



**Urbanna Town Council  
Public Hearing  
Town Council Meeting  
AGENDA  
Town Council Chambers  
45 Cross Street  
Thursday, October 28, 2021 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Hearing
  - a. Exchange of a land parcel owned by the Town of Urbanna and a land parcel owned by Thurston Properties\*
5. Minutes
  - a. October 14, 2021\*
6. Reports
  - a. Treasurer's Report
  - b. Finance Committee
  - c. Water Committee
  - d. Planning Commission
7. Public Comment
8. Public Comment Response Period
9. Old Business
  - a. Urbanna Creek Water Trail\*
10. New Business
  - a. Resolution to approve exchange of land parcels between the Town of Urbanna and Thurston Properties\*
11. Announcements
12. Adjourn

\*Document included in meeting packet

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**Town of Urbanna  
Town Council  
Working Session  
Council Chambers-45 Cross St  
October 14, 2021**

**CALL TO ORDER & ROLL CALL**

Mayor Hartley called the meeting to order at 7:01pm

**Present**

Mayor Barbara Hartley  
Council Members  
    Marjorie Austin  
    Larry Chowning-arrived at 7:05pm  
    Bill Goldsmith  
    Merri Hanson-arrived at 8:16pm  
    Steve Hollberg  
    Bill Smith  
Garth Wheeler-Town Administrator  
Roy Kime-Zoning Administrator  
Martha Rodenburg-Town Clerk

Members of the public and press

All present said the Pledge of Allegiance

**PRESENTATION**

Dr. Richard s. Williams, MD, MPH, District Director, Three Rivers Health District, Virginia Department of Health gave a presentation via Zoom to the Council regarding the current status Covid-19 in Middlesex, Three Rivers Health District, and the Commonwealth of Virginia.

**MINUTES**

Councilmember Smith requested the minutes be corrected to reflect the Water Committee report was given to state there were no changes to previous report.

**Councilmember Austin made a motion to approve the September 23, 2021 meeting minutes, with the corrections requested.**

**Councilmember Smith seconded**

**Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 6-0**

**REPORTS**

**Town Administrator**

Garth Wheeler gave the Town Administrator's report to include the following topics

- Oyster Festival
- DMV Select Project
- Pool Project
- Audit update
- Town Charter changes
- Christmas parade
- Town Council Educational Retreat
- Town Fall decorations

### **Treasurer's Report**

Garth Wheeler gave the Treasurer's report

### **Water Committee**

Councilmember Smith gave the report to include the following topics:

- Well financing
  - Meeting with Kimley-Horn, USDA, Roy Kime, and Councilmember Goldsmith to discuss financing options
- Fire Hydrant Flow Testing
  - In coordination with UVFD and SERCAP, system flushing will take place after Oyster Festival
- Water contract with Bethpage with Town Attorney for review
- Cartegraph "go live" date
- Grants and loans progress
  - PER submitted
  - USDA approval pending
- Water System Upgrades
  - 5-phase document created to delineate fire/water system upgrades
  - Work assignment sent to AH Environmental for estimate to assemble cost estimate for each phase

### **Planning Commission**

No report given

### **Finance Committee**

Councilmember Goldsmith reported the Treasurer's report covered information from the Finance Committee

### **Pool Committee**

Councilmember Goldsmith reported the Town Administrator's report covered information to include

- Meeting with potential contractor to build pool, decking, and fencing
  - Proposed 6-lane 25-meter AAU approved pool
  - Possible delivery of March-April 2023
  - Cost proposal to come

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

Mike Jolly spoke regarding

- Concerns about anchor bolts for future street lights on Cross St

- Utility lines being transferred from old utility poles to new poles recently installed by Dominion Energy
- Positive improvements by Price Properties at 121 Cross St.

Sue Warner spoke regarding

- Praise of Fall decorations throughout town

## **OLD BUSINESS**

There was no Old Business

## **NEW BUSINESS**

### **November meeting schedule**

**Councilmember Austin made a motion to forgo the regularly scheduled November Working Session due to the Veteran's Day holiday, and to move the Monthly Meeting from November 25, 2021 to November 18, 2021, due to the Thanksgiving Holiday.**

**Councilmember Hollberg seconded**

**Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 6-0**

### **Standardized meeting agendas**

**Councilmember Hollberg made a motion to approve the use of the proposed agenda templates for future meetings, with requested changes made**

**Councilmember Austin seconded**

**Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 6-0**

**\*Agenda templates attached to minutes**

### **Urbanna Christmas Parade**

**Councilmember Austin made a motion to have Garth Wheeler, Town Administrator to apply for event/parade permits for the Urbanna Christmas Parade, to be held Friday, December 3, 2021 at 7:00pm.**

**Councilmember Hollberg seconded**

**Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 6-0**

## **ANNOUNCEMENTS**

Councilmember Chowning announced that, due to input from the community and local government officials, the United States Coast Guard had reversed their decision to reduce the Millford Station operations to seasonal only. Millford Station will remain in operation year-round.

## **CLOSED MEETING**

**Councilmember Goldsmith made motion to go into executive session pursuant to Section §2.2-3711(A) (3)), *Code of Virginia* for the discussion or consideration of the acquisition of real property for a public purpose and of the disposition of publicly held real property because discussion in an open**

meeting would adversely affect the bargaining position or negotiating strategy of the public body-new well lot, DMV, and administrative office space.

**Councilmember Austin seconded**

**Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 6-0**

Council entered closed meeting at 8:12pm

Councilmember Hanson joined the meeting at 8:16pm

**Mayor Hartley made motion to go back into open session**

**Councilmember Austin seconded**

**Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 7-0**

Council entered open meeting at 9:29pm

### **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.**

**Merri Hanson seconded**

**Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley all certified**

**Councilmember Austin made a motion to approve a resolution to agree to a land exchange with Thurston Properties, LLC**

**Councilmember Goldsmith seconded**

**Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 7-0**

### **ADJOURN**

**Councilmember Austin made a motion to adjourn**

**Councilmember Smith seconded**

**Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.**

**Motion passed 7-0**

**Meeting adjourned at 9:30pm**

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**Submitted by:**

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**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council xx/xx/xxxx**



**Urbanna Town Council  
Work Session  
AGENDA  
Town Council Chambers  
45 Cross Street  
Thursday, Month Day, Year 7:00 PM**

Call to Order  
Roll Call  
Pledge of Allegiance  
Public Comment  
Public Comment Response  
Matters of the Town Council-*items will be specifically noted on agenda*  
Action Items-*if necessary/will be specifically noted on agenda*  
Announcements  
Closed Meeting (*if necessary*)  
Open Meeting (*if necessary*)  
Adjourn

\*Document included in meeting packet



**Urbanna Town Council  
Monthly Meeting  
AGENDA  
Town Council Chambers  
45 Cross Street  
Thursday, Month Day, Year 7:00 PM**

Call to Order

Roll Call

Pledge of Allegiance

Minutes

Reports

Town Administrator

Treasurer's Report

Finance Committee

Water Committee

Planning Commission

Pool Committee

*Other reports as necessary*

Public Comment

Public Comment Response Period

Presentations *(if necessary)*

Old Business

New Business

Announcements

Closed Meeting *(if necessary)*

Open Meeting *(if necessary)*

Adjourn

\*Document included in meeting packet



## RESOLUTION

At a meeting of the Urbanna, Virginia Town Council held on October 14, 2021 at 7:00 p.m.: On a motion duly made by Council Member Marjorie Austin and seconded by Council Member Bill Goldsmith, the following Resolution was adopted by the following vote:

Mayor Barbara Hartley	AYE
Merri Hanson	AYE
Steve Hollberg	AYE
Larry Chowning	AYE
Bill Smith	AYE
Bill Goldsmith	AYE
Marjorie Austin	AYE

### **A RESOLUTION TO APPROVE A LAND EXCHANGE OF A LAND PARCEL OWNED BY THE TOWN OF URBANNA AND A LAND PARCEL OWNED BY THURSTON PROPERTIES, LLC**

**WHEREAS** the Town of Urbanna owns a parcel of land located in the vicinity of the Town's water tower listed as Tax Map 20B(1), Parcel 3A, located in Middlesex County, VA; and

**WHEREAS** Thurston Properties owns two parcels of land located in the vicinity of the Town's water tower listed as Tax Map 20 Parcel 26, and Tax Map 19(12) Parcel 1, located in Middlesex County; and

**WHEREAS** both parties are in agreement that it is beneficial to exchange a portion of town owned Parcel 3A with a portion of Thurston Properties owned Tax Map 19(12) Parcel 1 in a two for one land exchange; and

**WHEREAS** the Town of Urbanna will use this parcel (noted as Parcel 1A) to place a well necessary to provide water to area residents in the future; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Urbanna and Thurston Properties, LLC exchange parcels of properties as described in a Plat prepared by Bay Design of Urbanna, VA dated September 21, 2021 (see attached) and such Plat be duly recorded at the Middlesex County Clerk of Court as prescribed by law. Further, the Town Zoning Administrator is authorized to execute any deeds or documents to facilitate this transaction.

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## Treasurer's Report

Account Balance thru <b>09/30/2021</b>	Prior Year	Prior Month	Statement Date
	<b>9/30/20</b>	<b>8/31/21</b>	<b>9/30/21</b>
SonaBank General Operating Bank Account	451,128.60	583,885.32	543,394.28
Renter Water Deposits	-14,736.66	14,551.66	14,326.66
Net Operating General Bank Account	448,692.72	564,998.69	540,032.04
BB&T Historic Trust	16,871.47	21,795.73	21,795.91
BB&T Pool Replacement Account	36,758.22	36,761.57	36,761.87
SonaBank Water Fund Reserve	113,416.73	113,782.20	113,814.93
SonaBank General Fund Reserve	94,411.98	94,608.82	94,648.26
SonaBank Cares Local Recovery	n/a	237,602.06	237,61.82
Taber Trust – Account Value as of 6/30/21		1,476,022.72	1,488,465.53
	<b>9/30/20</b>	<b>8/31/21</b>	<b>9/30/21</b>
Meals Tax collected in September	5,900.00	16,638.47	15,450.08
Lodging Tax collected in September	0.00	1,625.18	2,123.60

### EXPENDITURES:

Business as usual

### REVENUE

Business as usual

Town of Urbanna  
2022 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2021  
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 10/08/21  
Subtotal CAFR: No

[illegible]

## Lodging

[illegible]

Town of Urbanna  
2022 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2021  
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 10/08/21  
Subtotal CAFR: No

## WATER

[illegible]

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### **Urbanna Creek Water Trail/Museum on the Creek**

Meeting was held with Larry Chowning, Roy Kime, Dan Snead and Garth Wheeler on Friday, October 22, 2021 to discuss the Urbanna Creek Water Trail, aka "Bluewater Trail" project. Dan Snead agreed to assist with the project. We reviewed the list of current identified 15 points of interest that are located from the mouth of Urbanna Creek to the back of the Creek.

A map is attached showing these locations, an App would be available for use by cell phone, in the same manner as the "Museum in the Streets" tour.

Larry agreed to write the information for the markers of these locations.

Dan agreed to contact VMRC to obtain information how to properly mark these locations.

Garth agreed to contact MPPC to determine what information they had regarding similar projects, as well as possible grant funding for the project. It was further discussed contacting DCR to obtain additional information and possible funding.

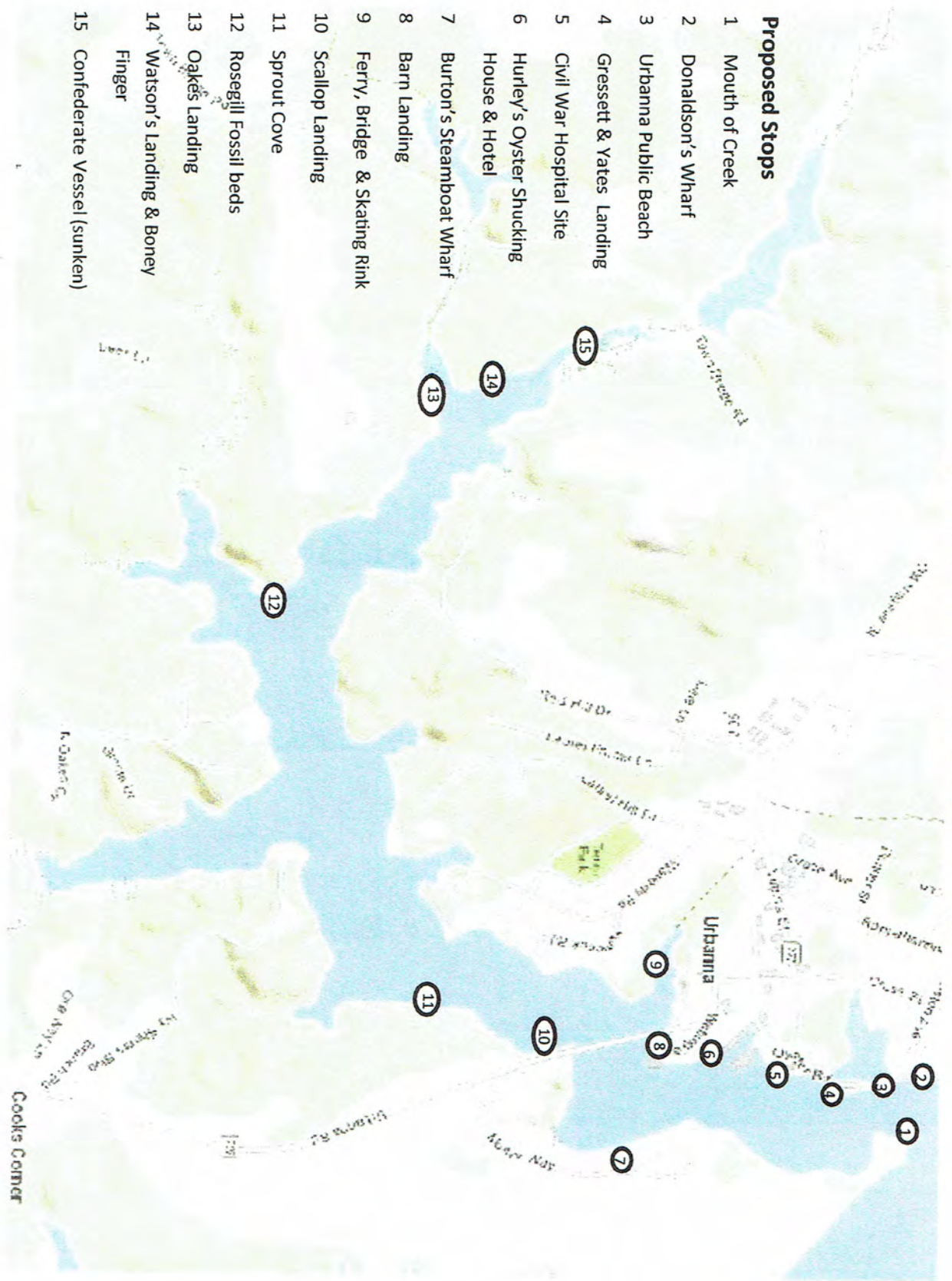
A discussion was had regarding adding possible additional historical sites and it was decided this was a good starting point and sites, including going out into the river, could be added later.

The next meeting is scheduled for 10/29 at 10:00 AM.

No action to be taken by Council at this time.



## Proposed Urbanna Creek Water Trail



**Urbanna Creek Water Trail/Museum in the Creek**  
**Stop Locations**

Stop #	Description	LAT	LONG	Bouy	Land Sign	Notes
1	Mouth of Creek					
2	Donaldson's Wharf					
3	Urbanna Public Beach					
4	Gressett & Yates Landing					
5	Civil War Hospital Site					
6	Hurley's Oyster Shucking/Hotel					
7	Burton's Steamboat Wharf					
8	Barn Landing					
9	Ferry, Bridge & Skating Rink					
10	Scallp Landing					
11	Spout Cove					
12	Rosegill Fossill Beds					
13	Oakes Landing					
14	Watson's Landing & Boney Finger					
15	Confederate Vessel					

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## RESOLUTION

At a meeting of the Urbanna, Virginia Town Council held on October 28, 2021 at 7:00 p.m.: On a motion duly made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the following Resolution was adopted by the following vote:

Mayor Barbara Hartley	TBD
Merri Hanson	TBD
Steve Hollberg	TBD
Larry Chowning	TBD
Bill Smith	TBD
Bill Goldsmith	TBD
Marjorie Austin	TBD

### **A RESOLUTION TO APPROVE A LAND EXCHANGE OF A LAND PARCEL OWNED BY THE TOWN OF URBANNA AND A LAND PARCEL OWNED BY THURSTON PROPERTIES, LLC**

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**WHEREAS** Thurston Properties owns two parcels of land located in the vicinity of the Town's water tower listed as Tax Map 20 Parcel 26, and Tax Map 19(12) Parcel 1, located in Middlesex County; and

**WHEREAS** both parties are in agreement that it is beneficial to exchange a portion of town owned Parcel 3A with a portion of Thurston Properties owned Tax Map 19(12) Parcel 1 in a two for one land exchange; and

**WHEREAS** the Town of Urbanna will use this parcel (noted as Parcel 1A) to place a well necessary to provide water to area residents in the future; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Urbanna and Thurston Properties, LLC exchange parcels of properties as described in a Plat prepared by Bay Design of Urbanna, VA dated September 21, 2021 (see attached) and

such Plat be duly recorded at the Middlesex County Clerk of Court as prescribed by law. Further, the Town Zoning Administrator is authorized to execute any deeds or documents to facilitate this transaction.

A Copy Teste:

Martha J. Rodenburg  
Town Clerk

DRAFT



# OWNER'S CONSENT:

THE SUBDIVISION AND BOUNDARY LINE ADJUSTMENT, AS IT APPEARS ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETORS AND TRUSTEES, IF ANY.

ROY CALDWELL KIME  
ZONING ADMINISTRATOR  
THE TOWN OF URBANNA

DATE

COMMONWEALTH OF VIRGINIA  
COUNTY OF MIDDLESEX  
TO-WIT:  
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME  
THIS DAY OF 2021.

NOTARY PUBLIC

MY COMMISSION EXPIRES:

# OWNER'S CONSENT:

THE SUBDIVISION AND BOUNDARY LINE ADJUSTMENT, AS IT APPEARS ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETORS AND TRUSTEES, IF ANY.

JOHN T. MULLINS (MEMBER)  
THURSTON PROPERTIES, LLC

DATE

COMMONWEALTH OF VIRGINIA  
COUNTY OF MIDDLESEX  
TO-WIT:  
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME  
THIS DAY OF 2021.

NOTARY PUBLIC

MY COMMISSION EXPIRES:



# GENERAL NOTES:

1. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT NECESSARILY SHOW ALL EASEMENTS, SERVITUDES AND COVENANTS OF RECORD.
2. THE LAND DEICATED HEREON IS LOCATED ON COUNTY TAX MAP NO. 208(1) PARCEL 3A, TAX MAP 19(12) PARCEL 1 AND TAX MAP 20 PARCEL 26.
3. PROPERTY OWNER & REFERENCES:  
TAX MAP NO. 208(1) PARCEL 3A: THE TOWN OF URBANNA  
D.B. 168 @ PG. 477; D.B. 127 @ PG. 44 (PLAT);  
D.B. 129 @ PG. 75; D.B. 93 @ PG. 78 (PLAT @ PG. 81).  
TAX MAP 19(12) PARCEL 1: THURSTON PROPERTIES, LLC  
INST. #21-1665; P.B. 8 @ PG. 140  
TAX MAP 20 PARCEL 26: THURSTON PROPERTIES, LLC  
D.B. 428 @ PG. 508; D.B. 428 @ PG. 506;  
D.B. 417 @ PG. 859 (PLAT).
4. THESE PARCELS LIE IN ZONE X, AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AS DERIVED ON THE NATIONAL FLOOD INSURANCE RATE MAP PANEL NO. 510098 0114 E, DATED MAY 18, 2015.
5. PROPERTY LINE SHOWN HEREON AS TO @ IS HEREBY VACATED UPON RECORDATION OF THIS PLAT.
6. SITE IS ZONED:  
TAX MAP 208(1) PARCEL 3A: R (RESIDENTIAL)  
TAX MAP 19(12) PARCEL 1: R (RESIDENTIAL)  
TAX MAP 20 PARCEL 26: VC (VILLAGE COMMUNITY)
7. NOT ALL STRUCTURES & UTILITIES ARE SHOWN ON THIS SURVEY. IMPROVEMENTS SHOWN HEREON WERE TAKEN FROM SURVEY BY DAY DESIGN GROUP, DATED OCTOBER 15, 2019, REVERSED NOVEMBER 21, 2019.
8. PARCEL 1A IS FOR FUTURE SITE OF TOWN OF URBANNA WELL OILY. NO RESIDENTIAL DEVELOPMENT SHALL OCCUR ON THIS PARCEL.

# CERTIFICATE OF APPROVAL:

THIS PLAT IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS, INCLUDING THE MIDDLESEX COUNTY SUBDIVISION AND ZONING ORDINANCES, AND MAY BE COMMITTED TO RECORD.

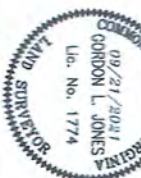
DATE SUBDIVISION AGENT OF MIDDLESEX COUNTY, VIRGINIA

DATE HEALTH OFFICER

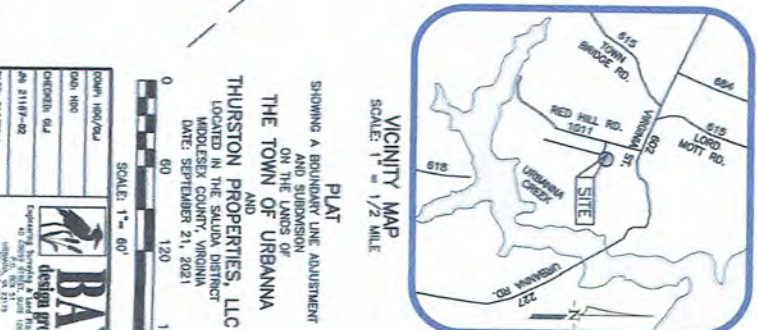
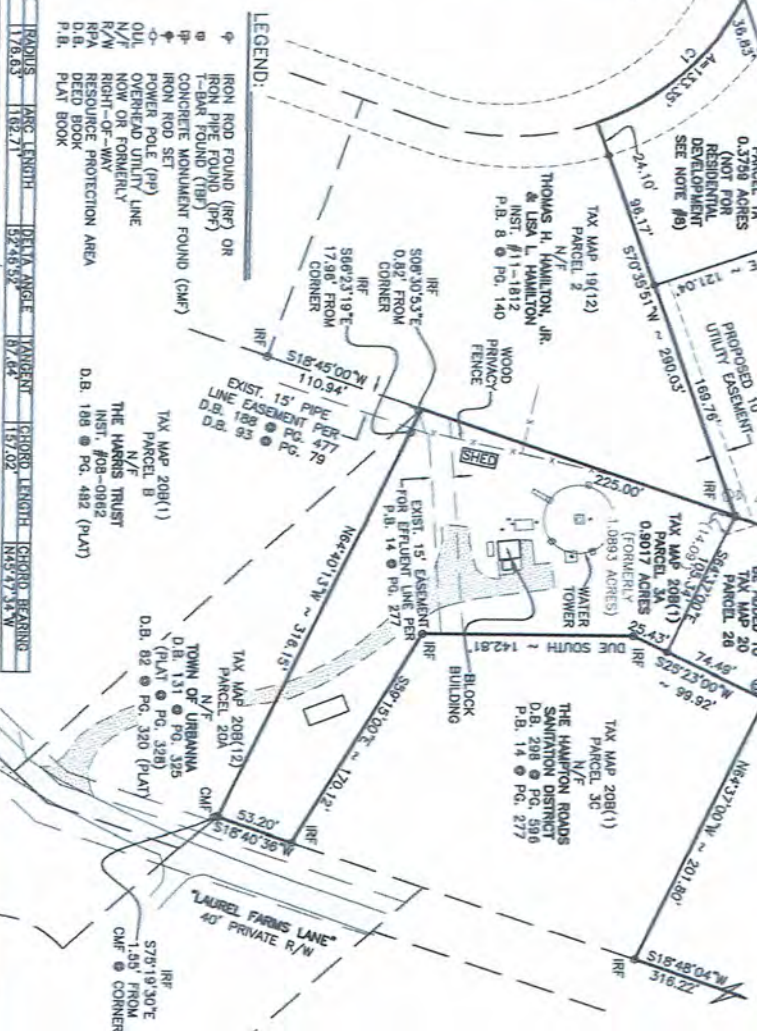
# CERTIFICATE OF CERTIFIED LAND SURVEYOR:

THE SUBDIVISION OF LAND AND BOUNDARY LINE ADJUSTMENT AS SHOWN ON THIS PLAT, CONTAINING 6.7444 ACRES, SITUATED IN THE SALUDA DISTRICT, IN THE COUNTY OF MIDDLESEX, VIRGINIA, HAVING BEEN CONVEYED TO THE TOWN OF URBANNA BY DEED DATED NOVEMBER 25, 1980 AND OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF MIDDLESEX COUNTY, VIRGINIA IN DEED BOOK 129 @ PG. 75 (PARCEL 3A) AND TO THURSTON PROPERTIES, LLC BY DEED DATED JUNE 25, 2021 AND OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF MIDDLESEX COUNTY, VIRGINIA IN INST. #21-1665 (PARCEL 1) AND BY DEED DATED JANUARY 9, 2006 AND OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF MIDDLESEX COUNTY, VIRGINIA IN D.B. 428 @ PG. 508 AND BY DEED DATED JANUARY 9, 2006 AND OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF MIDDLESEX COUNTY, VIRGINIA IN D.B. 428 @ PG. 508 (PARCEL 26).

I, THE UNDERSIGNED HEREBY CERTIFY THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD LENGTH	CHORD BEARING
1	178.63	162.71	52.46°	167.62	162.02	N45°17'34"W



SHOWING A BOUNDARY LINE ADJUSTMENT AND SUBDIVISION ON THE LANDS OF THE TOWN OF URBANNA AND THURSTON PROPERTIES, LLC LOCATED IN THE SALUDA DISTRICT, MIDDLESEX COUNTY, VIRGINIA. DATE: SEPTEMBER 21, 2021

SCALE: 1" = 60'

0 60 120 180

SCOTT HED/PLD  
DDB: HEC  
CHECKED: GJA  
AM: 211919-02

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Baltimore, MD 21202  
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