the Urbanna Town Council.

Ms. Austin	Aye✓	Nay	Abstain	Absent
Mr. Chowning	Aye✓	Nay	Abstain	Absent
Ms. Courtney	Aye✓	Nay	Abstain	Absent
Ms. Hanson	Aye✓	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent✓
Ms. Sturgill	Aye✓	Nay	Abstain	Absent
Mayor Goldsmith	Aye✓	Nay	Abstain	Absent

A TRUE COPY:

TESTE:



Martha Rodenburg

TOWN CLERK

4

NEW BUSINESS

Project Funding Committee

Mayor Goldsmith introduced the proposal to establish a Project Funding Committee which would develop methods and seek funding for Town projects on an ongoing basis, with the funding of the pool being their first project.

Councilmember Courtney made a motion to create a Project Funding Committee. The purpose of the committee is to develop pathways including, but not limited to, grants, donations, fundraisers, and loans for current and future Town

projects. The committee should be comprised of at least 1 Member of Council and can have 4-6 total members. Committee members can be either Town residents or from the surrounding area.

Initial committee to start with Sandy Sturgill as Chair, and Beth Justice as a member.

Councilmember Sturgill seconded

- Councilmember Chowning commented funding for pool as quickly as possible and create a committee, spearheaded by Council, that will have institutional history in regards to collecting money
- Discussion took place regarding make-up of committee
- Councilmember Hanson expressed her concern that no one on the proposed committee would have a background in grant writing, the need for a professional grant writer, and the need for more strategic thinking
- Mr. Wheeler stated he and Mr. Kime have taken on projects strategically and completed them, and grants are important, but it is a cumbersome process
- Discussion took place regarding whether or not per Virginia Code, the Town of Urbanna was run by Mayor-Council or Town Administrator. It was clarified that Council sets policy and the Administrator carries it through via day-to-day operations
- Del. Hodges suggested reaching out to various foundations for funding

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

Austin voted no

Motion passed 5-1

Friends of Urbanna-Construction improvements to Scottish Factor

Garth Wheeler presented to Council that the Friends of Urbanna (FOU) has been working with an architect that specializes in historic buildings, specifically, Scottish factor stores. An estimate of \$250,000.00 was received by a construction company specializing in historic buildings to make needed repairs to the foundation and porch of the Scottish Factor. FOU plans to make grant applications for the necessary funding, and feel confident they will get the funding. As they are an advisory group, they are seeking a consensus from Town Council for them to move forward with applying for grants for this project, a formal vote is not required.

All Councilmembers present agreed the FOU should move forward

ANNOUNCEMENTS

Councilmember Austin presented the Town with the proceeds of a Second Saturday 50/50 raffle for the benefit of the pool.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Sturgill seconded

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

Motion passed 6-0

Meeting adjourned at 8:40pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 08/24/2023