

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
July 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-Town Attorney
Members of the public and press

Mayor Goldsmith called the meeting to order at 7:01pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

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

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Ryan VanHoudt spoke regarding short-term rentals (STRs)

Mayor Goldsmith stated the issue of STRs is still ongoing

MATTERS OF TOWN COUNCIL

Administrator's Report

Garth Wheeler reported the following

- Drainage at Colorado & Kent
 - VDOT will begin correcting problems within 90 days
 - Least intrusive fix will be done first, if a more intrusive needed, it will begin in Spring
- 2023 BIG Grant
 - Filed and will cover work at north end of marina to replace stationary docks with floating docks

- Grant will need to be approved before work can begin
- VRSA Policy has been updated and submitted
 - Pool will be added to policy after it is completed
- Reported by Barbara Hartley--Pool groundbreaking will take place July 18th at 9am

Planning Commission Report

Councilmember Hanson reported the following:

- Planning Commission is recommending Katie Wilson (200 Cross St.) be appointed to the PC to fill the unexpired term of Hank Dunton, who recently passed away. The term ends December 31, 2023.

Councilmember Hanson made a motion for Council to accept Katie Wilson’s application to serve on the Planning Commission

Councilmember Courtney seconded

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

Motion passed 6-0

- The Urbanna Tourism Strategic Plan is undergoing edits and will be presented Council at the July 27th meeting. They are continuing to develop a plan regarding STRs, including establishing guiding principles. PC meeting will reconvene Thursday, July 20th to discuss further.

ACTION ITEMS

FOIA Policy

Ms. Erard explained a new law took effect on July 1, 2023 which requires localities to have a policy about charging for FOIA requests. Only actual costs can be charged for FOIA requests.

Councilmember Austin made a motion to approve the policy relating to charges for record requests to be approved as presented

Councilmember Sturgill seconded

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

Motion passed 6-0

Policy Relating to Charges for Records Requests

The Urbanna Town policy on charges for accessing or searching for requested records as required by Virginia Code § 2.2-3704.1, 1950, as amended. The Town does not have a fixed charge for accessing or searching for requested records. Charges for accessing or searching for requested records are based on the actual cost of responding to the request for records and may include the hourly rate of the person searching for the records in question, less benefits. To keep costs down, the Town attempts to use the lowest paid staff members capable of retrieving the requested records in responding to a request. However, in situations where a staff member is required to search through his or her own email and files, the staff member will search for the requested records and the search charge will be based on that employee's hourly rate, less benefits.

Adopted July 13, 2023



Martha J Rodenburg, Town Clerk

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

Minutes

Councilmember Austin made a motion to approve the May 25, 2023 minutes as presented

Councilmember Hanson seconded

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

Motion passed 6-0

ANNOUNCEMENTS

Mayor Goldsmith read a letter dated July 5, 2023, from Garth Wheeler, Town Administrator, tendering his resignation, effective August 5, 2023

- Mayor Goldsmith thanked Mr. Wheeler for his service, as did Councilmembers present
- Councilmember Austin commented it was a “loss to our town to lose you”

Councilmember Sturgill made a motion to accept the letter of resignation

Councilmember Justice seconded

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

Austin voted no

Motion passed 5-1

CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code section §2.2-3711(A)(1) for the discussion or consideration of hiring a Town Administrator

Councilmember Hanson seconded

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

Motion passed 6-0

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered

Councilmember Justice seconded

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

Motion passed 6-0

Councilmember Austin recommended that due to several members of council expected to be absent from the July 27th meeting, that it be canceled

Councilmember Austin made a motion to cancel the July 27, 2023 Town Council Meeting

Councilmember Sturgill seconded

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

Motion passed 6-0

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Justice seconded

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

Motion passed 6-0

Meeting adjourned at 7:47pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 08/24/2023